

# Submission Instructions

For papers and sessions to the Pacific Sociological Association Annual Conference



Calls for submissions for the PSA Annual Conference opens in early Fall of the academic year during the month of September and closes on November 1<sup>st</sup> for Graduate Students, Faculty, and Applied Sociologists and December 1<sup>st</sup> for Undergraduate Students. The PSA Annual Conference is typically held March or April. Please be sure to have your PSA membership and Conference Registration completed by the close of of the call for submissions.

## Basic steps to submit your paper/etc.---For Undergraduate Students

Login Register

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

**PSA**

**PSA's 94th Annual Meeting**  
Hyatt Regency Bellevue (East Seattle)  
March 30-April 2, 2023  
[Call for Papers](#)

Use the same email address that you use for your PSA membership/registration portal account.

Regular submissions close November 1;  
Undergraduate roundtable and poster submissions close December 1

**Login or Register**

E-Mail Address

Password

Remember Me

[Login](#)

[Forgot Your Password?](#)

[Create a Submission Account](#)

The first time you enter the online submission system, you must create an account. When you return in the future, you will enter your email and password, then arrive at your personal Dashboard.

Fill out the information and click 'Register'.

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

**Register**

First Name

Last Name

Position

Select an institution, or type yours in [a search engine](#)

Institution

E-Mail Address

Password

Confirm Password

[Register](#)

You will then see your Dashboard.

Note several things here—the place to logout in the upper right; the tab where you can find any messages sent to you from PSA about your submissions; and the green + buttons to add a new presentation or session (undergraduate students cannot enter complete sessions, since this does not apply to them).

Once you have entered your submission(s), they will show here; you can return to edit them, etc.

**Use the + button to add a new presentation.**

First, in Submission Type, choose either the poster or roundtable format.

Then fill out your presentation title (type carefully and use ASA format—this is how your title will appear in program materials), abstract/information, and provide the name and email for a faculty who is familiar with your work.

The Keywords are how papers are sorted into sessions—please select the one that best fits your presentation topic.

**Click Next.**

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

**PSA's 94th Annual Meeting**

Submissions [Messages](#)

[+ Add New](#)

**Presentations**

Title

**Sessions**

Title

**About You**

**Lora Bristow**  
University of California Santa Cruz

**New Undergraduate Presentation**

Submission Type

Title

abstract  
Provide a proposal that includes approximately two-three pages of information about your research question, intended contribution of your research, a description of theory and methods, and a list of source references.

Schedule Requests (if any)

Faculty Sponsor

Faculty Sponsor Email

Keywords [select up to 1]

[Next](#)

For technical assistance, contact [support@meetingsavy.freshdesk.com](mailto:support@meetingsavy.freshdesk.com)

Adding authors for:  
Demo Poster

**Authors** Add Author

| #  | Author Name | action |
|--|-------------|--------|
| No data available in table   |             |        |
| Drag and drop rows to reorder authors  |             |        |
| Presenting/Contact Author: <span style="border: 1px solid #ccc; padding: 2px;">Select the author who will present and/or be the primary contact ...</span> |             |        |
| <span style="background-color: #4f81bd; color: white; padding: 5px 10px; border-radius: 3px;">Next</span>  |             |        |

Now you will add authors. **Click the Add Author button.**

There are three options in the popup.

**Find a Participant** Use Me!

Search by first or last name->

| name | institution |
|------|-------------|
|      |             |

To add yourself, click the Use Me button.

To add an author that is not yourself, use the search feature.

If a person is already in the system, you will select them by clicking the + by their information in the search results.

