

SECTION/STUDENT
FORUM PAPER
SESSION ORGANIZER
MANUAL

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Policies

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 are expected to select the best papers submitted to them. It is against ASA policy for organizers to recruit submissions unless you are organizing an invited session.
2. Session organizers may not present their own single-authored paper in the session that they organize.
3. Student members are not eligible to serve as solo Organizers but may serve as a co-organizer or informal reviewer.
4. Session organizers must meet deadlines established by ASA Meeting Services. Repeated failure to do so may result in the appointment of a replacement organizer.
5. Session organizer responsibilities and deadlines may be amended as necessary.

Submitter/Participation Policies

1. Submitters may elect to submit either full papers (15-35 pages) or extended abstracts (3-5 pages). If participants submit an abstract and it is accepted, the full paper will be expected to be sent to the session participants at least one month before the Annual Meeting.
2. 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 and meetings@asanet.org promptly.
3. 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 in and inform the session organizers promptly.
4. **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

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 us.

November 3	Call for submissions open
February 25	9:00 p.m. Eastern - Deadline for submissions
March 9	First Round Decision deadline
March 16	Second Round Decision deadline
March 23	Close your queue and finalize your session
April 6	Notify paper submitters of their acceptance or rejection
April 13	Session organizer module closes

Getting Started

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.

Informal Reviewers – Session organizers who have a high volume of papers to review may designate additional reviewers to assist them in their work. Informal Reviewers must hold membership with the ASA. Informal Reviewers are not listed in the program.

Those acting as Informal Reviewers will be granted access to review and make recommendations on the papers in the Session Organizer's queue. The Session Organizer will see any comments/reviews on the papers and will make the final official decision on the submissions in the online queue.

To request an Informal Reviewer, email meetings@asanet.org, with the reviewer's name, affiliation, and email. ASA will add the reviewer and provide confirmation to the Session Organizer that access has been granted. It is the Session Organizer's responsibility to alert the reviewer that access has been granted and how to access papers.

Managing Submissions

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 items: Manage Sessions and Request Reports.

Manage Sessions which is where you will do the bulk of your work.

Request Reports allows you to download information on the submissions you have received including submitter name, submission title, and email address.

Heather Test Young American Sociological Association C59 33

MAIN MENU | LOGOUT | HELP

WELCOME! You are now at the main menu.

Session Organizer Menu

- Manage Sessions (highlighted with a red arrow)
Manage Submissions and Review Process
- Request Reports
Request reports on submissions, reviews, final programs, etc.

Submission | Volunteer | Reviewer | Invitation

Submission Status	
Accepted	1
Total	1

Additional Submission Properties

Total Records	1
---------------	---

Submitter Menu

- Message Center
Read messages sent from this site.

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Reviewing Papers

We will begin with **Manage Sessions** which is where you will do the bulk of your work.

1. Click on Manage Sessions.
2. If you are organizing more than one topic and/or section, you will need to click on the topic you wish to work on. If you are only organizing one topic/section, you will go directly to your Submission Management Area.
3. Submissions will be listed in alphabetical order by title on the **Individual Presentations** tab. Click on Download listed under the Action column to download a copy of the paper.
4. You can preview papers that may be redirected to your session as a second choice by clicking the **Potential Incoming Papers** tab. These papers will be available to you if they are rejected by their first-choice session. If you see a paper you are interested in accepting, you may email the Session Organizer (Division Planner) to ask whether they plan to accept it. Potential incoming papers are listed alphabetically by title. In the right column next to each paper, you will see three options: View, Download, and Email Division Planner. This feature is especially useful if your session receives a low number of first-choice submissions. In such cases, be proactive in requesting second-choice papers.
5. Session Organizers will have two decision deadlines to accommodate submitter second and third choices.
 - a. **March 9** - First Round Decision deadline. Accepted papers will stay in your queue and rejected papers will move to their second choice (if one was specified). You can preview potential incoming papers to consider in your decision-making process (see above).
 - b. **March 16** - Second Round Decision deadline. This is the final decision deadline for you. You should only accept the papers that you will put into session. All other papers should be rejected. Rejected papers will move to their third choice (if one was specified) or stay in your queue marked as Rejected.

Task Menu

Setup

- Preferences (Click here to mark session complete)

Management

- Send Bulk Email
- Create a Session
- Reports Menu

Statistics

Type	Unassigned	Pending	Complete	Rejected	Accepted	Accepted/In Session	Transfer	Deleted	Disqualified	Withdrawn	Total
Individual Submission	3	1	0	0	0	0	0	0	0	0	4
Session Submission	0	0	0	0	0	0	0	0	0	0	0
Total	3	1	0	0	0	0	0	0	0	0	4

Individual Presentations

All Unassigned Pending Complete Rejected Accepted Accepted/In Session Transfer Deleted Disqualified Withdrawn

Individual Submission Title: -- select match type --

☐ All ☐ Reviewed ☐ Not Reviewed

Additional search options...

Showing 1 through 4 of 4 records.

Individual Presentations Search Results (sorted by INDIVIDUAL SUBMISSION TITLE in ASCENDING order)

#	Summary	My Status	Status	Action
1	Test Paper A, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:11am Submitted as: Paper	--	Unassigned	Download Review / Final Decision
2	Test Paper B, Michelle Randall, University of Michigan, Mark Fernando, American Sociological Association Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:13am Submitted as: Paper	--	Unassigned	Download Review / Final Decision
3	Test Paper C, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:14am Submitted as: Paper	Pending	Pending (0/1)	Download Review / Final Decision
4	Test Paper D, Michelle Randall, University of Michigan			

Entering Decisions

After reviewing papers and when you are ready to make decisions, click Review/Final Decision. **Session Organizers are encouraged to include five papers per session, if possible.**

Task Menu

Setup

- Preferences (Click here to mark session complete)

Management

- Send Bulk Email
- Create a Session
- Reports Menu

Statistics

Type	Unassigned	Pending	Complete	Rejected	Accepted	Accepted/In Session	Transfer	Deleted	Disqualified	Withdrawn	Total
Individual Submission	3	1	0	0	0	0	0	0	0	0	4
Session Submission	0	0	0	0	0	0	0	0	0	0	0
Total	3	1	0	0	0	0	0	0	0	0	4

Individual Presentations

All Unassigned Pending Complete Rejected Accepted Accepted/In Session Transfer Deleted Disqualified Withdrawn

Individual Submission Title: -- select match type --

☐ All ☐ Reviewed ☐ Not Reviewed

Additional search options...

