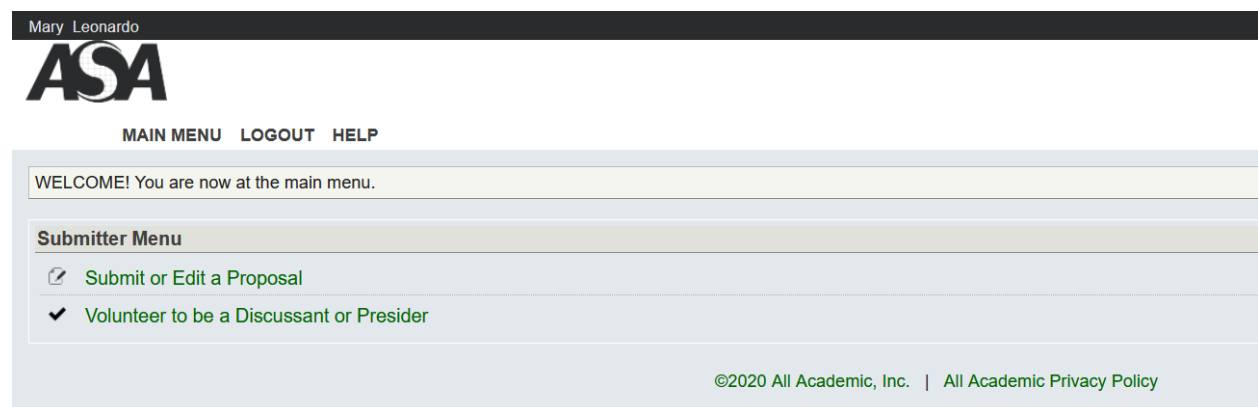


How to Submit a Workshop

Topics and content should reflect the training sociologists need and seek. Workshops on all topics are welcome.

The following instructions walk through the process of submitting a proposal.

1. Go to the online portal.
2. Sign in using your ASA username and password.
3. You will see your Submitter Menu below. Click on *Submit or Edit a Proposal* to continue.





Mary Leonardo

ASA

MAIN MENU LOGOUT HELP

WELCOME! You are now at the main menu.


Submitter Menu

-  [Submit or Edit a Proposal](#)
-  [Volunteer to be a Discussant or Presider](#)

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4. You will see all of the submission options listed. Click on *Submit a Workshop*.

Mary Leonardo



SUBMISSION MENU MAIN MENU LOGOUT HELP

Submit or Edit a Proposal

Click [here](#) for information on the submission options.

Once you have saved a submission, you will see it reflected below in the View/Edit Submissions section.

Submit a New Proposal

- ▶ [Submit a New Paper Proposal](#)
- ▶ [Submit a Course](#)
- ▶ [Submit a Workshop](#)
- ▶ [Submit a Preconference](#)
- ▶ [Submit to the Sociology in Practice Settings Symposium](#)
- ▶ [Submit to the Teaching and Learning Symposium](#)

5. Select a workshop category.

Unit Type ▶ Session Queue ▶ Sub Unit ▶

Session

Click on the name to continue.

Departmental Management and Leadership Workshop	Read Call
Policy and Research Workshop	Read Call
Professional Development Workshop	Read Call
Teaching Workshop	Read Call

- From there you will enter your proposal details. Please enter a title – with correct capitalization, spelling, and punctuation – along with a description. The description should include the specific learning goals/objectives for the workshop and the material you will cover. Workshops are not an appropriate place to share research findings beyond those that inform the specific training provided.

Enter information about your Session.

Required fields are marked with an asterisk (*).

***Title for the Course**
Type title as it should appear in the Program (limit to fifteen words). DO NOT TYPE IN ALL CAPITAL LETTERS.

Test Course Proposal

***Description**
Please provide a brief description or abstract (must not exceed 300 words). You may copy and paste from your word processing program.

This is a test.]

Additional Information
Please list any special requests regarding potential scheduling conflicts such as religious observances, multiple presentations, and other obligations during the convention. ASA will attempt, but does not guarantee, to fill all of these requests. **DO NOT MAKE AUDIO-VISUAL REQUESTS HERE. YOU WILL HAVE AN OPPORTUNITY TO MAKE AV REQUESTS ON A LATER PAGE.**

- Click *Accept and Continue* when finished.
- Next you will add and confirm Session Organizer and Presenter details for your proposed workshop. Your name is automatically added as the Session Organizer. If there are other organizers, please enter them by typing their last name and clicking Search by Last Name (Step 1). All participants must be confirmed before submission. When you are finished entering the Organizers and Presenters, click *Accept and Continue*.

Potential Session Participants: Test Course Proposal

Chosen "Roles" are designated by the *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	*Mary Leonardo singmeanything@yahoo.com	*Session Organizer Presenter	Up 1 Down Remove
2	Michelle Randall mrdrh01@yahoo.com University of Michigan	Session Organizer *Presenter	Up 2 Down Remove

Step 1. Add other participants (Chairs, Discussants, Presider, Co-Leaders, Last Name etc.).
Please indicate session organizer, leader, co-leader, presenters, etc. All leaders/presenters must be confirmed before submission.

Step 2. Accept and continue.
When your session is fully populated click "Accept and Continue."

- Please review the information you have entered thus far. You may go back to any section to edit it.
- You must upload a Preliminary Agenda and Presenter Qualifications as an attached document. Click Upload Proposal and attach your file. Click *Accept and Continue* when finished.

Review your submission information.

Review your submission summary for any changes that you may want to make before you save your proposal. To save this information, click the "Accept and Continue" button at the bottom right-hand side of this form.

Session Title Test Course Proposal	Edit Session Title
Description This is a test.	Edit Description
Additional Information No Data Entered	Edit Additional Information
Participants (Session Organizer) Mary Leonardo, singmeanything@yahoo.com; (Presenter) Michelle Randall, mrdrh01@yahoo.com; University of Michigan	Edit Participants
Proposal You have not uploaded your Proposal. Click here to upload now.	Upload Proposal

- You will get a confirmation screen and a copy of the submission confirmation will be emailed to you. If you do not receive the email within 5-10 minutes, please check your junk/spam folder. Keep a copy of the email for your records.
- After making a submission, you will see it listed on your Submission Menu. You may edit your submission until the deadline. If your submission is missing any required components, it will be noted as INCOMPLETE. Incomplete submissions are not considered.

Submissions

Showing 1 through 3 of 3 records.

##	Summary	Status	Action
1	Test Workshop Proposal Session Queue: Workshops Session: Policy and Research Workshop Session Submission type: Workshop	Received	edit delete download
2	Test Course Proposal Session Queue: Course Session Submission type: Course	Received	edit delete download
3	Test Preconference Proposal Session Queue: Preconference Session Submission type: Preconference	Received	edit delete INCOMPLETE

Questions? Contact the ASA Meetings Team at meetings@asanet.org