If they do not appear in the search results, use the Enter a totally new person button, then fill out the new popup. Please be accurate with names and email addresses! Errors mean that they will not receive important emails from PSA. Be sure to add any people who actively work with you on this research project, including writing the paper/producing the poster, as co-authors. **All co-authors for undergraduate presentations should be undergraduate students.**

**Find a Participant** Use Me!

Search by first or last name->

Enter a totally new person

| name          | institution                      |   |
|---------------|----------------------------------|---|
| Bristow, Lora | Pacific Sociological Association | + |
| Bristow, Lora | UCSC                             | + |

**Find a Participant** Use Me!

Search by first or last name->

Enter a totally new person

| name          | institution                      |
|---------------|----------------------------------|
| Bristow, Lora | Pacific Sociological Association |
| Bristow, Lora | UCSC                             |

**User info**

First Name

Last Name

Position Faculty

Institution Select an institution, or type yours in & #x27; search again

E-Mail Address

Add
Search Again

**Once you have added all your authors, select who will be the presenting/contact author.**

**Then click Next, and you will see a summary of your submission. If needed, use the Edit button, or click Finished.**

You will be returned to your dashboard, with your submission now showing; you can return here to view, edit, or delete your submission.

The system also sends an email confirming your submission; a copy of this is now on your Messages tab.

For technical assistance, contact [support@meetingsavy.freshdesk.com](mailto:support@meetingsavy.freshdesk.com)

**Your Submission**

|                        |  |
|------------------------|--|
| Submitted By:          | Lora Bristow, UCSC                     |
| Submission ID:         | 187349                                 |
| Title:                 | Demo Poster                            |
| Type:                  | Undergraduate Poster                   |
| Keywords:              | Education (Higher Education and other) |
| Presenting Author:     | Lora Bristow, UCSC                     |
| Faculty Sponsor:       | fdsfds                                 |
| Faculty Sponsor Email: | fdsfds                                 |
| Authors:               | 1 Lora Bristow, UCSC                   |
| Abstract:              | adfsa                                  |

Edit
Finished

For technical assistance, contact [support@meetingsavy.freshdesk.com](mailto:support@meetingsavy.freshdesk.com)

**PSA's 94th Annual Meeting**

Submissions Messages

Add New

**Presentations**

Title  
Demo UG poster  
submitter: Lora Bristow, University of California Santa Cruz  
Undergraduate Poster

Edit
Delete

**About You**

Lora Bristow  
University of California Santa Cruz

Add

# Basic steps to submit your paper or session---For Graduate students, faculty, applied sociologists, etc.

## For a *paper* submission:

Login Register

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

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Password

Remember Me

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For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

**Register**

First Name

Last Name

Position

Institution

E-Mail Address

Password

Confirm Password

[Register](#)

Fill out the information and click 'Register'.

You will then see your Dashboard.

Note several things here—the place to logout in the upper right; the tab where you can find any messages sent to you from PSA about your submissions; and the green + buttons to add a new presentation or session.

Once you have entered your submission(s), they will show here; you can return to edit them, etc.

Use the + button to add a new presentation.

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

**PSA's 94th Annual Meeting**

Submissions [Messages](#)

**Presentations** [+ Add New](#)

Title

**About You**

**Lora Bristow**  
Pacific Sociological Association  
[executive@psa.soc.org](mailto:executive@psa.soc.org)

**Sessions** [+ Add New](#)

Title

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

**New Practitioner/Faculty/Graduate Student Presentation**

Submission Type

Are you willing to preside over your session?

Are you willing to preside over other sessions in your topical area?

title

abstract

You have 250 words remaining

AV Requests

(if any, each regular session room will have a projector and laptop provided.)

Schedule Requests (if any)

Keywords (select up to 1)

[Next](#)

Select your presentation type—is it (or will it be at the time of the conference) a formal, finished paper, or research in progress?

Indicate if you are willing to be a President. (Presiders generally help sessions run smoothly; they are NOT expected to read all the presenters' papers or act as 'discussants'. Detailed instructions will be sent to all Presiders before the conference.)

Tell about your paper.

**Enter your title and all other information exactly as it should show in the printed program/program app, in ASA style.**

Choose the topical area that best fits your paper's topic. (This is how papers are assigned to Organizers from the Program Committee, who then arrange them into sessions.)

Click the Next button, and then add information about author(s).

For technical assistance, contact support@meetingsavvy.freshdesk.com

Adding authors for:  
Demo paper

Authors

**Add Author**

| #                                     | Author Name | action |
|---------------------------------------|-------------|--------|
| No data available in table            |             |        |
| Drag and drop rows to reorder authors |             |        |

Presenting/Contact Author

**Next**

Start by clicking the Add Author button; then there are three options in the popup. To add yourself, click the Use Me button.