Showing 1 through 4 of 4 records.

Individual Presentations Search Results (sorted by INDIVIDUAL SUBMISSION TITLE in ASCENDING order)

#	Summary	My Status	Status	Action
1	Test Paper A, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:11am Submitted as: Paper	--	Unassigned	Download Review / Final Decision
2	Test Paper B, Michelle Randall, University of Michigan, Mark Fernando, American Sociological Association Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:13am Submitted as: Paper	--	Unassigned	Download Review / Final Decision
3	Test Paper C, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:14am Submitted as: Paper	Pending	Pending (0/1)	Download Review / Final Decision
4	Test Paper D, Michelle Randall, University of Michigan			

1. To accept a paper, click on the Accept link and then click on Accept and Continue.
2. To reject a paper, click the Reject link and then click on Accept and Continue.
3. A paper with a second-choice or third-choice option will be automatically transferred once you click Reject, and it will no longer appear in your queue. If the paper remains in your queue after

rejection, it means the submitter did not select a second-choice or third-choice session. In that case, the paper will simply be marked as Rejected in your queue.

4. You can enter Comments to the Author. We strongly encourage feedback to the submitter for rejected papers.

Michelle Randall

ASA

SUBMISSION MANAGEMENT MAIN MENU LOGOUT HELP

<< BACK

Biosociology/Biosocial Interaction

Review

Please completely fill out the form below. The required criteria to complete are indicated with an asterisk *.

WARNING: Your session will time-out after 60 minutes of inactivity. You should consider writing your comments off-line if you expect to take longer than one hour to finish your review.

After you complete your review, check the "Submit Completed Review" box and then click the "Accept Continue" button.

Test Paper C

Title
Test Paper C
Download

Author
Michelle Randall, mrdhrw01@yahoo.com, University of Michigan

Abstract
This is only a test.

Review Worksheet for Test Paper C

Comments to the Author
If you do not wish to make comments you must type the word "None."

Reviewer Recommendation

☐ Accept
☐ Reject

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All papers must be marked as either Accepted or Rejected by 11:59 p.m. Eastern on **March 9** for the first round, and again by 11:59 p.m. Eastern on **March 16** for the second round. By **March 23**, every paper in your queue should have a final status of either Accepted or Rejected.

If you complete your reviews early and still have papers listed under the Potential Incoming Papers tab, you must continue checking back periodically. Until your queue is officially closed, second-choice papers may still be sent to you for review. If you have already made final decisions on your current papers and receive a second-choice submission, you are responsible for rejecting it so it can be forwarded to its third-choice session (if one was selected).

Statistics

	Unassigned	Pending	Complete	Rejected	Accepted	Accepted/In Session	Transfer	Deleted	Disqualified	Withdrawn	Total
Individual Submission	0	0	0	1	3	0	0	0	0	0	4
Session Submission	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	3	0	0	0	0	0	4

Individual Presentations

Sessions Participants

All Unassigned Pending Complete Rejected Accepted Accepted/In Session Transfer Deleted Disqualified Withdrawn

Individual Submission Title: [select match type --]

All Reviewed Not Reviewed

Additional search options...

Showing 1 through 4 of 4 records.

Individual Presentations Search Results (sorted by INDIVIDUAL SUBMISSION TITLE in ASCENDING order)

