

### Submit a book session/roundtable

- 1) Click on “Propose a new session” and you will be forwarded to the New Session Proposal dashboard.
- 2) Enter session title, which needs to begin with “Author Meets Critic”/”Book Session”/”Roundtable”, followed by the name of the session. Thus, if arranging a book session where the book A by author A is going to be critiqued, you would want the session title to read “Author Meets Critic: Book A by Author A”. Click “check case” and – if applicable and appropriate – accept the suggested changes.
- 3) Click on the “Network/Type” tab and select which network you want your session to be under.
- 4) Verify that the radio button for “closed” session is selected. Then click “Save”. The system will create a new closed session proposal with the title and network you have indicated and you as organizer.
- 5) In order for the author in question to be properly involved in the session, you should add him or her under “3 Add or edit a paper”. Add the title of the book. Then click on the “Authors” tabs and enter the author(s) of the book. When you are done click “Save” to add the paper to your session proposal.
  - a. For a round table discussion you could enter each panel as a discussant. Alternatively, you can create a "paper" for each panelist, with "-" as title and the panelist as author. The later approach has the advantage that you can later change the order of the presentations.
- 6) You will have to add chair and/or discussant(s), done by clicking “2 Select chair and discussant”. You will be asked to confirm the email address of the person that you add. Also remember to select the person’s role in the session, followed by clicking “save”.
- 7) Back at the session dashboard, you will see the yellow box in the center of the screen, prompting you to “Complete your proposal by adding one or two more papers”. Since you are submitting a book session, you will not need to do anything more at this point. Your session proposal is complete.