

# SECTION INVITED SESSION ORGANIZER MANUAL

2026

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# Policies

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Much of the vitality of the ASA flows from its diverse membership. With this in mind, it is the policy of the ASA to include people of color, women, sociologists from small institutions, those who work in government, business, and other applied settings, and international scholars in all of its programmatic activities and in the business of the Association. It is critically important that organizers work to create panels that reflect these principles of diversity, equity, and inclusion. Read full ASA [Diversity Statement](#).

## Session Organizer Policies

By serving as a Session Organizer, you agree to the following guidelines:

1. Session organizers may not present their own single-authored paper in the session that they organize.
2. Student members are not eligible to serve as solo session organizers but may serve as a co-organizer or informal reviewer.
3. Session organizers must meet deadlines established by ASA Meeting Services. Repeated failure to do so may result in the appointment of a replacement organizer.
4. Session organizer responsibilities and deadlines may be amended as necessary.

## Participation Policies

1. Only one single-authored paper presentation is permitted per author. Authors who have more than one single-authored paper accepted must decide which paper will be presented and inform the session organizers promptly.
2. Individuals may not be listed on more than two sessions on the program. This includes all participant roles such as a presenter, presider/table presider, discussant, panelist, moderator, roundtable presenter, or any similar substantive role on the program. Session organizers are exempt from this policy as are non-presenters, mentors, and participation in business and committee meetings. Those who are accepted to more than two sessions must decide on which sessions to participate and inform the session organizers and [meetings@asanet.org](mailto:meetings@asanet.org) promptly.
3. **All participants on the Annual Meeting program must register for the meeting by June 1, 2026.** A participant is anyone listed as a presenting author, author, mentor, presenter, presider/table presider, discussant, panelist, moderator, leader, or any similar substantive role on the program.

# Dates and Deadlines

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The schedule of important dates and deadlines for your reference is included below. We ask that you please respect the deadlines. If you encounter difficulties, please contact [meetings@asanet.org](mailto:meetings@asanet.org).

|          |                                 |
|----------|---------------------------------|
| March 16 | Invited sessions finalized      |
| April 13 | Session organizer module closes |

# Getting Started

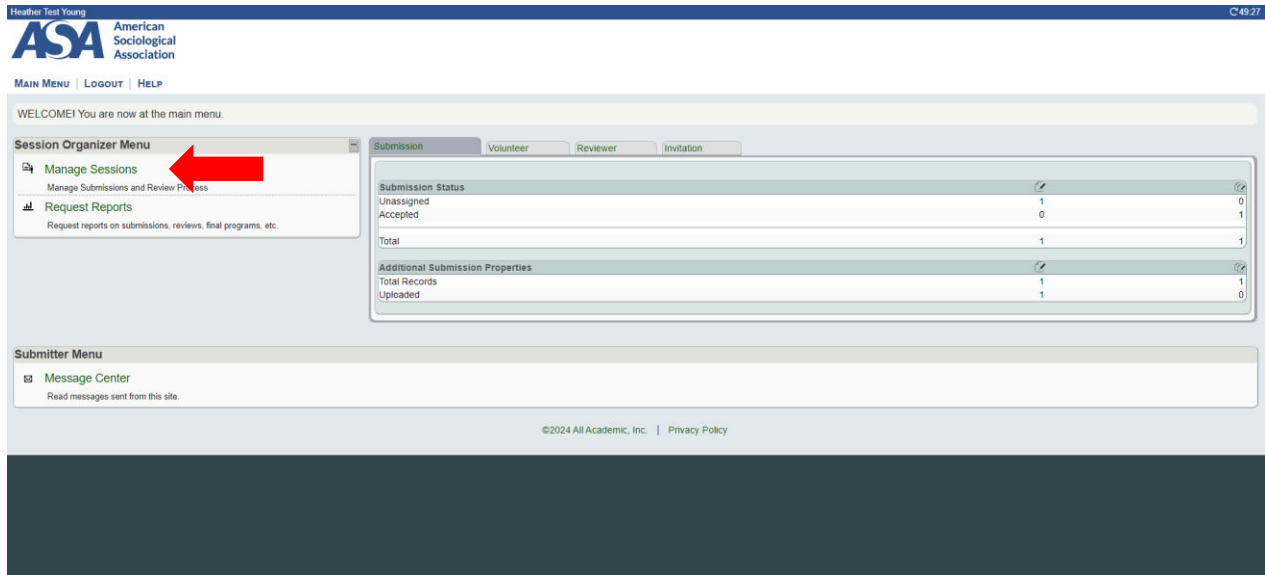
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**Presiders/Discussants** – Session organizers must appoint a Presider and may serve in that role themselves if they wish. The role of Session Organizer is exempt from the program’s two-appearance limit, but the role of Presider is not. A Discussant is optional. You must confirm both your Presider and Discussant before entering their names. Please do not add anyone you have not personally invited and confirmed.