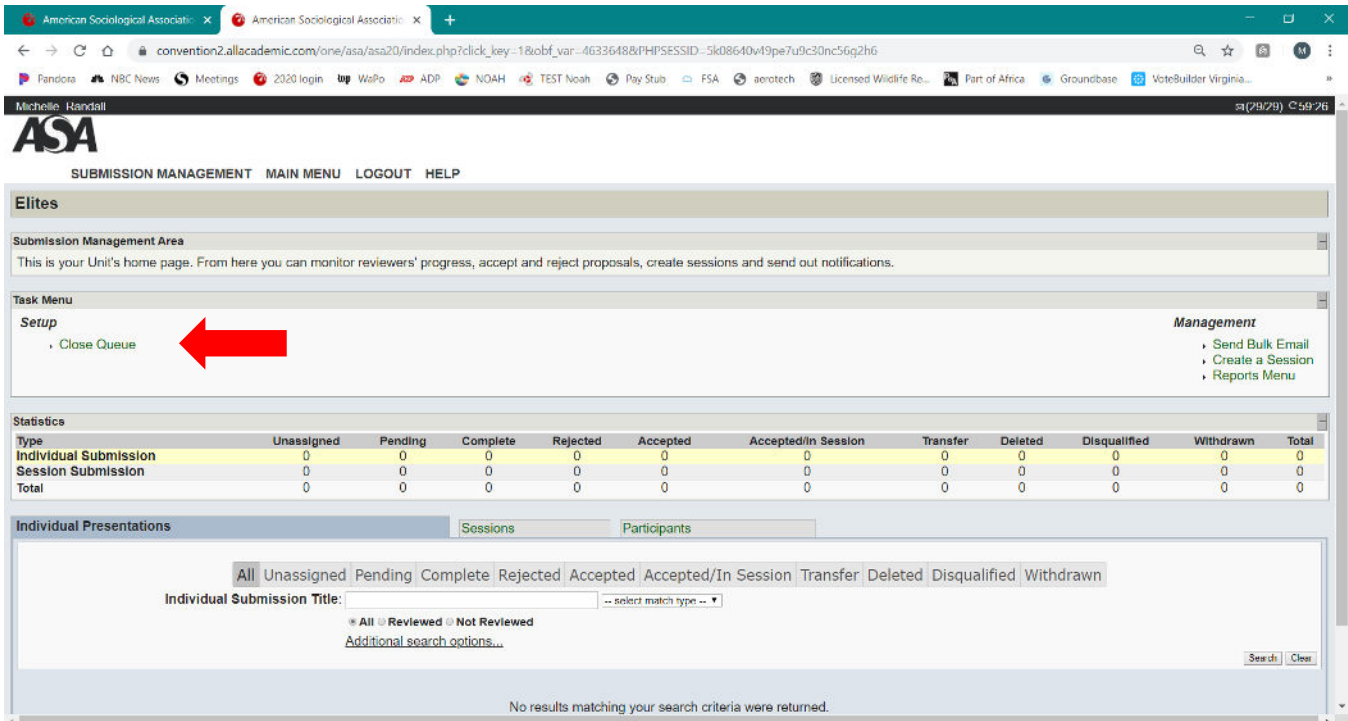
#	Summary	My Status	Status	Action
1	Test Paper A, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:11am Submitted as: Paper	Complete Reject	Rejected (1/1)	Download Review / Final Decision popup review summary
2	Test Paper B, Michelle Randall, University of Michigan, Mark Fernando, American Sociological Association Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:13am Submitted as: Paper	Complete Accept	Accepted (1/1)	Download Review / Final Decision popup review summary
3	Test Paper C, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:14am Submitted as: Paper	Complete Accept	Accepted (1/1)	Download Review / Final Decision popup review summary
4	Test Paper D, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 10:06am Submitted as: Paper	Complete Accept	Accepted (1/1)	Download supporting: 1 Review / Final Decision popup review summary

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Closing Your Queue

Once you have completed accepting and rejecting papers, you will need to close your queue. Please note that until you close your queue, other session organizers can still transfer papers to you upon their rejection. **Please do not close your queue before March 23.**

Click Close Queue located at the top left of the Task Menu under Setup.



The screenshot shows the ASA Submission Management interface. At the top, there's a navigation bar with 'SUBMISSION MANAGEMENT', 'MAIN MENU', 'LOGOUT', and 'HELP'. Below this is the 'Elites' section, followed by the 'Submission Management Area' which states: 'This is your Unit's home page. From here you can monitor reviewers' progress, accept and reject proposals, create sessions and send out notifications.'

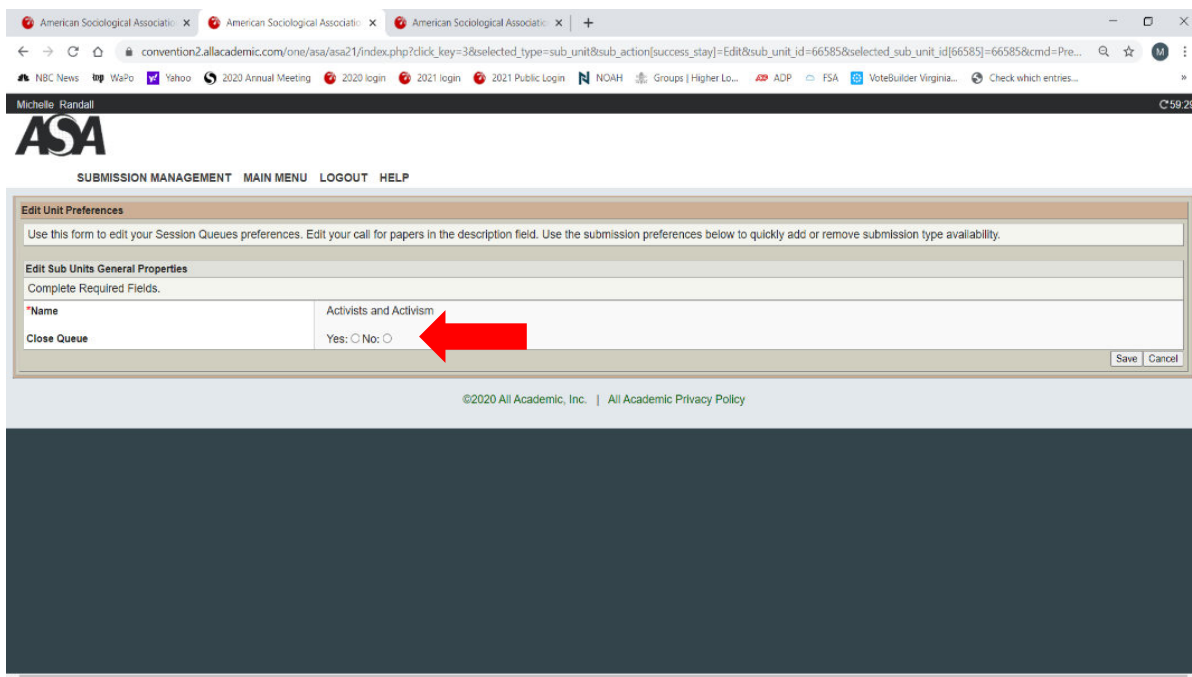
The 'Task Menu' is divided into 'Setup' and 'Management'. In the 'Setup' section, a red arrow points to the 'Close Queue' link. The 'Management' section includes links for 'Send Bulk Email', 'Create a Session', and 'Reports Menu'.

Below the Task Menu is a 'Statistics' table:

Type	Unassigned	Pending	Complete	Rejected	Accepted	Accepted/In Session	Transfer	Deleted	Disqualified	Withdrawn	Total
Individual Submission	0	0	0	0	0	0	0	0	0	0	0
Session Submission	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

Below the statistics is the 'Individual Presentations' section with tabs for 'Sessions' and 'Participants'. It includes a search filter for 'Individual Submission Title' and a 'Search' button. A message at the bottom states: 'No results matching your search criteria were returned.'

