MEETING SAVVY INSTRUCTIONS FOR PAPER AND PANEL SUBMISSIONS

SSS 2015

Guide to Instructions

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Note: All submissions are editable until the submission portal closes on October 24, 2014.

Add presentation/paper/poster/roundtable submission/research incubator

• Log in and click on Add New Presentations
• Type title, choose type of presentation, and type abstract. Click the green arrow to proceed.

• Choose at least one keyword from the drop down menus and click the right green arrow to proceed.
• Add yourself as an author (if you are an author). If you need to add someone other than yourself as an author on the paper, choose the right plus button to add an author and follow the instructions on that page. Click the right green arrow once all authors have been added.

• Click the right green arrow on the Audio-Visual page.
• Choose the corresponding and presenting author from the list of authors in the drop down menu. Then click the right green arrow to proceed.

• For each author, click the radio button denoting whether they will be in attendance at the meeting. Then click the right green arrow to proceed.
To submit your paper, review the details listed and then click the check mark.
You will receive a unique identifier for your paper. Save this information as it will be useful later if you want to review your submission or if you are including this paper in a full session (see the instructions below).

You have submitted your paper! Congratulations! We look forward to seeing you at the 2015 SSS meeting in New Orleans!

You should receive an email confirming your submission.

If you have questions about your submission, please email the program chairs at program@southernsociologicalsociety.org.
Instructions for Creating a Full Paper Session

- First submit all papers using the instructions above. Make sure to take note of all unique identifiers for the papers as you will need them to create the paper session.
- From the log in page, click on Add New Sessions.

Instructions will pop up that explain how to submit the full session. Once you have read these instructions, click the green arrow at the bottom to continue your session submission.
Type the title of your session and, if desired, a short description of what the session will be about. Once finished, click the right green arrow to proceed. If your session is being sponsored by a committee or organization, please include that information in the title. See example below from last year’s program.

Example of Sponsored Session

Session 27: Rural Masculinities (sponsored by SWS-S) - Thematic Session
Organizer, Presider, and Discussant: Shannon N. Davis, George Mason University
- Problematizing Rural Masculinities — Douglas Schrock, Florida State University
- Placing Manhood: An Intersectional Approach to Masculinity and Rurality — Edward Morris, University of Kentucky
- Identity Dilemmas Across Place: Men’s Search for Control and Resisting Exploitation — Matthew B. Ezzell, James Madison University
• Choose the type of session you are submitting from the drop down menu. Then select at least one keyword and click the right green arrow to proceed.

• Add yourself as an organizer for the session if you are to be listed as an organizer in the final program. Use the right green plus sign to add any other organizers. Then click the right green arrow to proceed.
• Add any discussants to the session. Discussants are not required for paper sessions but you are welcome to include them. We recommend that you determine discussants for sessions in advance so you can include them in the full session submission. Click the right green arrow to proceed.

• You will see a screen displaying all of the session information thus far. You must click the check box for the session to be created. Once you create the session, you will then have a chance to add papers to that session. **But you cannot add papers to a session that has not been created!** You will receive an email confirming that you have created a session.
• You now have the chance to add papers to your session. Type the unique identifier for the first paper you want to add into the box and click Add Presentation to Session.

• The selected paper will show up in the box at the bottom of the screen. Repeat adding papers until you have populated your session. You may reorder the papers as need be. We recommend having no more than four papers in a session, especially if you have a discussant, to allow for ample time for audience discussion.
• Click close once you have fully populated your session. Your session should now be listed in the lower box on your log-in screen.

• Congratulations! You have submitted a full session! We look forward to seeing you at the 2015 SSS meeting in New Orleans!

• If you have questions about your submission, please email the program chairs at program@southernsociologicalsociety.org.
Instructions for Creating a Panel without Individual Paper Titles

- Log-in to the submission portal. Click on Add New Sessions. You will see instructions on how to add a session. Click the green arrow to proceed. Follow the instructions below to create a panel (thematic panel, author meets critics, workshop, etc.) where presenters do not have paper titles.

- For all session types, include a title. If the session is sponsored by a committee or organization, include that information in the title (see p. 8 of this document for an example). Include a description when warranted. Then click the right green arrow to proceed.
- Select the appropriate type of session (the example here is a workshop), provide at least one keyword, then click the right green arrow to proceed.

- Select at least one organizer for the session. Click the left plus sign to choose yourself as an organizer. Click the right plus sign to choose someone else as an organizer. Follow the instructions for searching for someone to add as an organizer. Then click the right green arrow to proceed.
• Add all presenters on the Discussants page (this includes panelists in workshops and thematic panels as well as critics in Author Meets Critics sessions). Once all presenters are listed, click the right green arrow to proceed.

• Check the details of your session on the final page, then click the check box to submit the full session.
• Once you are finished, you should receive a full session information page. Your session has no individual papers, so you should click Close to complete your session submission.

• Congratulations! You have submitted your full session. You should receive a confirmation email once your session is submitted. You will also see your session in the bottom box on the log in screen. We will see you (and your presenters) at the 2015 SSS meeting in New Orleans!

• If you have questions about your submission, please email the program chairs at program@southernsociologicalsociety.org.