Invited sessions may follow one of two format styles: **Panelists or Paper Presenters**. Panelists participate in a discussion-based format and do not necessarily present formal papers. This style is more conversational and interactive. Alternatively, invited sessions may include formal paper presentations, where presenters are listed along with their paper titles. Session organizers should choose the format that best aligns with the goals and structure of their session.

# Editing Your Session

Log in to the [online portal](#). Sign in using your ASA Username and Password. You will see your Session Organizer menu at the top. It includes the item: Manage Sessions. Click on Manage Sessions.



The screenshot shows the ASA online portal interface. At the top, the ASA logo and navigation links (MAIN MENU, LOGOUT, HELP) are visible. A welcome message states: "WELCOME! You are now at the main menu." The "Session Organizer Menu" is expanded, showing options: "Manage Sessions" (highlighted with a red arrow), "Manage Submissions and Review Process", and "Request Reports". To the right, there are tabs for "Submission", "Volunteer", "Reviewer", and "Invitation". The "Submission" tab is active, displaying a table of submission status and additional submission properties.

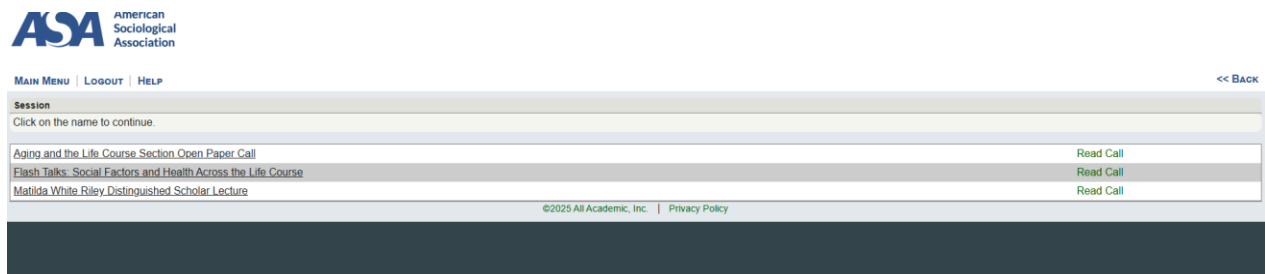
| Submission Status |   |   |
|-------------------|---|---|
| Unassigned        | 1 | 0 |
| Accepted          | 0 | 1 |
| Total             | 1 | 1 |

| Additional Submission Properties |   |   |
|----------------------------------|---|---|
| Total Records                    | 1 | 1 |
| Uploaded                         | 1 | 0 |

Below the submission tables, there is a "Submitter Menu" with a "Message Center" link. At the bottom, the copyright notice "©2024 All Academic, Inc." and "Privacy Policy" are displayed.

If you are organizing multiple sessions, they will all appear on the next screen. Click on the session you wish to work on.



The screenshot shows the ASA online portal interface. At the top, the ASA logo and navigation links (MAIN MENU, LOGOUT, HELP) are visible. A "Session" section is active, displaying a list of sessions. Each session has a "Read Call" link. The sessions listed are:

- Aging and the Life Course Section Open Paper Call
- Flash Talks: Social Factors and Health Across the Life Course
- Matilda White Riley Distinguished Scholar Lecture

At the bottom, the copyright notice "©2025 All Academic, Inc." and "Privacy Policy" are displayed.

You can edit any information that the Section Planner has already entered for you. To do this, click the Sessions tab in your Submission Management Area. Your session will be listed, click Edit under the Action column to make changes.

