

To submit a proposal for a individual paper, and organised panel or a roundtable for BASEES 2020

- First create an account with your name, an email address and password
- Complete personal details
- Click on “Go to your abstracts”

To submit a roundtable

- Click on “Roundtable” button then click on “Create new proposal”
- Enter the roundtable title and choose a stream from the drop-down menu
- Click on Update to fix the title etc
- Click on the Abstract tab and enter an abstract for the roundtable
- Click on Update to fix the abstract
- Click on the Participants tab
- Click on “Add Author”
- Enter participants details
- For the Chair, check the box “Tick if this person is the chair”
- Click on “Add Author” to fix the participant just entered
- Add other participants as necessary
- Once you have added all the participants you can click on “Edit” beside each name to specify the order that they should in appear in the authors list.
- Once the Title , Abstract and Participants tabs have green ticks then click on the “Submit” tab and then on the “Submit abstract” button

To submit an individual paper

- Click on “Oral” button then click on “Create new proposal”
- Enter the title of the abstract
- Choose a stream from the dropdown menu
- Click on “Update” to fix the title
- Click on the “Abstract” tab
- Enter the abstract
- Click on “Update” to fix the abstract
- Click on the “Authors” tab
- Your name appear as first author, click on “Edit” to check or change the details
- If you have more than one author, click on “Add author” to enter their details
- Once you have added all the authors you can click on “Edit” beside each name to specify the order that they should in appear in the authors list.
- Once the Title , Abstract and Authors tabs have green ticks then click on the “Submit” tab and then on the “Submit abstract” button

To submit an Organised Panel

- Click on the button “Enter the name” in the section “Are the abstracts you are submitting part of a Panel?”
- Enter the name of the panel
- Enter the Chair’s details – if you do not have a chair at this stage enter TBC against the name
- If you have a discussant enter their details, otherwise leave these details blank
- Click on “Save panel data”
- Then for each paper in the panel proceed as for entering an individual paper, but from the dropdown menu “Choose the Panel” chose the appropriate panel name