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.
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.

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.
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.

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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.
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.

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

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Still have questions? Email us at ASLEconference2023@gmail.com