Next to Close Queue, click Yes and then click Save at the bottom of the page. Your queue will be closed but you will not see any changes to your Manage Submissions area.



The screenshot shows the 'Edit Unit Preferences' form. It includes a section for 'Edit Sub Units General Properties' with a 'Complete Required Fields' label. The 'Name' field is set to 'Close Queue'. To the right of this field, under the heading 'Activists and Activism', there are two radio buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' radio button. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer of the page reads: '©2020 All Academic, Inc. | All Academic Privacy Policy'.

Creating a Session

Now that paper decisions have been made and you have closed your queue, you will need to create your session(s). The deadline to create your session(s) and assign all of your accepted papers is **March 23**.

Each session should have a Presider (required) and Discussant (optional). Please do not add a Discussant or Presider unless you have personally invited and confirmed their participation. Note: You can view the **Volunteers** tab in your Submission Management Area to see if anyone has offered to serve as a Presider or Discussant. If you are interested in adding a volunteer, be sure to reach out and confirm their availability before including them in your session.

If you have only one allocated session for this queue, you do not need to create any sessions from scratch; simply follow the steps outlined below. If this is an open call session and you need to create multiple sessions from a single paper queue, follow the instructions below as well as those under the Creating Additional Sessions header.

1. To access the paper session, click on the Sessions tab in your Submission Management Area.
2. You will see your session listed. Click on Edit under the Action column.

The screenshot shows the 'Submission Management Area' interface. At the top, there's a 'Task Menu' with 'Setup' (Preferences, Change Session) and 'Management' (Send Bulk Email, Create a Session, Session Confirmation, Reports Menu). Below this is a 'Statistics' table.

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
Total	0	0	0	1	4	0	0	0	0	0	5

Below the statistics is a navigation bar with tabs: Individual Person, Sessions, Participants, Volunteers, Reviewers, People. The 'Sessions' tab is selected and highlighted with a red arrow. Under 'Sessions', there are sub-tabs: Scheduled, Accepted, Unscheduled, All, and Trash (0). The 'All' sub-tab is selected and circled with a blue circle.

The main content area shows a search filter for 'All' and a search bar. Below the search bar, it says 'Showing 1 through 1 of 1 records.' A table lists the session results:

#	Summary	Status	Action
1	Open Topics in Biosociology All Academic Code: 1604885 Original Submitter: [11099008] - Michelle Randall Creation date: Fri, Sep 6, 2019 7:48am Session Submission type: Paper Session (100 min)	Create	Change Type Administratively Transfer Edit Edit Participants Delete

A red arrow points to the 'Create' button in the 'Status' column of the session list.

At the bottom, there is a footer: ©2019 All Academic, Inc. | All Academic Privacy Policy

You can edit the session title, description (which will appear in the online program), and the participants by clicking on any of the green links.

American Sociological Association

admin.allacademic.com/one/asa/asa20/index.php?click_key=43&session_id=1604885&cmd=View+Unit+Plan+Edit+Accepted+Session&return_module=view_unit_plan&PHPSESSID=qhg4...

Michelle Randall

ASA

SUBMISSION MANAGEMENT CENTRAL SEARCH 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
Open topics in biosociology [Edit Session Title](#)

Description
top papers [Edit Description](#)

Additional Information
No Data Entered [Edit Additional Information](#)

Participants [Edit Participants](#)

(Session Organizer) Michelle Randall, strafford611@gmail.com; ASA

Co-Sponsor Add a Co-Sponsor
None

Suppress Validation: Yes: No: [Accept and Continue](#)

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To add papers and a Presider/Discussant to the session, click Edit Participants. You will see yourself already listed as the session organizer. To add accepted papers to this session, click View Accepted Papers.

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

Potential Session Participants: Aging and the Life Course Section Open Paper Call

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		*Session Organizer	Y N A X
2		*Session Organizer	Y N A 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 Volunteer participants.
To add a volunteer participant click on the role that you would like the volunteer to perform. [View Volunteer Discussant](#)
[View Volunteer Presider](#)

Step 3. Add other participants
Use the search box "Search Participants by Full Name"
Name:

Step 4. Accept and continue.
When your session is fully populated click "Accept and Continue."

Papers will be listed in alphabetical order by title. Check the box for each paper you want to add to the session and then click the Add button.

American Sociological Association: x American Sociological Association: x +

All Academic, Inc. [US] | convention2.allacademic.com/one/asa/asa20/index.php?click_key=51&cmd=Search+Accepted+Submissions&title=submission&view=pub&status=accepted_pubs...

Pandora NBC News Central Search Meetings WaPo ADP NOAA TEST Noah Pay Stub FSA aerotech Licensed Wildlife Re... Part of Africa Groundbase VoteBuilder Virginia...

Michelle Randall
University of Kansas

Table President
President

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 (Chairs, Discussants, President, Co-Leaders, etc.).
Use the search box "Search Participants by Last Name" [Last Name](#) [Search by Last Name](#)

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

Search Submissions (Results will appear in the list below):
Title
General Topic Index [Search Submissions](#)

Choose From List of Accepted Individual Submissions:
To add an accepted individual submission, click "Add" in the "Action" field to the far right of the submission title. The submission information will then be added to the list of session participants at the top of the page.

	All Academic Code	Title/Author	General Topic Index	Abstract	Action
1		Test Paper B All Academic Code: 1594379 Michelle Randall, University of Michigan; Mark Fernando, American Sociological Association		This is only a test.	add
2		Test Paper C All Academic Code: 1594380 Michelle Randall, University of Michigan		This is only a test.	add
3		Test Paper D All Academic Code: 1594404 Michelle Randall, University of Michigan		This is only a test.	add

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You will be asked to select AV, but you may skip this as requests made by paper submitters will carry through. Just click Accept and Continue.