**Submission Management Area**  
This is your Unit's home page. From here you can monitor reviewers' progress, accept and reject proposals, create sessions and send out notifications.

**Task Menu**

**Setup**

- Preferences (Click here to mark session complete)
- Change Session

**Management**

- Send Bulk Email
- Create a Session
- Session Confirmation
- Reports Menu

**Statistics**

| Type                  | Unassigned | Pending | Complete | Rejected | Accepted/Created | Insession | Transfer | Deleted | Disqualified | Withdrawn | Total |
|-----------------------|------------|---------|----------|----------|------------------|-----------|----------|---------|--------------|-----------|-------|
| Individual Submission | 0          | 0       | 0        | 1        | 3                | 0         | 0        | 0       | 0            | 0         | 4     |
| Session Submission    | 0          | 0       | 0        | 0        | 1                | 0         | 0        | 0       | 0            | 0         | 1     |
| <b>Total</b>          | 0          | 0       | 0        | 1        | 4                | 0         | 0        | 0       | 0            | 0         | 5     |

**Individual Presentations** | **Sessions** | **Ants** | **Volunteers** | **Reviewers** | **People**

**Scheduled** | **Accepted** | **Unscheduled** | **All** | **Trash (0)**

Session Submission Title: [ ] -- select match type --

Additional search options...

Show 50 results per page. Search Clear

Showing 1 through 1 of 1 records.

| # | Summary                                                                                                                                                                                                                                  | Status          | Action                                                                                                                                                          |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Open Topics in Biosociology</b><br>All Academic Code: 1604885<br>Original Submitter: [11099006] - Michelle Randall<br>Creation date: Fri, Sep 6, 2019 7:48am<br>Session Submission type: Paper Session (100 min)<br>(13 participants) | Created Session | <a href="#">Change Type</a><br><a href="#">Administratively Transfer</a><br><a href="#">Edit</a><br><a href="#">Edit Participants</a><br><a href="#">Delete</a> |

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On the Submission Summary page, you can edit the session title, description, and participant details. All three fields are required and will appear in the online program.

To make changes, click Edit Session Title or Edit Description.

If no changes are needed to the title or description, click Edit Participants to add your session participants.

**ASA** American Sociological Association

**SUBMISSION MANAGEMENT** | **MAIN MENU** | **LOGOUT** | **HELP**

Session Queue | Sub Unit | Session Submission Type | Session Submission | Presenter | Request Audio Visual | **Summary: Session Submission**

**Review your submission information.**  
Review your submission summary for any changes that you may want to make. To save this information, click the "Accept and Continue" button at the bottom right-hand side of this form.

**Submission Summary.**  
Click on one of the edit links to change any of the fields. To save your changes you must click the "Accept and Continue" button at the bottom right-hand side of this form.

**Session Title**  
Test Invited Session [Edit Session Title](#)

**Description**  
Sample invited session description [Edit Description](#)

**Participants** [Edit Participants](#)

(Session Organizer) Heather Young, hyoung@asanet.org, American Sociological Association

[Accept and Continue](#)

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You may add or change participants as needed by searching for their full name and assigning the appropriate role.

**ASA** American Sociological Association

SUBMISSION MANAGEMENT | MAIN MENU | LOGOUT | HELP << BACK

Session Queue Sub Unit Session Submission Type Session Submission Presenter Request Audio Visual Summary: Session Submission

**Potential Session Participants: Test Invited Session**

Chosen "Roles" are designated by the \*

Icon Definitions: + Add Paper Order Participants Delete Remove Return Up Down Show Field

| # | Person/Individual Submission                                            | Role/Type          | Action |
|---|-------------------------------------------------------------------------|--------------------|--------|
| 1 | Heather Young<br>hyoung@asanet.org<br>American Sociological Association | *Session Organizer | > x    |

**Step 1. Add an Accepted/Reviewed Paper to your session.**  
To add an accepted proposal to this session, click "View Accepted Individual Proposals" below. A search field will appear below these numbered steps and will include instructions on how to proceed. [View Accepted Papers](#)

**Step 2. Add other participants**  
Use the search box "Search Participants by Full Name" 

Name   
Search by Full Name Clear

**Step 3. Accept and continue.**  
When your session is fully populated click "Accept and Continue."

Save and Exit  
Accept and Continue

If the person you're searching for is not listed, click Add Unlisted Participant.  
Fill in their first name, last name, affiliation, and email address. These fields are required.  
Once you've entered their information, click Accept and Continue, then assign their role in the session.

