


Step-by-Step Guide: How to Submit an Invited Session

1. Before submitting your session you must
 - a. be a member of the AAA go to check your membership status (<http://www.aaanet.org/membership/memberstatus.cfm>)
or
 - b. have requested a membership waiver, see the guide on how to request a waiver (<http://www.aaanet.org/meetings/presenters/upload/Step-by-step-how-to-request-a-waiver.pdf>)
 - c. have registered for the meeting (go to <http://www.aaanet.org/meetings/presenters/upload/Step-by-Step-how-to-Register.pdf> for the step-by-step registration guide).
2. Go to the Call for Papers webpage at <http://www.aaanet.org/CFP>

In the following pages the text boxes on the left explain information that is displayed, the items on the right are steps you need to complete. ALL information you type in will be printed as entered Note: If you mistype the title of your paper it will print mistyped. Red round text boxes show difficulties you may encounter during the process.

Go to this webpage to begin the process -- <http://www.aaanet.org/CFP> -- and follow these instructions:

 A·M·E·R·I·C·A·N
ANTHROPOLOGICAL
ASSOCIATION

2009 AAA Annual Meeting Call for Papers
Deadline is 5 p.m. ET, Wednesday, April 1, 2009.
No changes can be made after this deadline.

Welcome to the 2009 Annual Meeting online submission process.
You can complete or revise your submission until the
deadline of 5 p.m. ET, Wednesday, April 1, 2009.
This system requires Internet Explorer (IE).

Choice 1: Last Name Search -
Members and non-members are in our system. You will have the option on the next page to add yourself if you don't find yourself using this search.

Last Name:

■ Search Now

Choice 2: Member Login -
Enter here using the email address on file with AAA and your password. If you have trouble you may also use Choice 2.

Email Address:

Password: [Forgot Password?](#)

■ Log in Now

- **Abstract Submission FAQs**
- **Roles and Responsibilities** (Presenter, Discussant, Organizer, Co-Author, Chairperson, etc.)

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5. Click on Search Now.

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You searched for "FERNANDEZ". Would you like to search again?

Last Name:

[■ Search Now](#)

Search Results

Click on your name to continue. Non-members will be taken to the waiver request form.

Name	City	State
Andrea C Fernandez	Lutz	FL
Ariana Fernandez	San Jose	
Carla Fernandez	Arlington	VA
carla Fernandez	arlington	VA
Carlos A Fernandez	Harrisburg	PA
Eduardo Fernandez	Brooklyn	NY
Eduardo Fernandez	Santiago	
Francisco Fernandez	Merida	
Frank Fernandez	Guaynabo	PR
James W Fernandez	Chicago	IL
Manuel Fernandez	La Jolla	CA
Nadine Fernandez	East Syracuse	NY
Oscar Dr. Fernandez	Leon E	
Renate L Fernandez	Chicago	IL
Roberto Fernandez III	Fort Lauderdale	FL
Maria Ines Fernandez Alvarez	Buenos Aires	
Anton Fernandez de Rota	A Coruna	
Jose Antonio Fernandez de Rota y Monte	La Coruna	NULL
Marcelo Fernandez Osco	La Paz	
Patricia Fernandez-Kelly	Princeton	NJ
Paloma Fernandez-Rasines	San Sebastian	
Ellen Fernandez-Sacco	Berkeley	CA
Jose A Fernandez-Valbuena	Madrid	

6. Select your name from the list.

Unable to find your name? If you are an active member but not able to find yourself in our system

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Main Menu

Registration Status: Registered

Select an option, then click 'continue' at the bottom of the page.

Submit a Session - **Helpful Hints!**

- Submit an **invited session** (paper or poster)
- Submit a **volunteered session** (paper or poster)
- Submit a **public policy** forum (Deadline is March 1, 2009)
- Submit an **invited roundtable**

Submit a Paper - **Helpful Hints!**

- Submit a **paper** proposal (individually volunteered or as part of a session)
Only 1 paper/poster is allowed per person - **read the one role rule.**

Submit a Poster - **Helpful Hints!**

- Submit a **poster** proposal (individually volunteered or as part of a session)
Only 1 paper/poster is allowed per person - **read the one role rule.**

Other

If you are here as a **co-organizer, discussant, chair of a session, panelist** or **co-author** of a paper, you have already successfully registered and are not required to do anything else.

