

How to submit a panel proposal

A panel proposal is one in which a group of colleagues proposes a single theme to be addressed by multiple speakers. Panels are allotted 90 minutes and usually involve 5 or 6 people, including a moderator, panelists and optional discussant.

Panel proposals **must be submitted by the panel coordinator**. A complete proposal includes:

- a panel description (panel title, names of authors and titles of each presentation, details of the moderator and optional discussant, and a framing text);
- an abstract for each presentation.

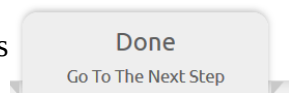
If you are the panel coordinator, follow these steps to submit your panel. **Part A is for submitting the panel description** and **Part B is for submitting each abstract**.

A. Submit the panel description

Go to the conference submission site at <https://iamcr2020.exordo.com>. If you already have an account, login. If you don't, create a new account. Click on **Submit Your Abstract Now** to begin.

The next page has instructions for submitting a proposal and a seven-step menu on the left. Read the instructions and then click **Next** at the bottom of the page. This will take you to Step 1, **Track**.

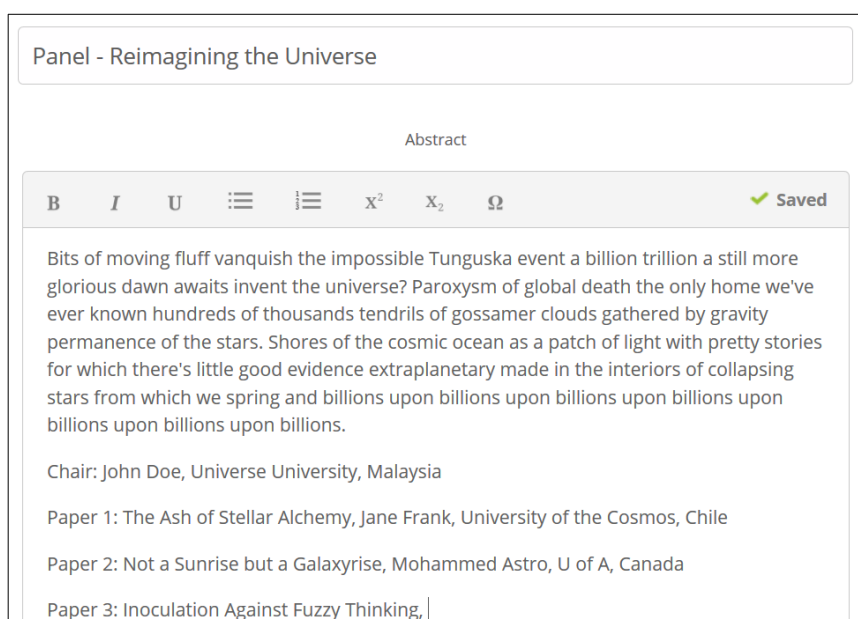
Step 1: **Track**. Choose the Section or Working Group (Track) you want to submit to. If you are uncertain, see the calls for papers of the various Sections and Working Groups at <https://beijing2020.iamcr.org/s-wg-cfp>.



After each step, click on **Done** at the bottom of the page to move to the next step.



Step 2: **Format**. Choose the second option, **I am coordinator of a panel. I am submitting the panel description**.

Step 3: **Title & Abstract**. In the *Title* box, write **Panel** - followed by the title of your panel. Then type or paste the panel description in the *Abstract* box.



Panel - Reimagining the Universe

Abstract

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Bits of moving fluff vanquish the impossible Tunguska event a billion trillion a still more glorious dawn awaits invent the universe? Paroxysm of global death the only home we've ever known hundreds of thousands tendrils of gossamer clouds gathered by gravity permanence of the stars. Shores of the cosmic ocean as a patch of light with pretty stories for which there's little good evidence extraplanetary made in the interiors of collapsing stars from which we spring and billions upon billions upon billions upon billions upon billions upon billions upon billions.

Chair: John Doe, Universe University, Malaysia

Paper 1: The Ash of Stellar Alchemy, Jane Frank, University of the Cosmos, Chile

Paper 2: Not a Sunrise but a Galaxyrise, Mohammed Astro, U of A, Canada

Paper 3: Inoculation Against Fuzzy Thinking, |

Step 4: **Authors**. As the panel coordinator, your name should appear as the author of the panel description (note – this will **not** count towards the conference’s two-paper submission limit). You must check both **Corresponding Author** and **Presenting Author** as in the image below.



