

# Pre-Formed Panel Submissions for ASLE 2023 using Pheedloop

Overview: The Pheedloop system is set up to automatically convert all accepted proposal submitters to Speakers for creating the conference program, but only if each speaker on a panel has a submission as well as the panel organizer. Therefore, either panel members or their organizers need to submit each pre-formed panel's speakers and abstracts IN ADDITION to the full panel proposal. You can use the same submission form at <https://pheedloop.com/asleaess23/proposal/start/?call=CALHUGT3QZ7TLOG> to do this, and how to do so is explained below.

**Note: If you are a panel organizer AND a presenter on the panel, just fill out the form twice, once for the full panel, and once as an individual presenter in a full panel.**

## How to submit the full pre-formed panel proposal

The first Account Page is the same for everyone, for this type of submission fill in **the panel organizer's** basic information (name, institution, email, etc.). If you are a panel organizer who will submit the individual abstract information for your panelists, also see the section below this one on how to do that. If you are asking them to submit this information themselves, please make sure they know that and are aware of how to do so.

The Session Page needs to be filled out differently for the individual presentations that make up a panel and the full pre-formed panel itself. For the full panel submission, in the Proposal Title field, please put the title of the full panel. Also, answer NO to the question "Will your session have any co-presenters", as there will be a field to list all your presenter information on the next screen. However, if you will have a co-chair for your panel, please click YES add them as a Co-Presenter here. Required fields: first name, last name, email address, and organization/affiliation. Click Continue.



Account Session Additional Info Profile

Please provide details about the session you are proposing

### Details

#### Proposal Title \*

Enter the title of your proposal.

Full Panel Proposal Title goes in this field

#### Proposal keywords \*

Enter up to six keywords or phrases that describe the themes in your proposal.

This assists the conference program committee with streams

#### Will your session have any co-presenters? \*

Required fields: first name, last name, email address, and organization or affiliation. You will be able to edit/add co-speakers post-submission.

Yes

No

Continue

The Additional Information Page is where you will be given the opportunity to select Panel Proposal or Individual Proposal that is part of a panel. Choose “Full Panel Abstract” and you will see response fields that are keyed to this type of proposal. Please note that we are unable to accommodate hybrid panels, everyone needs to present virtually or in-person on a panel, so make sure all submitters have chosen the same answer.

- In-Person
- Virtually

**Panel or Presenter Abstract \***

Are you submitting a full panel abstract, or an individual abstract that is part of a pre-formed panel?

- Full Panel Abstract
- Presenter Abstract that is part of a pre-formed panel

**Type of Panel \***

Please indicate what best describes the type of panel you are submitting.

- Scholarly Panel
- Creative Panel
- Roundtable
- Paper Jam
- Nontraditional/Mixed Format Panel

**Full Panel Abstract \***

Panel Organizers please submit your abstract for the full panel here. Use the "Panelist Information" field below for individual panelist contact information.

**Panel Chair Name \***

Who is the chair of this proposed panel?

**Panelist Information \***

Please list the names, working presentation titles, affiliation, and email for each of your panelists.

Once completed, click Continue.

The final page is for other optional information that can help to inform others about you in the upcoming conference app and website. You can fill out none, some, or all of the fields. Once you are done, click “Submit”, and you should see a success screen:

## Thank you for your application, William!

Thank you for submitting a preformed panel proposal to Reclaiming the Commons: ASLE + AESS 2023. We will be in touch via email with updates about your submission once it has been reviewed. Please note: we cannot review panels until all panelists have submitted their abstracts.

Please make sure you have added ASLEconference2023@gmail.com to your safe sender list. We'd prefer for our notifications to stay out of your spam folder, if possible!

To stay in the loop about all things ASLE, make sure you bookmark our website, like and follow ASLE on Facebook or Twitter, or contact us at info@asle.org to be added to the newsletter email list.

To stay in the loop about all things AESS, make sure you like and follow AESS on your preferred social media platform, and/or sign up for email updates.

[Edit Submission Here](#)

[Start New Application](#)

You will also receive an email confirmation. You will be able to edit and review your submission after submitting it, up until the deadline on January 3. The confirmation email contains a link to the Proposal Portal where you can make edits, so save that correspondence!

**William,**

**Event:** ASLE + AESS 2023 Conference

**Proposal:** Use this field for the individual presentation title that is part of a panel

**Status:** Pending Review

We have received your application, and will be assessing it shortly. In the meantime, we invite you to click the button below to review your application and its status.

Thank you for submitting a preformed panel proposal to Reclaiming the Commons: ASLE + AESS 2023. We will be in touch via email with updates about your submission once it has been reviewed. Please note: we cannot review panels until all panelists have submitted their abstracts.

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[Edit Application Here](#)

Here is what the Proposal Portal for edits looks like. The tools for editing are below your name in the left-hand navigation box.

