## Southern Sociological Society Conference Submission Instructions

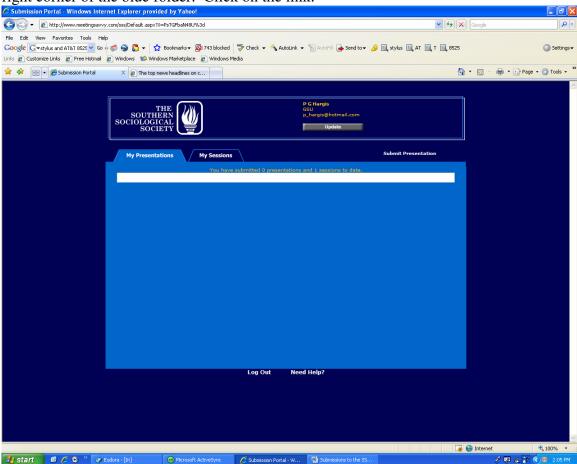
All proposals for conference participation must be submitted on-line at: <a href="http://www.meetingsavvy.com/sss">http://www.meetingsavvy.com/sss</a>

Submissions to the Southern Sociological Society conference website may be either a single presentation (such as a paper or poster) or an entire session (roundtable, panel, book session, or papers). Whether you wish to submit a single presentation or a complete session, you must first create a submission account. Save your logon name and password so that you may reenter the site if you decide later to edit information or add papers to the session you created.

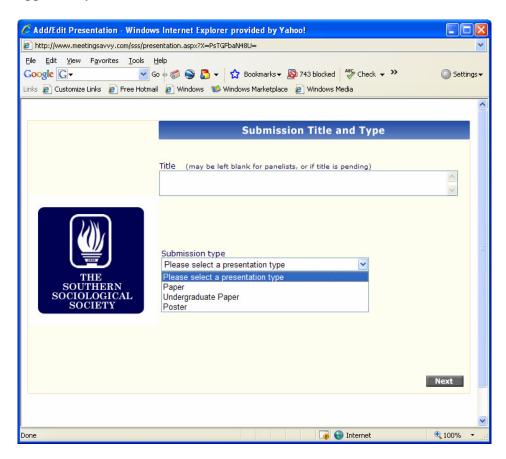
Once you have created your submission account you may click on one of two tabs – "My Presentation" or "My Session."

## TO SUBMIT AN INDIVIDUAL PRESENTATION

If you select the presentation tab you will see a "Submit Presentation" link above the right corner of the blue folder. Click on the link.



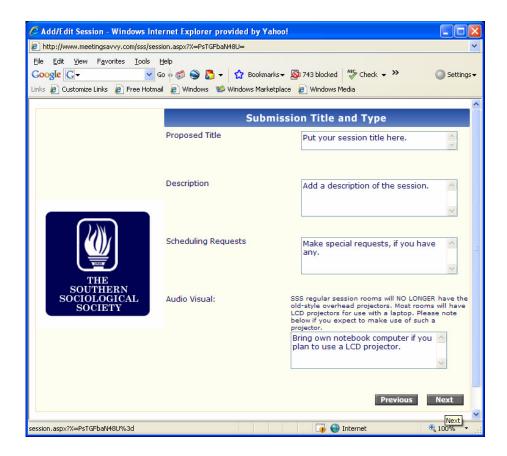
You will be asked to provide the title of your individual submission, the submission type (paper, poster, or undergraduate paper). Click on next and you will be given an opportunity to insert an abstract, and later, to add co-authors.



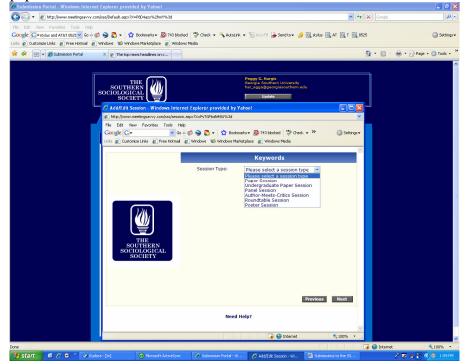
## TO SUBMIT A COMPLETE SESSION

If you select the session tab please remember that you are responsible for organizing the <u>entire session</u>. You will need the names, affiliations, postal and email addresses, titles, and abstracts for ALL your session participants. <u>Only the session organizer</u> has access to the newly created session and only the session organizer may edit data, add papers, or delete panelists.

Once you select the session tab you will see a "Submit Session" link above the right hand corner of the blue folder. Click on the link. A new screen will open and you will be asked to title your session, to provide a description and to say whether you will need a LCD projector. Please be aware that the SSS no longer provides overhead projectors. Participants wishing to use an LCD projector must supply their own notebook computer.



You will also be asked to select a keyword that best describes your session – such as, paper session, or author-meets-critic session.



Next you will be asked to provide the names, affiliations, contact information etc for the session organizer, session chair, each participant and a discussant if you are using one.

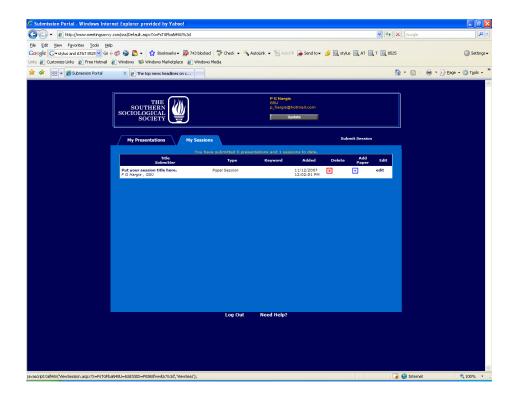


Once the session is complete the session organizer may add papers and edit information. This option will remain available until the close of submissions, December 15, 2007

**4** 100%

internet

indParticipant.asp:



## THINGS TO REMEMBER

All program participants (i.e., those presenting papers, presiding at sessions, serving as discussants, panelists or in any other capacity), must be register for the annual meeting. Undergraduate students who participate on the program must join the society (\$25) and register for the meeting (\$25).

An individual may <u>serve in no more than two presentation roles</u> (i.e., author of a paper, panel participant, workshop leader or poster or roundtable presenter) at the annual meeting. An individual may not present two first-authored papers. There is, however, no limit on the number of times a person may serve as a session presider or discussant.

The maximum number of sessions, i.e., paper, roundtables, workshops, project, thematic, etc.), that any person may organize for the annual program is two.

Sessions that are submitted, but which remain incomplete, will be treated as a single presentation.