How to submit a panel proposal to the ASAUK 2018 Conference

As a panel organiser, you will normally have agreed on this panel with the presenter of at least one, and ideally two to three, thematically linked papers, who will submit their papers to your panel once it has been set up. Please indicate this as part of the panel abstract. **We do not expect you to submit speculative panel descriptions.**

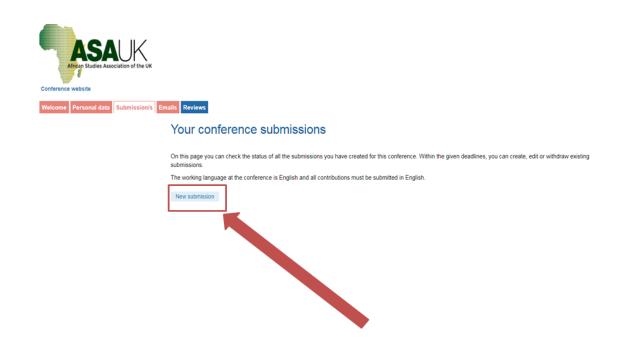
We will provide information on how to register **Discussants and Chairs for panels** in due course.

Before you submit a panel, you must have registered. For more information, see

How to register for ASAUK2018 http://www.asauk.net/call-for-papers-and-panels-asauk-2018-now-open

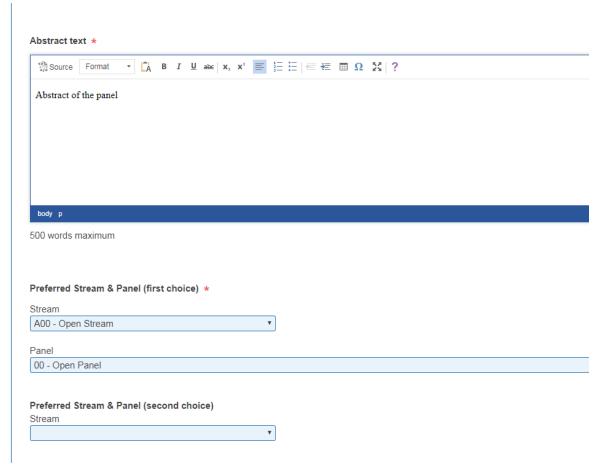
After you have received your confirmation email, please log in again and follow these instructions:

1. On the submission page please press the button **New Submission**



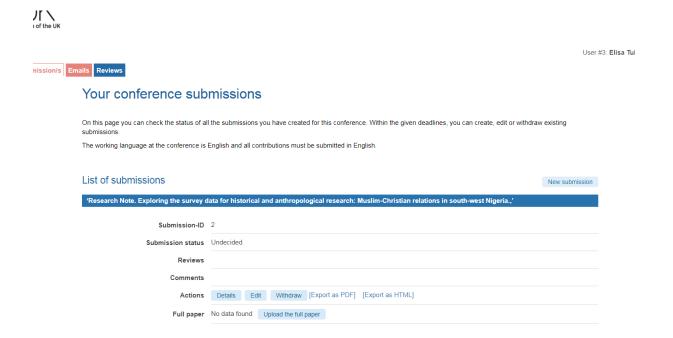
- 2. You will be asked for the abstract title, some personal details, and the details of your abstract. **Please fill in the abstract title first.**
- 3. To indicate that you would like to submit a panel, please indicate this clearly in the title by prefacing the title with the word **PANEL**.





- 4. Submit you panel abstract below. For independent panels, indicate <u>Open Stream and Open Panel</u> as preferences.
- 5. After submission you will receive a confirmation email. Your submission will also be visible under the submission tab.

 Through the link in your submission tab you can review, edit, revoke and view the comments from any reviewers. However, others cannot yet submit papers to your panel.



6. After submission of the panel, the conference coordinator will contact you as soon as possible to confirm that the panel has been set up. Hereafter others will be able to submit abstracts to this panel.