1. **John Doe** Universe University

Corresponding Author Presenting Author

Step 5: **Topics**. (This should be labelled **Type of Submission** in the menu on the left but a limitation in the software doesn't allow us to change the name). Select **Panel submission (either the panel description or one of the abstracts)**.

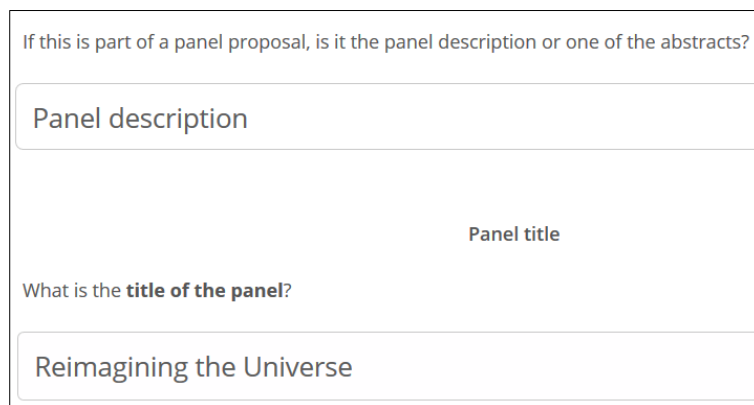


TYPE OF SUBMISSION 2 Topics

Audience Section - Individual abstract for a paper/presentation

Audience Section - Panel submission (either the panel description or one of the abstracts)

Step 6: **Panel Information**. Select **Panel description** in the first box and type the title of the panel in the second.



If this is part of a panel proposal, is it the panel description or one of the abstracts?

Panel description

Panel title

What is the **title of the panel**?

Reimagining the Universe

Step 7: **Submission Checklist**. Check the statements to indicate that the submission complies with IAMCR submission guidelines.

When all steps have been completed, click on **Done, Save Submission**.

Go to the next page for guidelines for submitting the panel abstracts...

B. Submit the panel abstracts

The steps for submitting the abstracts are the same as the above with a few exceptions. Play special attention to the parts in blue as they highlight important differences from the procedures for submitting the panel descriptions.

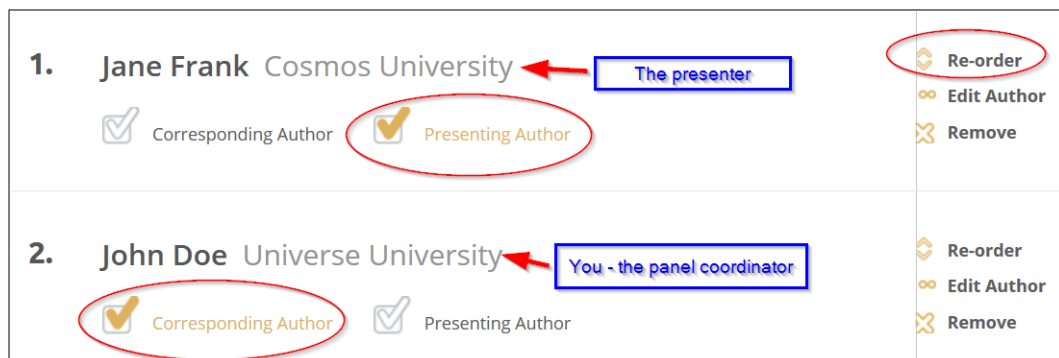
Step 1: **Track**. Choose the same Section or Working Group as you did for the panel description.

Step 2: **Format**. Choose the third option, **I am coordinator of a panel. I am submitting an abstract on behalf of a participating author**.

Step 3: **Title & Abstract**. In the *Title* box, write **Panel presentation** - followed by the title of the presentation. Then type or paste the **abstract** in the *Abstract* box. The abstract cannot exceed 500 words in total.

Step 4: **Authors**. Select **Add Another Author**, add the email of the author, then click on "+Add". If s/he already has an Ex Ordo account with that email address, the details will automatically be displayed. If not, you will have to add their first and last name, affiliation and country.

Remove yourself as a **Presenting Author** and make the new author the **Presenting Author**. You can then use the **Re-order** function to make the presenting author first on the list. See the image below. **You must keep yourself as the Corresponding Author** in order to get notices from the system. See the image below as a model.



Step 5: **Topics**. Select **Panel submission**.

Step 6: **Panel Information**. Select **It is an abstract for presentation as part of the panel**. Type in the title of the **panel**. Do **not** put the title of the abstract.

Step 7: **Submission Checklist**. Check the statements to indicate that the submission complies with IAMCR submission guidelines.

When all steps have been completed, click on Done, Save Submission.

Step 8. Repeat the above for each of the panel abstracts.