Find a Participant

Search by first or last name->

**Use Me!**

| name | institution |
|------|-------------|
|      |             |

To add an author that is not yourself, use the search feature.

If a person is already in the system, you will select them by clicking the + by their information in the search results. If they do not appear in the search results, use the Enter a totally new person button, then fill out the new popup. Please be accurate with names and email addresses! Errors mean that they will not receive important emails from PSA.

Find a Participant

Search by first or last name->

**Use Me!**

**Enter a totally new person**

| name          | institution                      |   |
|---------------|----------------------------------|---|
| Bristow, Lora | Pacific Sociological Association | + |
| Bristow, Lora | UCSC                             | + |

Find a Participant

Search by first or last name->

**Use Me!**

**Enter a totally new person**

| name          | institution                      |
|---------------|----------------------------------|
| Bristow, Lora | Pacific Sociological Association |
| Bristow, Lora | UCSC                             |

**User info**

First Name

Last Name

Position

Institution (select, or type yours in)

E-Mail Address

**Add** **Search Again**

Once you have added all authors, re-arrange their order if needed and select a primary presenting/contact author.

Your Submission

Submitted By: Lora Bristow, Pacific Sociological Association

Submission ID: 187326

Title: Demo paper

Type: Research in Progress

Keywords: Art, Culture, and Popular Culture

Presenting Author: Lora Bristow, Pacific Sociological Association

Are you willing to preside over your session?: Yes, willing to preside in my session

Are you willing to preside over other sessions in your topical area?: Yes, willing to preside in other sessions

Authors: 1 Lora Bristow, Pacific Sociological Association  
2 Fake Fake, Fake University  
3 Lora Bristow, UCSC

Abstract: fsadafdsafdsafdsafa

**Edit** **Finished**

Then click Next, and you will see a summary of your submission. Use the Edit button to make changes or click Finished.

You will now see your submission on your Dashboard, where you can return to view, edit, or delete it.

PSA's 94th Annual Meeting

About You

Lora Bristow  
Pacific Sociological Association  
executivedirector@pacifcsoc.org

Submissions **Messages**

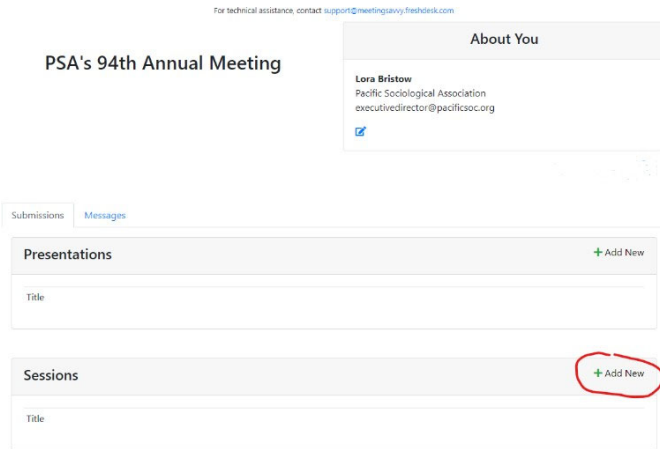
**Presentations** **+ Add New**

Title: Demo Paper  
**submitter: Lora Bristow, Pacific Sociological Association;**  
Research in Progress

**Sessions** **+ Add New**

You should also receive an automatic email confirming your submission; a copy is now on your Messages tab.

# For a session submission:



Start on your dashboard by clicking the + to add a new session.