Submit an Event

- Submit a **film, video or multimedia screening** proposal - **Helpful Hints**
- Submit a **special events** proposal (e.g. Board, Business, Committee or Organizing Meetings, Cash Bar, etc.) - **Helpful Hints**

■ **Exit System** ■ **Continue**

- **Abstract Submission FAQs**
- **Step-by-Step Guides for Submitting Proposals**

7. Select "Submit an invited session."

8. Click on Continue.

Incomplete proposals will be rejected.

1. **Title of session:**

 Click here if this is a poster session. (Large poster sessions should choose the 3.75 session length.)

2. **Specify First Sponsoring Section:**

NOTE: First sponsoring session will receive all materials and will review the proposal.

Second Sponsoring Section (if applicable):

To confirm your invited status, please enter the email address you were provided by the Section when invited to submit your session.
 Invited by email:

3. **Please select the length of your session.**
 Select one: 1.75 hours or 3.75 hours

4. **Estimated attendance:**

5. **List three key words to describe this session:**
 1. 2. 3.

6. **Audiovisual Equipment:** All audiovisual equipment must be operated by the participant. **Only LCD projectors and screens will be provided in each paper session room.** You must provide your own computer.

7. **This session may be of particular interest to: (Please check all that apply)**
 Practicing and Applied Anthropologists
 Teachers of Anthropology in Community Colleges
 Students

8. By submitting your application to be considered for the Annual Meeting Program, you are granting the American Anthropological Association the right to reproduce the information you submit herein.

9. **Submit the body of your session abstract below. The limit is 500 words.**
Do NOT include the title, author's names, or anything other than the abstract itself.

9. Type in the title of your

10. Click on this box if this is poster session.

11. Select the committee or section that gave your session invited status.

Your sponsoring section will let you know if your session is being co-sponsored. If your session is being co-sponsored select the second section here.

12. Enter the time email address of the section that is sponsoring your session.

13. Select, the length of your session.

14. Type in your expected attendance

15. Type in 3 keywords that define your session.

16. Type or paste in your session abstract.

17. Click on GO TO STEP 2. It is at the bottom of your screen

Section Length:
 1.75 allows for up to seven 15-minute slots.
 3.75 allows for up to fifteen 15-minute slots; one of which needs to be a break.

Chair and time slots must be completed before you can go to the next page.

Organizers and Chairs:

Organizer 1: Carla Fernandez
Affiliation: AAA
Email Address: cfernandez@aaanet.org

■ **Add Co-Organizer(s)**

You can add up to two co-organizers. To add a co-organizer click on

■ **Add Chair(s)**

To add a chair click on 'Add Chair(s).'

No Chair has been selected. This is a required position.

Participants: *(Paper Presenters, Discussants, etc.)*

Time Slot 1:

What goes in this time slot?

- **Introduction**
specify person
- **Introduction**
- **Paper**
- **Discussant**
specify a person
- **Discussion**
- **Break**

Time Slot 2:

What goes in this time slot?

- **Paper**
- **Discussant**
specify a person
- **Discussion**
- **Break**

18. Select your participants. For discussion and break no one needs to be named. To do this click on the role they will have in your session. For more information on roles and responsibilities visit this webpage <http://www.aaanet.org/meetings/presenters/Roles-and-Responsibilities.cfm>.

Lookup Participant

Last Name:

■ Search Now

Search may take a moment.

Can't find the person you are looking for? Participants must be AAA members (or have received a waiver of this requirement). Therefore, if you can not find the individual you are looking for, you will need to contact that individual and instruct them to either join or request a waiver (if applicable) before you can add them to your session. You may place a "discussion" or a "break" in their spot to hold their place and return to add them to your session after they have submitted the necessary information.