**ASA** Sociological Association

Emily Anna Erikson SUBMISSION MANAGEMENT | MAIN MENU | LOGOUT | HELP C169.2

Session Queue Sub Unit Session Submission Type Session Submission Presenter Request Audio Visual Summary: Session Submission

**Potential Session Participants: Coordination Problems, Unintended Consequences, and Solving Social Problems**

Chosen "Roles" are designated by the \*

Icon Definitions: + Add Paper Order Participants Delete Remove Return Up Down Show Field

Submitter/Editor Access Access

| # | Person/Individual Submission                                                        | Role/Type          | Action                 |
|---|-------------------------------------------------------------------------------------|--------------------|------------------------|
| 1 | Heather Young<br>hyoung@asanet.org<br>American Sociological Association             | *Session Organizer | > t Order Participants |
| 2 |  | *Session Organizer | > t Order Participants |

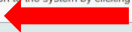
**Step 1. Add an Accepted/Reviewed Paper to your session.**  
To add an accepted proposal to this session, click "View Accepted Individual Proposals" below. A search field will appear below these numbered steps and will include instructions on how to proceed. [View Accepted Papers](#)

**Step 2. Add other participants**  
Use the search box "Search Participants by Last Name" Last Name: Heather Young  
Search by Last Name Clear

**Step 3. Accept and continue.**  
When your session is fully populated click "Accept and Continue."

Save and Exit  
Accept and Continue

**Choose From List of Potential Participants**  
Use this form to add a person to your informal discussion roundtable session. If the person does not exist in the ASA database, you will have an opportunity to click the "Add Participant" button that will appear at the bottom of this page after you search.

| #                                                                                                                                                                                                                                                                                                             | Personal Profile | Email | Employment | General Topic Index | Role Participant Counts | Action |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|------------|---------------------|-------------------------|--------|
| <p><b>Add a participant to the ASA database:</b><br/>If you can't find the participant by searching, add the person's information to the system by clicking this button.<br/><a href="#">Add Unlisted Participant</a> </p> |                  |       |            |                     |                         |        |

If your invited session includes paper presentations instead of panelists, use the Add Invited Paper button.

The screenshot shows the ASA session management interface. At the top, there's a navigation bar with 'CENTRAL SEARCH', 'MAIN MENU', 'LOGOUT', and 'HELP'. Below this, a breadcrumb trail shows 'Session Queue' > 'Sub Unit' > 'Session Submission Type' > 'Session Submission' > 'Presenter' > 'Request: Audio Visual' > 'Summary: Session Submission'. The main heading is 'Potential Session Participants: Coordination Problems, Unintended Consequences, and Solving Social Problems'. Below this, a section titled 'Chosen "Roles" are designated by the \*' contains a table with columns for 'Icon Definitions', 'Add Paper', 'Order Participants', 'Delete', 'Remove', 'Return', 'Up', 'Down', and 'Show Field'. The table lists two participants: Emily Anne Erikson (Yale University) and Heather Young (American Sociological Association). Below the table, there are four numbered steps: Step 1 (Add an Accepted/Reviewed Paper to your session), Step 2 (Add papers and/or presentations), Step 3 (Add other participants), and Step 4 (Accept and continue). A red arrow points to the 'Add an Invited Paper' button in Step 2. At the bottom, there's a copyright notice for ASA Academic, Inc. and a Privacy Policy link.

You will be asked to enter a paper title and description (only the title is a required field). Once completed, click Accept and Continue. Next, click Add/Search for Authors and search by full name. If the person you are searching for is not listed, click Add Unlisted Author and follow the same steps used for adding an unlisted participant: enter their first name, last name, affiliation, and email address, all required fields. After entering their information, click Accept and Continue, then assign their role.

