2019 Proposal System Guide

• Proposal Submission System opens for submissions and volunteers

• Proposals due by 11:59 pm PST

• ASHE Office sends out Acceptance and Rejection Notices

• Papers due to discussant or chair via All Academic

In this guide, you’ll find:
• Overall notes
• Navigating to the proposal system
• Logging in:
  o if you have an ASHE log-in (ASHE members, former members, and those with a guest account)
  o if you do not have an ASHE log-in (never an ASHE member and never created a guest account)
• Submitting a proposal
  o Addendum for Self-Designed Paper Sessions
  o Addendum for Interactive Symposium

If you have questions about the proposal system, contact the ASHE Office:
• ashe@unlv.edu
• (702) 895-2737
OVERALL NOTES

• Once you are on a page in the All Academic system for 60 minutes with no activity, you time out and no changes will be saved. There is a timer refresh button in the top right corner that you can click on to reset the timer.

• Use the navigation menu under the ASHE logo to move around in the system. Do not use the back button on your browser!

NAVIGATING TO THE PROPOSAL SYSTEM


2. Select “Submit your proposal here” in the page text or from the sidebar.

3. You will be directed to the Proposal Submission Site:
LOGGING IN: IF YOU HAVE AN ASHE LOG-IN
(ASHE MEMBERS, FORMER MEMBERS, AND THOSE WITH A GUEST ACCOUNT)

1. Click “Login” link at the bottom right side of the page.

2. Once you click “Login” you will be redirected to the ASHE member site login.

3. Use your ASHE username and password to login. If you forgot your password or username, you can select “Forgot password?”
LOGGING IN: IF YOU DO NOT HAVE AN ASHE LOG-IN (NEVER AN ASHE MEMBER AND NEVER CREATED A GUEST ACCOUNT)

**DO NOT create a guest account if you are an expired ASHE member or created a guest account last year. Please contact the ASHE office if you need assistance accessing your account.**

1. You may either become an ASHE Member –OR- create a guest Non-Member Account.

   a. To become a member:
      i. Click on the link and follow the instructions.

   b. To create a guest account:
      i. Click on the link and select “Guest (Non-Member) from the drop-down list on the Member Type.
      ii. If you opt to create a guest non-member account, you may upgrade to a paid membership at a later date.

2. Once you have created an account (either as a member or a guest), return to the proposal system login page.
SUBMITTING A PROPOSAL

1. Upon logging in click the “Submit or Edit a Proposal” link:

![Submit or Edit a Proposal link]

2. Click the link, “Submit a New Proposal”

![Submit a New Proposal link]

3. Select the section in which you wish to submit your proposal.
   
   Note: You may not submit the same proposal to more than one section; this includes Pre-Conferences.

![Select a Section]

---

#ASHE2019 Proposal Submission How To Guide

5
4. Select the proposal format you wish to submit.

*Note: Some of the Pre-Conference Sections do not accept all proposal formats.*

5. Enter the following information about your proposal:
   a. Terms of Agreement
   b. Title
   c. Abstract
   d. Proposal Text
   e. References
   f. No Discussant Option [For Scholarly Paper & Research Papers only]
   g. Keywords
   h. Methodology [For Scholarly Paper, Research Papers, Posters, and Roundtables only]
   i. Alternate Presentation Format [For Scholarly Paper & Research Papers only]
   j. Logistical or Technical Needs [For Performance, Visual, and Digital Scholarship only]

6. When all required sections (indicated by “*”) are completed, click Accept and Continue in the bottom right corner:
**For Self-Designed Sessions & Interactive Symposium, authors will need to follow different steps; see addendums below.**

7. Adding Authors (as needed):
* You may return to the proposal system to add authors or make other edits any time prior to the submission deadline.
  a. Search for authors by last name.
  b. After searching by last name select the author from the list generated, and click add author link
  c. Use the up or down links to change the author order (this is the order they will appear in the program if accepted).

**IF YOU CANNOT FIND AN AUTHOR IN THE SYSTEM:**
  • First re-check the spelling of the name or ask the author if they already have an ASHE member or Guest (non-member account).
  • If they do not have either, please have the author create an account following the steps outlined above.

8. Click Accept and Continue after all authors have been added to save your progress.

9. Review your submission information
   a. At the bottom of this page you may elect to upload supporting graphs, charts, tables, figures or formulas as a PDF only. DO NOT INCLUDE ANY AUTHOR’S NAMES AND DO NOT ATTACH YOUR ENTIRE PROPOSAL TEXT!

10. Click “Save Submission” to submit your proposal.
11. You will know your proposal was successfully submitted if you land on the following confirmation page:

![Confirmation Page](image)

12. You can use the Submission Menu or Main Menu links at the top of the confirmation page to start the process for another proposal submission, or click “Logout” if you are finished with your proposal submissions.
ADDENDUM FOR SELF-DESIGNED PAPER SESSIONS

1. For self-designed paper sessions, after you enter the general information about your session, you will add one paper at a time.

2. Click the “Add a paper” link.

3. Type the title of the first paper and include an abstract (maximum of 350 words), then click “Accept and Continue.”

4. Search by last name to add authors to the paper.

5. Repeat until all authors have been added to the session, and click accept and continue.
** You may return to the proposal system to add authors or make other edits any time prior to the submission deadline
**IF YOU CANNOT FIND AN AUTHOR IN THE SYSTEM:
• First re-check the spelling of the name or ask the author if they already have an ASHE member or Guest (non-member account).
• If they do not have either, please have the author create an account following the steps outlined above.
6. Follow the same steps for each paper in the session.

7. Once you have added all papers, add your session discussant and chair by using the “Search by Last Name” button (Note: you will need to search separately for the chair and discussant).

8. After entering each paper, and adding your session discussant and chair, click the “Accept & Continue” button.

9. Review your submission information

   a. At the bottom of this page you may elect to upload supporting graphs, charts, tables, figures or formulas as a PDF only. DO NOT INCLUDE ANY AUTHOR’S NAMES AND DO NOT ATTACH YOUR ENTIRE PROPOSAL TEXT!

10. Click “Save Submission” to submit your proposal.

11. You will know your proposal was successfully submitted if you land on the following confirmation page:

12. You can use the Submission Menu or Main Menu links at the top of the confirmation page to start the process for another proposal submission, or click “Logout” if you are finished with your proposal submissions.
ADDENDUM FOR INTERACTIVE SYMPOSIUM

1. To select presenters and a chair for the symposium use the “Search by last Name” field.
   a. The default of the system is to designate the submitter as both the organizer and presenter in the session.
   b. To remove yourself or any other roles, click the remove link to the right of the page.
   **You must designate at least one person as the organizer to submit your proposal.
   ** You may return to the proposal system to add authors or make other edits any time prior to the submission deadline
   **IF YOU CANNOT FIND AN AUTHOR IN THE SYSTEM:
      • First re-check the spelling of the name or ask the author if they already have an ASHE member or Guest (non-member account).
      • If they do not have either, please have the author create an account following the steps outlined above.

2. After entering each individual, click the “Accept & Continue” button.

3. Review your submission information
   a. At the bottom of this page you may elect to upload supporting graphs, charts, tables, figures or formulas as a PDF only. DO NOT INCLUDE ANY AUTHOR’S NAMES AND DO NOT ATTACH YOUR ENTIRE PROPOSAL TEXT!

4. Click “Save Submission” to submit your proposal.

5. You will know your proposal was successfully submitted if you land on the following confirmation page:

6. You can use the Submission Menu or Main Menu links at the top of the confirmation page to start the process for another proposal submission, or click “Logout” if you are finished with your proposal submissions.