The screenshot displays the Proposal Portal interface. On the left, a navigation menu is visible under the heading "Your Name Here". The menu includes an "Information" section with a plus icon, and several options: "Edit Profile", "Edit Session", "Co-Speakers", and "Edit Survey", each with a corresponding icon. Below the menu is a graphic for the "ASLE + AESS 2023 Conference" in "Portland, Oregon" from "July 9-12, 2023". The main content area on the right is titled "Proposal Under Review" and contains the following text:

**ASLE + AESS 2023 Conference**  
January 3, 2023  
Oregon Convention Center, Portland, Oregon (Event dates July 9-12, 2023)

The Association for the Study of Literature and Environment (ASLE) and The Association for Environmental Studies and Sciences (AESS) are excited to announce that they will hold their next conference jointly in Portland, Oregon on July 9-12, 2023 at the Oregon Convention Center. The theme of the conference will be "Reclaiming the Commons." This event will offer opportunities for interdisciplinary collaboration, networking and professional development with a variety of sessions sponsored by both organizations.

Calls for proposals will be issued soon and registration will open in early 2023.

Details can be found on the respective websites: [aessconference.org](http://aessconference.org) and [asle.org/conference/biennial-conference/](http://asle.org/conference/biennial-conference/).

The OCC is an LEED Platinum Certified Facility and a pioneer in creating a space for green and sustainable meetings. Their commitments include energy reduction and solar power utilization, landfill waste minimization and recycling, watershed stewardship, air quality, supply chain carbon footprint reduction and community engagement. You can read more about why they make such a good partner for our organization here: <https://www.oregoncc.org/en/about/sustainability>

## How to submit individual abstracts that are part of a pre-formed panel

The first page is the same for everyone, just submit **the individual speaker's** basic information (name, institution, email, etc.).

The Session Page needs to be filled out differently for the individual presentations that make up a panel and the full pre-formed panel itself. For individuals, in the Proposal Title field, please put the title of your individual abstract, NOT the panel title. Also, answer NO to the question "Will your session have any co-presenters", unless you are co-presenting a single abstract with someone else. In that case list only the name of your direct co-presenter, NOT the names of other co-panelists who are presenting their own papers. Click Continue.



Account

Session

Additional Info

Profile

Please provide details about the session you are proposing

### Details

#### Proposal Title \*

Enter the title of your proposal.

Use this field for the individual presentation title that is part of a panel

#### Proposal keywords \*

Enter up to six keywords or phrases that describe the themes in your proposal.

test, test, test, etc.

#### Will your session have any co-presenters? \*

Required fields: first name, last name, email address, and organization or affiliation. '

Yes

No

The Additional Information Page is where you will be given the opportunity to select Panel Proposal or Individual Proposal that is part of a panel. Choose "Presenter Abstract that is part of a pre-formed panel" and you will see response fields that are keyed to this type of proposal. Under Proposal Format, please note that we are unable to accommodate hybrid panels, everyone needs to present virtually or in-person on a panel.

**Proposal Format \***

Are you submitting for an in-person or virtual panel? Please note: we are not able to accommodate hybrid panels, so make sure everyone submitting has the same answer to this question.

- In-Person
- Virtually

**Panel or Presenter Abstract \***

Are you submitting a full panel abstract, or an individual abstract that is part of a pre-formed panel?

- Full Panel Abstract
- Presenter Abstract that is part of a pre-formed panel

Once this option is chosen, you will see the following fields to fill out. Once completed, click Continue



**Panel or Presenter Abstract \***

Are you submitting a full panel abstract, or an individual abstract that is part of a pre-formed panel?

- Full Panel Abstract
- Presenter Abstract that is part of a pre-formed panel

**Individual Panelist Abstract \***

Submit your presentation abstract of 300 words or less.

**Pre-formed Panel Title \***

Please list, for cross-referencing purposes, the title of the panel proposal you are a part of.

**Panel Organizer Name \***

What is the name of your panel organizer?

**Select Statuses \***

Please tell us a little bit more about yourself, choose all that apply. We use this data to create well-balanced sessions and improve our event planning. Answer as yourself, not for any other presenters.

The final page is for other optional information that can help to inform others about you in the upcoming conference app and website. You can fill out none, some, or all of the fields. Once you are done, click “Submit”, and you should see a success screen:



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The screenshot shows a web interface for a proposal portal. On the left, there is a navigation menu under the heading "Your Name Here". The menu includes an "Information" section with a plus icon, and a list of options: "Edit Profile", "Edit Session", "Co-Speakers", and "Edit Survey", each with a checkmark icon. Below the menu is a logo for the "ASLE + AESS 2023 Conference" in "Portland, Oregon" from "July 9-12, 2023". The logo features the ASLE and AESS logos with a plus sign between them. On the right, there is a main content area with a green header that says "Proposal Under Review". The content area displays the following information: "ASLE + AESS 2023 Conference", "January 3, 2023", "Oregon Convention Center, Portland, Oregon (Event dates July 9-12, 2023)", a paragraph of text about the conference theme and opportunities, a line stating "Calls for proposals will be issued soon and registration will open in early 2023.", a line with website links: "Details can be found on the respective websites: [aessconference.org](http://aessconference.org) and [asle.org/conference/biennial-conference/](http://asle.org/conference/biennial-conference/).", and a final paragraph about the OCC's sustainability commitments with a link: <https://www.oregoncc.org/en/about/sustainability>.

Still have questions? Email us at [ASLEconference2023@gmail.com](mailto:ASLEconference2023@gmail.com)