

# Instructions Submit a Panel Proposal

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Submit a Panel



# **Submit a Panel Proposal**

wc2018.ipsa.org/events/congress/wc2018/submit-panel

#### **Guidelines for Panel Proposals**

All panel submissions must include a chair, co-chair (optional), 1-2 discussant(s), and 4-6 papers. The chair, co-chair and discussant cannot be the same person. More than one discussant may be added, but please keep in mind that there must be enough time during the panel for questions.

ALL panel members must be signed up for a free IPSA website account in order to have their names included as a chair, co-chair or discussant in the panel proposal. **Panels submitted with a description only will be viewed as incomplete.** 

#### Language

Panel proposals for any session must be submitted in English or French.

#### **Panel Title**

- The title cannot exceed 25 words.
- Review your use of language. Use a spell-checker to make sure you have not made any mistakes.
- Do not use ALL CAPS and Capitalize titles in English as per the example below:

☑ Politics in a World of Inequality

☑ Politics in a world of inequality

M POLITICS IN A WORLD OF INFOLIALITY

#### **Panel Description**

- . The description must not exceed 250 words.
- Do not include references, bibliographical notes, or your contact information in the abstract text.
- Review your use of language. Use a spell-checker to make sure you have not made any mistakes.

#### **Balanced Representation of Panelists**

Panel proposals should strive for regional and gender balance and include younger scholars, in accordance with the diversity policy in IPSA's Mis

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Instructions

**View Sessions Open to Submissions** 

#### **BEFORE SUBMITTING**

- 1. Familiarize yourself with:
- Key dates
- Rules for Participation
- Guidelines for Panel Proposals

### 2. View a list of Sessions Open to submissions

You may propose a panel to a maximum of 3 sessions

#### 3. Panel Title

**Do not** use ALL CAPS and Capitalize titles in English

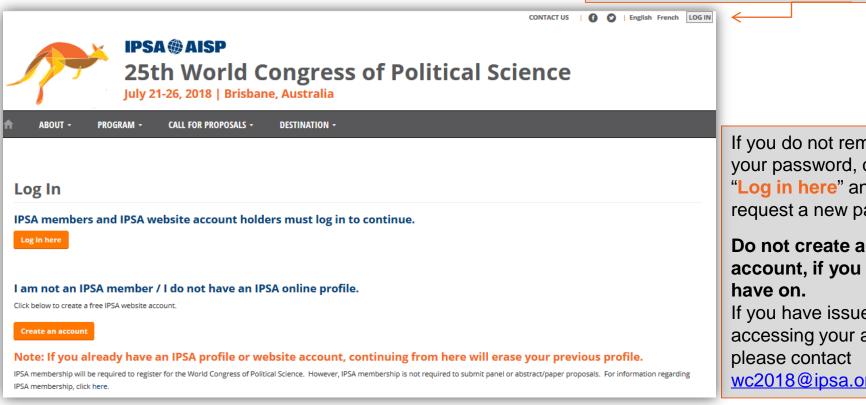
#### 4. Panel Description

Should not exceed 350 words



# Log in or Create an Account

An IPSA website account is mandatory in order to submit a proposal. Please Log in or create one.



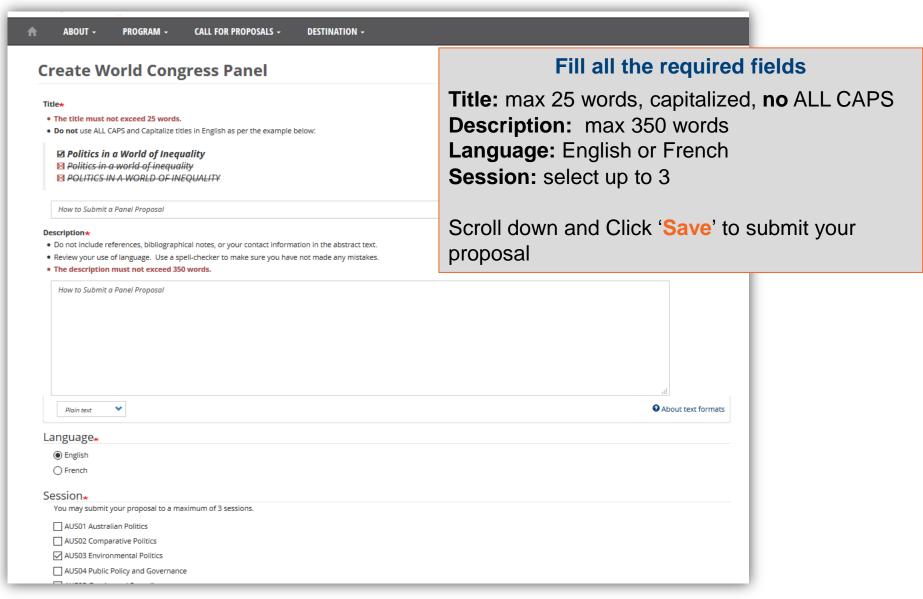
If you do not remember your password, click on "Log in here" and request a new password.

Do not create an account, if you already

If you have issues accessing your account, wc2018@ipsa.org

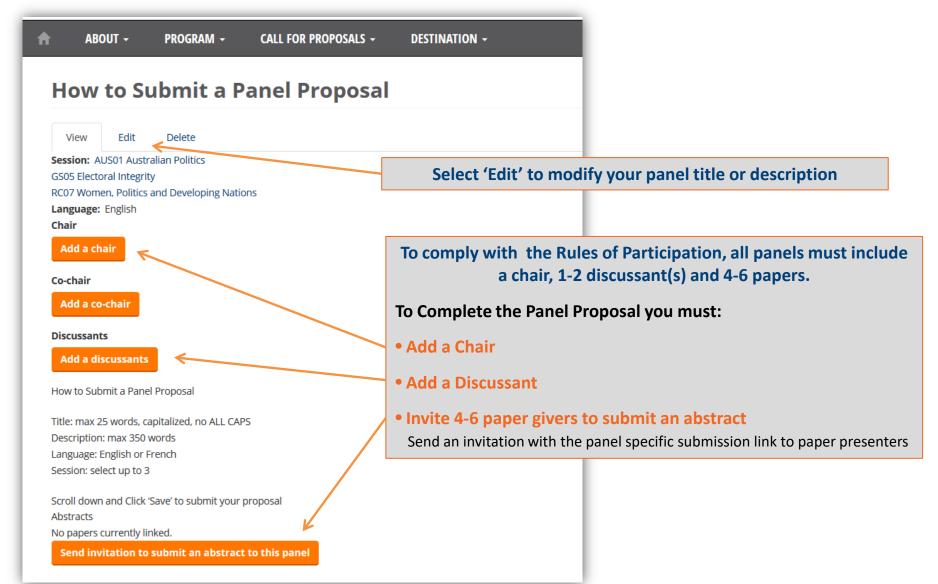


## **Complete the Panel Proposal Form**





### Add chairs, discussants and presenters





## **Access the Panel Proposal**

- Login to your online account at wc2018.ipsa.org
- Click 'My Congress' to access the user menu
- Under My Proposals, select List of my panels