The screenshot shows the ASA session management interface for selecting authors. At the top, there's a navigation bar with 'CENTRAL SEARCH', 'MAIN MENU', 'LOGOUT', and 'HELP'. Below this, a breadcrumb trail shows 'Session Queue' > 'Sub Unit' > 'Session Submission Type' > 'Session Submission' > 'Presenter' > 'Individual Submission' > 'Select Author'. The main heading is 'Select Author(s) For: Test 12'. Below this, a section titled 'Selected Authors for this proposal are listed in the table below.' contains a table with columns for '#', 'Person', 'Email Address', 'Affiliation', 'Role', and 'Action'. The table is currently empty. Below the table, there are two sections: 'Add/Search for Author by Last Name' and 'Continue'. The 'Add/Search for Author by Last Name' section has a text input field for 'Last Name' and a 'Search for Author' button. A red arrow points to the 'Last Name' input field. The 'Continue' section has a 'Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.' and a 'Suppress Validation: Yes: No: \* Accept and Continue' button. At the bottom, there's a copyright notice for ASA Academic, Inc. and a Privacy Policy link.

When you have finished adding participants and/or invited papers, click Accept and Continue. The next screen is for AV. Indicate what AV, if any, is needed and click Accept and Continue.

The screenshot shows the ASA website header with the logo and navigation links: CENTRAL SEARCH, MAIN MENU, LOGOUT, and HELP. A breadcrumb trail at the top reads: Session Queue > Sub Unit > Session Submission Type > Session Submission > Presenter > Request Audio Visual > Summary: Session Submission. The main heading is "Audio Visual Equipment Request". Below it, a note states: "ASA does not provide laptops for individual use. No audio-visual equipment is supplied or permitted at any of the Roundtable or Poster Sessions." The "Audio Visual" section contains two radio button options: "No I do not require Audio Visual Equipment" and "Yes I need an LCD Projector, Screen, and Laptop/Device Audio". An "Accept and Continue" button is located at the bottom right. The footer includes the copyright notice "©2023 All Academic, Inc." and a link to the "Privacy Policy".

The final screen summarizes what you have entered. If all looks correct, click Accept and Continue. You will be returned to your Submission Management Area.

The screenshot shows the ASA website header with the logo and navigation links: CENTRAL SEARCH, MAIN MENU, LOGOUT, and HELP. A breadcrumb trail at the top reads: Session Queue > Sub Unit > Session Submission Type > Session Submission > Presenter > Request: Audio Visual > Summary: Session Submission. The main heading is "Review your submission information." Below it, a note states: "Review your submission summary for any changes that you may want to make. To save this information, click the 'Accept and Continue' button at the bottom right-hand side of this form." The "Submission Summary" section includes a note: "Click on one of the edit links to change any of the fields. To save your changes you must click the 'Accept and Continue' button at the bottom right-hand side of this form." The form displays the following information:
 

- Session Title:** Coordination Problems, Unintended Consequences, and Solving Social Problems (with an "Edit Session Title" link).
- Description:** This session includes papers and remarks that consider, present, or evaluate how the frameworks or methods traditionally employed in social network research, rational choice theory, and analytical sociology can be used to address and potentially resolve existing social problems. Many of the problems we face as a society, such as climate change, police reform, municipal corruption, educational reform, discrimination can be characterized as thorny problems that are difficult to address. This panel considers whether the frameworks of social coordination and unintended consequences – or others – can be mobilized to more effectively address these difficult issues. (with an "Edit Description" link).
- Participants:** (with an "Edit Participants" link).
- (Session Organizer):** Heather Young, hyoung@asanet.org, American Sociological Association.
- Test 12:**
  - Title (Complete Paper):** Test 12 (with an "Edit Title" link).
  - Author:** (with an "Edit Author" link).
  - (Presenter):** Heather Young, hyoung@asanet.org, American Sociological Association.
  - Abstract:** xxx (with an "Edit Abstract" link).
  - Individual Presentation:** Complete Paper.
- Co-Sponsor:** Add a Co-Sponsor.
- None:** (with a "Suppress Validation" link).

 The footer includes the copyright notice "©2023 All Academic, Inc." and a link to the "Privacy Policy".

You may continue to update and edit the session until March 16.