You will be returned to the Submission Summary page. Click Edit Participants again to add your session President (required) and Discussant (optional). Use the Full Name search box to search for your President and Discussant.



SUBMISSION MANAGEMENT | MAIN MENU | LOGOUT | HELP

Session Queue Sub Unit Session Submission Type Session Submission President Request Audio Visual Summary Session Submission

Potential Session Participants: Aging and the Life Course Section Open Paper Call

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		*Session Organizer	t q d x
2		*Session Organizer	t q d 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 Volunteer participants.
To add a volunteer participant click on the role that you would like the volunteer to perform. [View Volunteer Discussant](#) [View Volunteer President](#)

Step 3. Add other participants
Use the search box "Search Participants by Full Name" [Name](#) [Search by Full Name](#) [Clear](#)

Step 4. Accept and continue.
When your session is fully populated click "Accept and Continue."

[Save and Exit](#) [Accept and Continue](#)

Find the person that you want to add and click Add Presider or Add Discussant. If you find that a person you are searching for is not listed, click on Add Unlisted Participant and fill in their first name, last name, affiliation, and email address. **These fields are required.** After entering their information, click on Accept and Continue, and then assign their role.

The screenshot shows the 'Session Organizer' interface. At the top, it identifies the user as Heather Young (hyoung@asanet.org, American Sociological Association). The interface is divided into three main steps:

- Step 1: Add an Accepted/Reviewed Paper to your session.** Includes a link to 'View Accepted Papers'.
- Step 2: Add other participants.** Features a search box for 'Last Name' (currently 'joanna') and buttons for 'Search by Last Name' and 'Clear'.
- Step 3: Accept and continue.** Includes 'Save and Exit' and 'Accept and Continue' buttons.

Below Step 3 is a section titled 'Choose From List of Potential Participants' with instructions to use the form to add a person to an informal discussion roundtable session. It contains a table with columns: #, Personal Profile, Email, Employment, General Topic Index, Role Participant Counts, and Action. Below the table, there is a section 'Add a participant to the ASA database:' with instructions and a red arrow pointing to the 'Add Unlisted Participant' link.

At the bottom of the page, there is a copyright notice: ©2023 All Academic, Inc. | Privacy Policy.

Click Accept and Continue when you are finished adding roles. You will get the AV screen again and you can bypass by clicking Accept and Continue.

Take one last look at the Submission Summary page, if correct, click Accept and Continue to return to your Submission Management area.

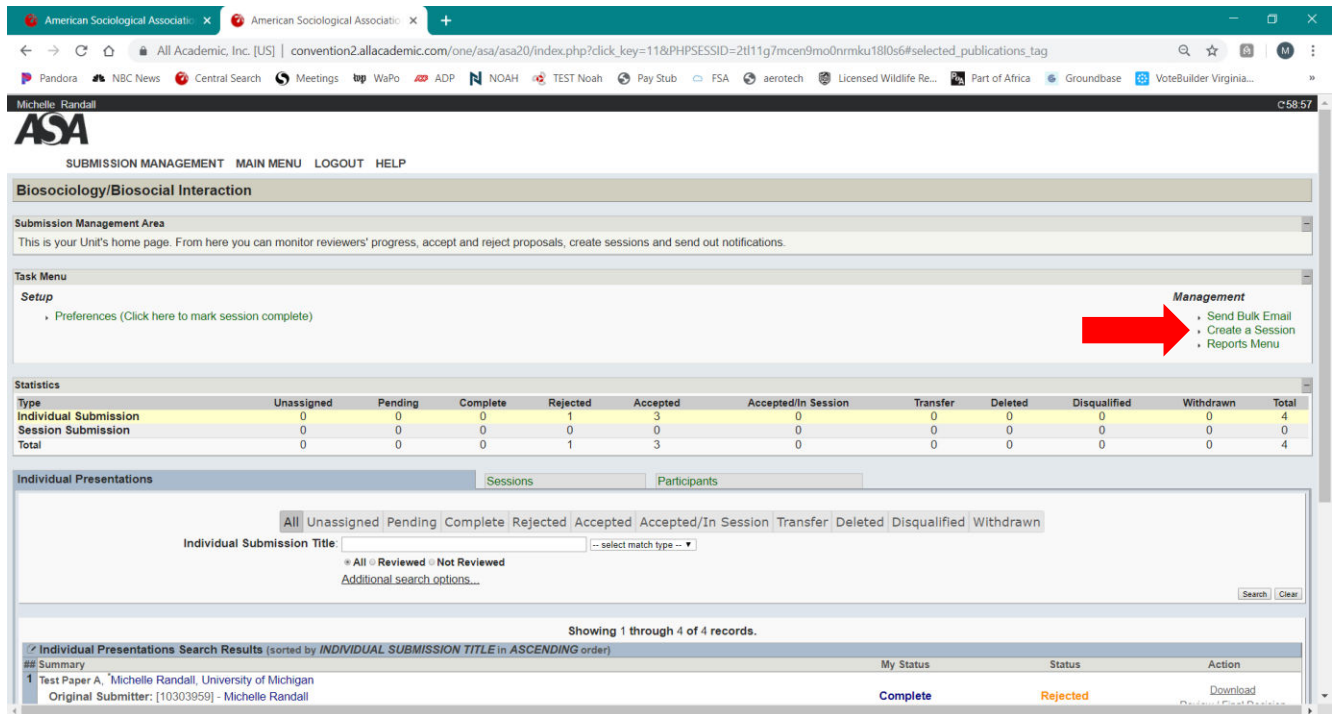
If you only have one session allocated, return to the Individual Presentations tab to make sure that all your accepted papers now say **Accepted – In Session**. There should be no papers that say Unassigned or just Accepted in your Individual Presentations tab.