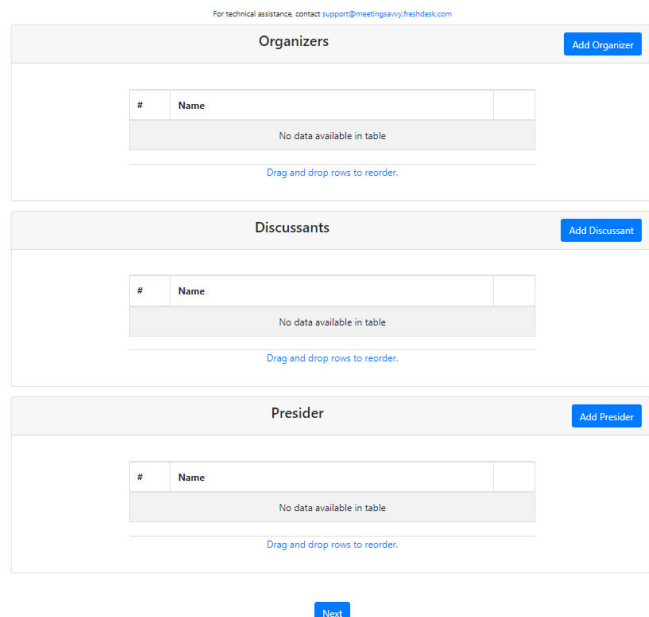
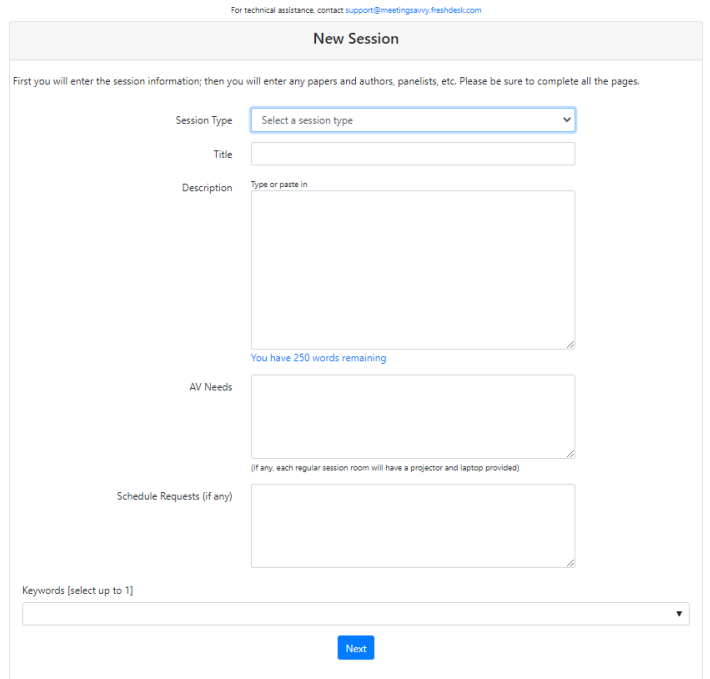
On the next screen, enter the session information.

**If you are entering a session that is sponsored by a PSA committee,** please include a suffix in the session title that tells this, for example: This Is a Demo Session (sponsored by the Committee on Teaching).

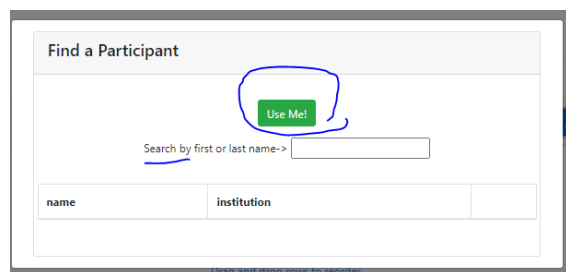
**Click Next.**

Use the buttons to add Organizer(s), Discussant(s), and Presider(s) as appropriate for the session.

At PSA, most sessions do not have Discussants, but all sessions should have an Organizer listed (to give them credit), and a Presider (to help the session run smoothly).



**When you click to add an Organizer, Discussant, or Presider, the new popup offers two choices—to add yourself, or to search for someone else.** Use the + by a person's information in search results to add them, or use the Enter a totally new person button. Be accurate—errors mean the participant will not receive important emails from PSA.



Click Next, and you will see a summary of the session information.

**Now you will add any presenters and presentations (as appropriate) to your session, using the button at the bottom.**

Provide information for each participant. This is much the same as the process to submit a paper (see above instructions). Note the note about how to add someone as a Panelist, Presenter, etc by putting that as the 'title'.


