Submit a session

You have the option to both submit a complete and an incomplete session. In the former case, you – as the organizer – will submit the full session, complete with three or four papers, whereas in the latter case, you can leave it open for others to submit to your session when they submit their individual paper.

Submit a CLOSED session

1) Click on “Propose a new session” and you will be forwarded to the New Session Proposal dashboard.
2) Enter session title. Click “check case” and – if applicable and appropriate – accept the suggested changes.
3) Click on the “Network/Type” tab and select which network you want your session to be under.
4) Check that the radio button for "closed session" is selected and click "Save". The system will show a new closed session proposal with the title and network you entered and you as organizer.
5) Add 3-4 papers to the session. This is done by clicking “3 Add or edit a paper”
6) Add a paper title, with an option to check case as before.
7) Click on the "Authors" tab and add each author, followed by clicking the question mark. If the co-author already exists in the system, you will be prompted to confirm that it refers to the correct person (please double check that the e-mail address is current). If the person is not in the system, you will be asked to add the colleague’s email address. Also remember to indicate the one that needs to be the presenting author (this can be changed at a later stage). When you are done, click “save”.
8) You now return to the session dashboard. To add another paper, repeat steps 6-8.
9) To add a chair and/or discussant, click “2 Select chair and discussant”. Here, the logic is identical to when you add a paper, i.e. you will be asked to confirm the email address of the person that you add. Also remember to select the person’s role in the session, followed by clicking “save”
10) Back at the session dashboard, you will see the yellow box in the center of the screen, prompting you to “Complete your proposal by adding one or two more papers”. Since you are submitting a closed session, you need to provide at least three papers. As soon as your session includes three or more papers, it will, however have fulfilled the criteria for a full session, why you will be informed accordingly by the system.

Submit an OPEN session

1) Click on “Propose a new session” and you will be forwarded to the New Session Proposal dashboard.
2) Enter session title. Click "Check case" and -if applicable and appropriate- accept the suggested changes.
3) Click on the "Network/Type" tab and select which network you want your session to be under.
4) Select the radio button for "open session" and click "Save". The system will show a new open session proposal with the title and networks you entered and you as organizer.

5) You will now be forwarded to your session’s main dashboard. Note that there is a yellow box in the center, indicating that the session is not completed. Also note the text “If accepted, this session will be open to submissions by all members”, indicating that as soon as your network representative(s) approve of the session, it will appear among the sessions proposed by the network in question and visible to anyone wanting to submit a paper to the conference.
6) If you have papers to add to the session, this is done by clicking “3 Add or edit a paper”
7) Add the paper title with an option to check case as usual.
8) Click on the "Authors" tab and add each author, followed by clicking the question mark. If the co-author already exists in the system, you will be prompted to confirm that it refers to the correct person (please double check that the e-mail address is current). If the person is not in the system, you will be asked to add the colleague’s email address. Also remember to indicate the one that needs to be the presenting author (this can be changed at a later stage). When you are done, click “save”.
9) You now return to the session dashboard. To add another paper, repeat steps 6-8.
10) To add a chair and/or discussant, click “2 Select chair and discussant”. Here, the logic is identical to when you add a paper, i.e. you will be asked to confirm the email address of the person that you add. Also remember to select the person’s role in the session, followed by clicking “save”
11) Back at the session dashboard, you will see the yellow box in the center of the screen, prompting you to “Complete your proposal by adding one or two more papers”. This is obviously not a requirement, as you are submitting an open session. As soon as your session includes three or more papers, it will, however, have fulfilled the criteria for a full session, and you will be informed accordingly by the system.