Before submitting a proposal, be sure to have the following elements ready:
- Panel Title
- Panel Description outlining the panel's focus and objectives (200 words maximum)
- 1 Chair (Full name, e-mail, gender, institution, and country)
- 1-2 Discussant(s) (Full name, e-mail, gender, institution, and country)
- Requested Track (thematic area)
- E-mail addresses of the paper presenters on your panel (4-5 papers)

Link to submit a panel: https://app.oxfordabstracts.com/events/76865/symposia/create

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    - Provide First Name, Last Name and Password.
    - Verify your e-mail and activate your account.
      Once your account is verified, you will be taken to the submission form.

Step 2: Submit a Panel (complete the submission form)
Screenshot: https://app.screencast.com/NQw4deunKCdFX

- Provide the Panel Details
  - Panel Title
  - Panel Description outlining the panel's focus and objectives (200 words maximum)
  - 1 Chair (Full name, e-mail, gender, institution, and country)
  - 1-2 Discussant(s) (Full name, e-mail, gender, institution, and country)
  - Requested Track (thematic area)
- Acknowledge the Participation Format
- Click [SUBMIT]

Panel View
Screenshot: https://app.screencast.com/e7SMJdlXncVCA

- Review the submitted panel details.
- EDIT the submission if needed.
- **Invite paper presenters to submit their Paper Abstract.**

Step 3: Invite Authors to Submit and Attach Paper Submissions
Screenshot: https://app.screencast.com/hSEemUcFVrVjZ

- To Invite paper presenters to submit their Paper Abstract scroll down to the bottom of the Panel View (Submitted Panel): **Invite Users to Attach Submissions**.
- Add **one e-mail per line** for each invited paper presenter.
- Click [INVITE] to send the invitation(s).
- Click [CONTINUE]

Important:

- **4-5 Papers are required to complete the panel proposal.**
- Each invited paper author must **submit their paper abstract** via Oxford Abstracts **and attach it to your panel by 13 May 2026.**
- Note that the **author's email address used in your invitation must be the same one used to submit the abstract.** Otherwise, the author will not be able to attach their paper to your panel.