Please go to page 18 for instructions on sending acceptance and rejection notices.

If you have more sessions to create continue on....

Creating Additional Sessions

1. Click on Create a Session at the top right listed under Management.



The screenshot shows the ASA submission management interface. The user is logged in as Michelle Randall. The page title is 'Biosociology/Biosocial Interaction'. The 'Submission Management Area' provides instructions on how to monitor reviewers' progress, accept and reject proposals, create sessions, and send out notifications.

The 'Task Menu' includes a 'Setup' section with a link to 'Preferences (Click here to mark session complete)'. The 'Management' section, highlighted by a red arrow, includes links for 'Send Bulk Email', 'Create a Session', and 'Reports Menu'.

The 'Statistics' section displays a table with the following data:

Type	Unassigned	Pending	Complete	Rejected	Accepted	Accepted/In Session	Transfer	Deleted	Disqualified	Withdrawn	Total
Individual Submission	0	0	0	1	3	0	0	0	0	0	4
Session Submission	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	3	0	0	0	0	0	4

The 'Individual Presentations' section shows a search results table for 'Individual Submission Title'. The results are sorted by 'INDIVIDUAL SUBMISSION TITLE' in ascending order. The table shows 1 record:

Summary	My Status	Status	Action
1 Test Paper A, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall	Complete	Rejected	Download Download Print Version

Enter the session title and description (which will appear in the online program) and click on Accept and Continue. Please try to give the session a title and description that is descriptive and will help attendees identify session content of interest to them. Click Accept and Continue.

American Sociological Association

convention2.allacademic.com/one/asa/asa20/index.php?click_key=34&status=accepted&selected_type=session&cmd=Create+Accepted+Session&sess_type_id=...

Michelle Randall

ASA

SUBMISSION MANAGEMENT MAIN MENU LOGOUT HELP

Session Queue Sub Unit Session Submission Type Session Submission

Enter information about this session.

Required fields are marked with an asterisk (*)
WARNING: DO NOT USE YOUR BACK BUTTON AT ANY TIME. Click on the Submission Management tab above to return to the previous page.

*** Session Title**
 Type title as it should appear in the Program (limit to fifteen words). DO NOT TYPE IN ALL CAPITAL LETTERS.

Description
 Please provide a brief description or abstract (must not exceed 300 words). You may copy and paste from your word processing program.

Additional Information
 Please list any special requests regarding potential scheduling conflicts such as religious observances, multiple presentations, and other obligations during the meeting. We will attempt, but do not guarantee, to fill all of these requests. We will make every effort to honor scheduling requests for conference participants with accessibility needs.

Accept and Continue

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You will automatically be added as the Session Organizer. Search by Full Name and select the President and Discussant. Be sure to select the correct role for each person you are adding.

American Sociological Association

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

Potential Session Participants: Aging and the Life Course: Section Open Paper Call

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		*Session Organizer	↑ ↓ ✕
2		*Session Organizer	↑ ↓ ✕

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 Volunteer participants.
 To add a volunteer participant click on the role that you would like the volunteer to perform. [View Volunteer Discussant](#)
[View Volunteer President](#)

Step 3. Add other participants
 Use the search box "Search Participants by Full Name"

Step 4. Accept and continue.
 When your session is fully populated click "Accept and Continue."

Save and Exit
 Accept and Continue

If you find that a person you are searching for is not listed, click on Add Unlisted Participant and fill in their first name, last name, affiliation, and email address. **These fields are required.** After entering their information, click on Accept and Continue, and then assign their role.

2 Heather Young
hyoung@asanet.org
American Sociological Association

***Session Organizer**

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"

Step 3. Accept and continue.
When your session is fully populated click "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
Add a participant to the ASA database: If you can't find the participant by searching, add the person's information to the system by clicking this button. Add Unlisted Participant						

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2 Heather Young
hyoung@asanet.org
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***Session Organizer**

Step 1. Add an Accepted/Reviewed Paper to your session.
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Step 2. Add other participants
Use the search box "Search Participants by Last Name"

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When your session is fully populated click "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
Add a participant to the ASA database: If you can't find the participant by searching, add the person's information to the system by clicking this button. Add Unlisted Participant						

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When you have finished entering Presiders and Discussants, to assign papers to the session, click View Accepted Papers.

The list of accepted papers will appear. Click in the check for each paper you want to add to the session. Click the Add button.

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 (Chairs, Discussants, Presider, Co-Leaders, etc.).
Use the search box "Search Participants by Last Name" [Search by Last Name](#)

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue." [Accept & Continue](#)

Search Submissions (Results will appear in the list below):
Title
General Topic Index: [Search Submissions](#)

Choose From List of Accepted Individual Submissions:
To add an accepted individual submission, click "Add" in the "Action" field to the far right of the submission title. The submission information will then be added to the list of session participants at the top of the page.

	Title/Author	General Topic Index	Abstract	Action
1	Test Paper B All Academic Code: 1594379 Michelle Randall, University of Michigan; Mark Fernando, American Sociological Association		This is only a test.	add
2	Test Paper C All Academic Code: 1594380 Michelle Randall, University of Michigan		This is only a test.	add
3	Test Paper D All Academic Code: 1594404 Michelle Randall, University of Michigan		This is only a test.	add

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Once you have finished adding Presiders, Discussants, and Accepted Papers, click Accept and Continue.

You will be asked to select AV but you may skip this as requests made by paper submitters will carry through. Just click Accept and Continue.

Review the session information entered on the Submission Summary page. You can go back and edit or click Accept and Continue if everything looks correct.