■ Close Window

19. A window will pop-up, enter your participant's last name.

Done

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Member Name	City	State	
Andrea Fernandez	Lutz	FL	■ Add Person
Ariana Fernandez	San Jose		■ Add Person
Carla Fernandez	Arlington	VA	■ Add Person
Carlos Fernandez	Harrisburg	PA	■ Add Person
Eduardo Fernandez	Brooklyn	NY	■ Add Person
Eduardo Fernandez	Santiago		■ Add Person
Francisco Fernandez	Merida		■ Add Person
Frank Fernandez	Guaynabo	PR	■ Add Person
James Fernandez	Chicago	IL	■ Add Person
Manuel Fernandez	La Jolla	CA	■ Add Person
Nadine Fernandez	East Syracuse	NY	■ Add Person
Oscar Fernandez	Leon E		■ Add Person
Renate Fernandez	Chicago	IL	■ Add Person
Roberto Fernandez III	Fort Lauderdale	FL	■ Add Person
Maria Ines Fernandez Alvarez	Buenos Aires		■ Add Person
Anton Fernandez de Rota	A Coruna		■ Add Person
Jose Antonio Fernandez de Rota y Monte	La Coruna	NULL	■ Add Person
Marcelo Fernandez Osco	La Paz		■ Add Person
Patricia Fernandez-Kelly	Princeton	NJ	■ Add Person
Paloma Fernandez-Rasines	San Sebastian		■ Add Person
Ellen Fernandez-Sacco	Berkeley	CA	■ Add Person
Jose Fernandez-Valbuena	Madrid		■ Add Person

20. Select your participant's name from the list.

Can't find the person you are looking for? Participants must be AAA members (or have received a waiver of this requirement). Therefore, if you can not find the individual you are looking for, you will need to contact that individual and instruct them to either join or request a waiver (if applicable) before you can add them to your session. You may place a "discussion" or a "break" in their spot to hold their place and return to add them to your session after they have submitted the necessary information.

■ **Close Window**

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TIP -- In a 3.75 session be sure to include a 15-minute break (1 time slot).

TIP -- Allow some time for a discussion period at the end of a session.

Time Slot 4: **■ Move Up**
■ Move Down
■ Remove

Name: Brian Estes
Role: Paper
Email Address: bestes@aaanet.org

Time Slot 5: **■ Move Up**
■ Move Down
■ Remove

Name: Sharon Stein
Affiliation: AAA
Role: Paper
Email Address: sstein@aaanet.org

Time Slot 6: **■ Move Up**
■ Move Down
■ Remove

Name: Pablo Williams
Role: Discussant
Email Address: pwilliams@aaanet.org

Time Slot 7: **■ Move Up**
■ Remove

Role: Discussion

■ Save and Continue

Repeat steps 18 to 20 until all your slots are filled.
21. Click on Save and Continue, this will only appear if all your slots are complete.

Possible Difficulty
If your participant is not listed, ask him/her to apply for a membership OR complete a membership waiver form. This will add their name to the database. After the completion of a waiver form you can come back and add them as a participant (before April 1st).

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Proposal Processing Complete!

Please print this page for your records.

Your submission is completed, and your participants, chair, and co-organizers (if applicable) have been notified and instructed to submit their materials. Below is all the information that has been saved, if you would like to make a change simply click on the "Edit Proposal" link. You will also be able to edit your information from the main menu when you log into the system. You may return to edit your submission until the deadline of 5pm ET April 1, 2009.

Thank you for your participation.

Title: THIS IS THE TITLE OF MY INVITED SESSION
Sponsoring Section: General Anthropology Division
Second Sponsoring Section: none
Session Length: 1.75 hours
Estimated Attendance: 50
Keywords 1: invited
Keywords 2: session
Keywords 3: guide
AV Equipment:
This session is of interest to Students
Session Abstract: THIS IS THE ABSTRACT OF MY SESSION

Organizer(s):

Co-Organizer 1: Carla Fernandez
Affiliation: AAA
Email Address: cfernandez@aaaanet.org

Chair:

Carla Fernandez
Affiliation: AAA
Email Address: cfernandez@aaaanet.org

Participants:

Position 1:
Lucille Horn

Congratulations, you have submitted the structure of your session. Your session participants will now receive an email letting them know that the session has been submitted and requesting that they submit their proposal. **Please follow up with them to make certain that they have received the announcement.**