APPAM 2016 Fall Research Conference:

Measurement Matters: Better Data for Better Decisions

November 2 - 4, 2017 | Hyatt Regency | Chicago, IL

How to Submit a Roundtable

1. Open the Call for Proposals page: https://appam.confex.com/appam/2017/cfp.cgi Then, click 'Submit a Roundtable'

2. **Primary Policy Area:** You will be asked to select a policy area. You may only select one area for submission. On the following pages you will be able to note if the submission also touches on a secondary policy area. After selecting the appropriate area, click 'Submit' at the bottom of the screen. On the following page, some policy areas may require a sub-policy area be selected as well.

3. **Roundtable Title:** You will be asked to enter information on your roundtable. Please note that all communications from APPAM regarding this roundtable will only be sent to the email address provided as 'Submitter's Email Address'. No other participants from the roundtable will receive communications regarding the submission. After entering the information and answer the questions, click 'Save and Continue'.

4. **Participants** – You will need to enter information for each participant. To be considered, roundtables must have: 1) One Roundtable Organizer; 2) One Moderator; and 3) Up to Four Presenting Authors.

To enter a participant, enter either their last name or email address into the fields provided, select their role for the roundtable and click 'Search'.

From the search results, either select an individual from the results or 'Not Found' if the individual does not appear in the search, then click 'Select. If you selected 'Not Found', you will have to opportunity to enter information for them.

As you select the individuals, they will all show on the screen like below. To add the next person, click 'Add new person'.
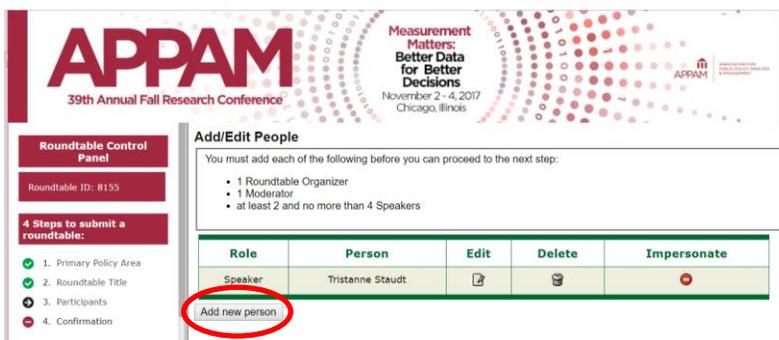
Once you have entered information on all papers included in the roundtable, click on 'Participants' in the left column to refresh the page. When the page refreshes, click 'Confirmation' at the bottom of the screen.

5. **Confirmation:** You will have the opportunity to review your roundtable submission. Please ensure that all the information listed is correct. When finished, click 'Submit' at the bottom of the screen to receive your submission confirmation.
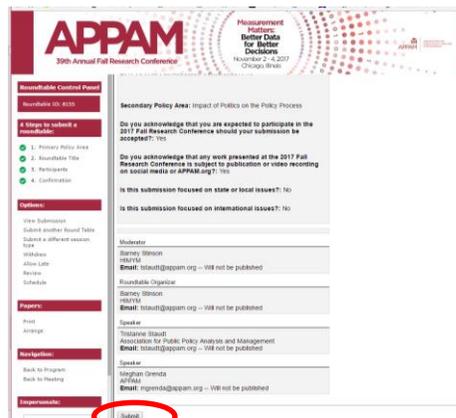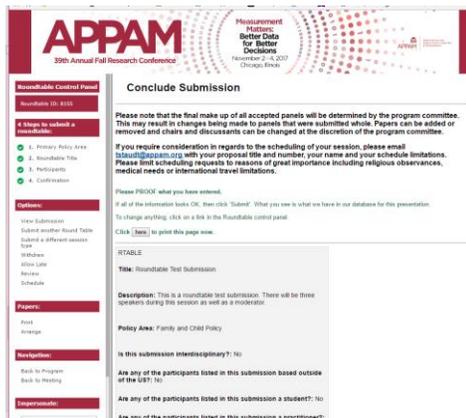
Thank you for submitting your proposal for the 2017 Fall Research Conference! After submitting your proposed roundtable, you will receive an email with the link to your submission. You may make any edits you'd like to the submission until the deadline of **April 5, 2017**. After that date, all submissions will be closed and edits may not be made.