For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

Adding presentations for session Demo workshop session

### New Presentation in Session: Workshop with Presenters

Are you willing to preside over your session?

Are you willing to preside over other sessions in your topical area?

 For panels, use "Panelist", for workshops use "Presenter", for paper sessions, use the paper title

title

abstract  
abstract or short summary of the presentation. If it does not apply, just enter "NA"

You have 250 words remaining

AV Requests

(if any, each regular session room will have a projector and laptop provided.)

Schedule Requests (if any)

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

### Session Summary

|                |   |
|----------------|---|
| Submitted By:  | Lora Bristow, Pacific Sociological Association                      |
| Submission ID: | 43482   |
| Title:         | Demo workshop session   |
| Type:          | Workshop with Presenters  |
| Description:   | fadsafds  |
| Keywords:      | Applied, Public Sociology, and Community Research                   |
| Organizer:     | Lora Bristow, Pacific Sociological Association                      |
| Presider:      | Lora Bristow, Pacific Sociological Association                      |
| Presentations  | No presentations added. Click below to add presentations/presenters |

Click Next, and use the Add Author screen (see above in instructions for submitting a paper).

After you have added authors, **click Next, and you will see a summary just of this 'presentation' within your session.**

For technical assistance, contact [support@meetingsavvy.freshdesk.com](mailto:support@meetingsavvy.freshdesk.com)

### Your Submission

|   |  |
|---|--|
| In Session:   | Demo workshop session                            |
| Submitted By:   | Lora Bristow, Pacific Sociological Association   |
| Submission ID:  | 187328   |
| Title:  | Panelist   |
| Type:   |  |
| Keywords:   |  |
| Presenting Author:  | Lora Bristow, Pacific Sociological Association   |
| Are you willing to preside over your session?:                        | Not willing to preside in my session             |
| Are you willing to preside over other sessions in your topical area?: | Not willing to preside in other sessions         |
| Authors:  | 1 Lora Bristow, Pacific Sociological Association |
| Abstract:   | fadsaf   |

For technical assistance, contact [support@meetingavvy.freshdesk.com](mailto:support@meetingavvy.freshdesk.com)

| Session Summary  |   |   |  |        |  |
|--|---|---|--|--------|--|
| Submitted By:  | Lora Bristow, Pacific Sociological Association    |   |  |        |  |
| Submission ID:   | 43482   |   |  |        |  |
| Title:   | Demo workshop session                             |   |  |        |  |
| Type:  | Workshop with Presenters                          |   |  |        |  |
| Description:   | fadsafds  |   |  |        |  |
| Keywords   | Applied, Public Sociology, and Community Research |   |  |        |  |
| Organizer  | Lora Bristow, Pacific Sociological Association    |   |  |        |  |
| Presider   | Lora Bristow, Pacific Sociological Association    |   |  |        |  |
| <b>Presentations</b>   |   |   |  |        |  |
| <table border="1"> <tr> <td>Panelist   Lora Bristow, Pacific Sociological Association</td> <td></td> </tr> <tr> <td>fdsadf</td> <td></td> </tr> </table> |   | Panelist   Lora Bristow, Pacific Sociological Association |  | fdsadf |  |
| Panelist   Lora Bristow, Pacific Sociological Association  |   |   |  |        |  |
| fdsadf   |   |   |  |        |  |

[Edit Submission](#)
[Add New Presentations/Presenters](#)
[Finished](#)

Click Finished, and you will see the summary of your session so far.

Continue to use the Add New Presentations/Presenters button to add each further participant.

When you have added all your participants, click Finished on the session summary page.

Your session will now show on your Dashboard, where you can return to edit (or delete) it. The system will have auto-sent your submission summary to your email address; you can also see that message now on your Messages tab.

### PSA's 94th Annual Meeting

**About You**

**Lora Bristow**  
 Pacific Sociological Association  
 executivedirector@pacificsoc.org

Submissions Messages

**Presentations** + Add New

Title

**Sessions** + Add New

Title

Demo Workshop

**Lora Bristow, Pacific Sociological Association;**  
 Workshop with Presenters  
 Including 1 presentations.

Presenter : Lora Bristow, Pacific Sociological Association