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
BioSocial Interaction [Edit Session Title](#)

Description
These are the top papers submitted. [Edit Description](#)

Additional Information
No Data Entered [Edit Additional Information](#)

Participants [Edit Participants](#)

(Session Organizer) Michelle Randall, stratford611@gmail.com; ASA
(Presider) Michelle Randall, stratford611@gmail.com; ASA
(Discussant) William S Randall, w061r047@ku.edu; University of Kansas

Test Paper B

Title (Paper)
Test Paper B [Edit Title](#)
Author
(Non-Presenter) Michelle Randall, mrdhrw01@yahoo.com; University of Michigan
(Presenter) Mark Fernando, mferando@asanet.org; American Sociological Association [Edit Author](#)

Abstract [Edit Abstract](#)
This is only a test.
Individual Presentation
Paper

Test Paper C

Title (Paper)
Test Paper C [Edit Title](#)
Author
(Presenter) Michelle Randall, mrdhrw01@yahoo.com; University of Michigan [Edit Author](#)

Abstract [Edit Abstract](#)
This is only a test.
Individual Presentation
Paper

Test Paper D

Title (Paper)

Sending Acceptance/Rejection Emails

Please wait until April 6 to send acceptance or rejection emails.

Organizers are required to send acceptance/rejection emails to submitters. **Meeting Services does not communicate the acceptance/rejection decision nor does the system do this automatically.** You have two options for sending notices.

- You may use your own email account to send the notices individually. If you are sending notices outside of the module, please consider using the templates below to communicate with your submitters. You can run a report to download the submission title, submitter name, email, and acceptance status. Select Request Report from your main menu, then select Submission Reports, then Paper Submitters Report, check the box next to your Session name and then click Request Report
- You may use the online module to send the notices in bulk. Please note that occasionally these notices are filtered to the recipients' junk/spam folder. Instructions are below.

Bulk Email

Bulk emails are sent starting from the Manage Submissions area. Click on Send Bulk Email listed under Management in the top right.

ASA
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Biosociology/Biosocial Interaction

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)

Management
• Send Bulk Email
• Create a Session
• Reports Menu

Statistics

Type	Unassigned	Pending	Complete	Rejected	Accepted	Accepted/In Session	Transfer	Deleted	Disqualified	Withdrawn	Total
Individual Submission	0	0	0	1	3	0	0	0	0	0	4
Session Submission	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	3	0	0	0	0	0	4

Individual Presentations Sessions Participants

All Unassigned Pending Complete Rejected Accepted Accepted/In Session Transfer Deleted Disqualified Withdrawn

Individual Submission Title: ... select match type ...

• All • Reviewed • Not Reviewed
Additional search options...

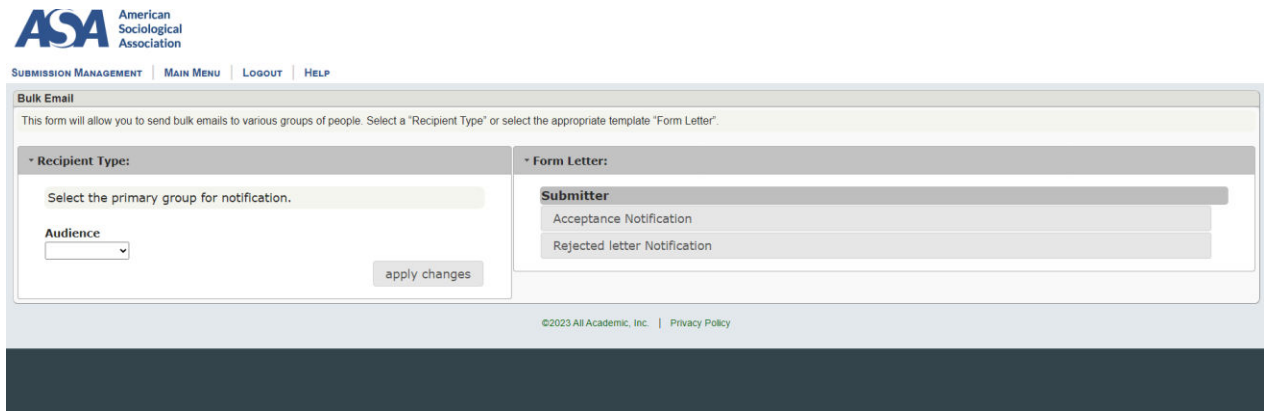
Showing 1 through 4 of 4 records.

Individual Presentations Search Results (sorted by INDIVIDUAL SUBMISSION TITLE in ASCENDING order)

##	Summary	My Status	Status	Action
1	Test Paper A, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall	Complete	Rejected	Download Delete Post Session

Working in the right column, under the Form Letter header:

1. Under the Submitter header, click on Acceptance Notification.



ASA American Sociological Association

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Bulk Email

This form will allow you to send bulk emails to various groups of people. Select a "Recipient Type" or select the appropriate template "Form Letter".

Recipient Type:

Select the primary group for notification.

Audience ▼

apply changes

Form Letter:

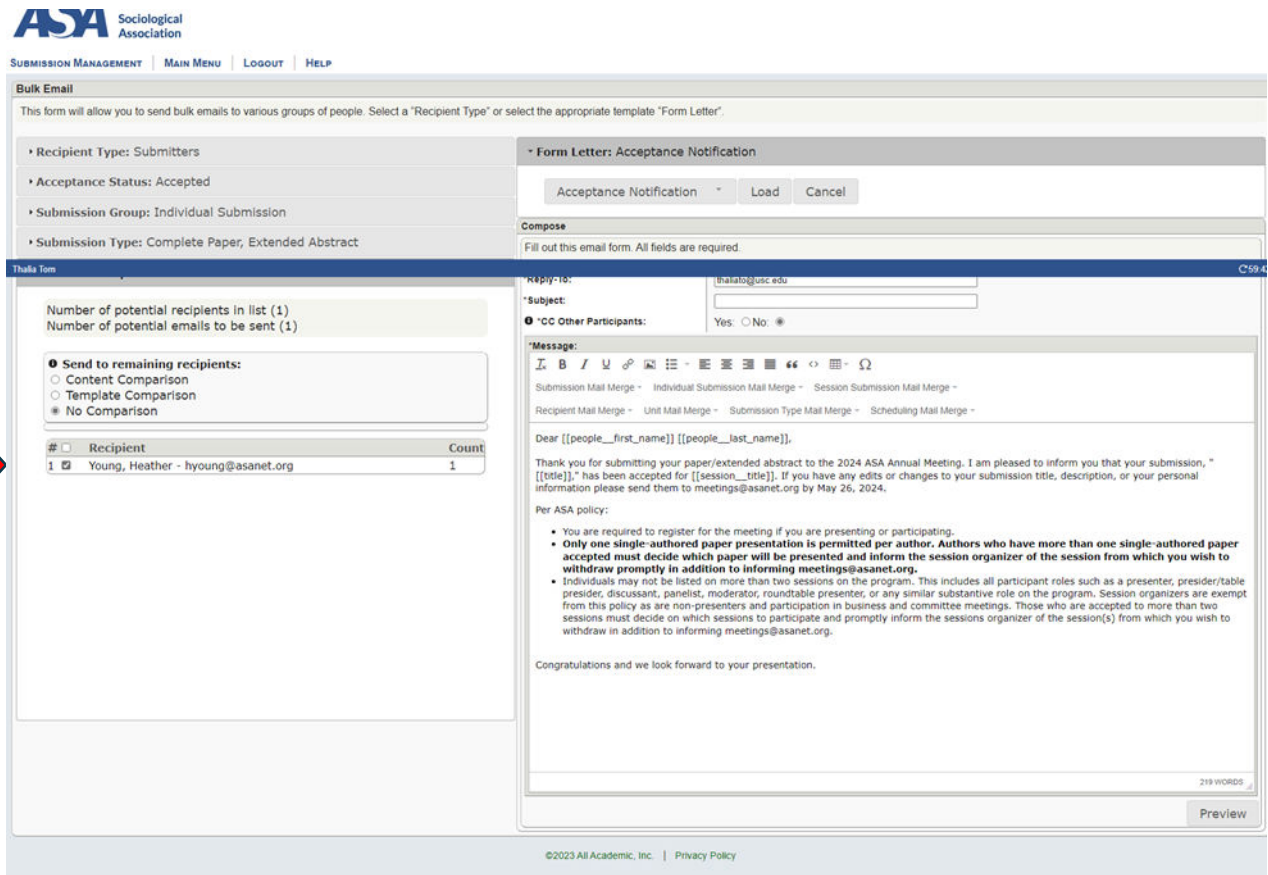
Submitter

Acceptance Notification

Rejected letter Notification

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2. Select the recipient(s) for the email by checking the box next to their name.



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Bulk Email

This form will allow you to send bulk emails to various groups of people. Select a "Recipient Type" or select the appropriate template "Form Letter".

Recipient Type: Submitters

Acceptance Status: Accepted

Submission Group: Individual Submission

Submission Type: Complete Paper, Extended Abstract

Form Letter: Acceptance Notification

Acceptance Notification Load Cancel

Compose

Fill out this email form. All fields are required.

Thalia Tom

Number of potential recipients in list (1)
Number of potential emails to be sent (1)

Send to remaining recipients:

☐ Content Comparison

☐ Template Comparison

☒ No Comparison

#	Recipient	Count
1	☒ Young, Heather - hyoung@asanet.org	1

Reply-to:

Subject:

CC Other Participants: Yes ☐ No ☒

Message:

Submission Mail Merge - Individual Submission Mail Merge - Session Submission Mail Merge -

Recipient Mail Merge - Unit Mail Merge - Submission Type Mail Merge - Scheduling Mail Merge -

Dear [[people__first_name]] [[people__last_name]],

Thank you for submitting your paper/extended abstract to the 2024 ASA Annual Meeting. I am pleased to inform you that your submission, "[[title]]" has been accepted for [[session__title]]. If you have any edits or changes to your submission title, description, or your personal information please send them to meetings@asanet.org by May 26, 2024.

Per ASA policy:

- You are required to register for the meeting if you are presenting or participating.
- 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 organizer of the session from which you wish to withdraw promptly in addition to informing meetings@asanet.org.**
- 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 and participation in business and committee meetings. Those who are accepted to more than two sessions must decide on which sessions to participate and promptly inform the sessions organizer of the session(s) from which you wish to withdraw in addition to informing meetings@asanet.org.

Congratulations and we look forward to your presentation.

219 WORDS

Preview

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3. Add your email subject line and any other text you want to add to the letter and then click preview. Make any edits as necessary or if the preview looks acceptable, click Send.

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Bulk Email

This form will allow you to send bulk emails to various groups of people. Select a "Recipient Type" or select the appropriate template "Form Letter".

Recipient Type: Submitters

Acceptance Status: Accepted

Submission Group: Individual Submission

Submission Type: Complete Paper, Extended Abstract

Form Letter: Acceptance Notification

Acceptance Notification Load Cancel

Compose

Fill out this email form. All fields are required.

Reply-to: (hakiato@usc.edu) C59.4

*Subject:

*CC Other Participants: Yes No

*Message:

Submission Mail Merge Individual Submission Mail Merge Session Submission Mail Merge

Recipient Mail Merge Unit Mail Merge Submission Type Mail Merge Scheduling Mail Merge

Dear [[people__first_name]] [[people__last_name]],

Thank you for submitting your paper/extended abstract to the 2024 ASA Annual Meeting. I am pleased to inform you that your submission, "[[title]]," has been accepted for [[session__title]]. If you have any edits or changes to your submission title, description, or your personal information please send them to meetings@asanet.org by May 26, 2024.

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Congratulations and we look forward to your presentation.

219 WORDS

Preview

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To send rejection notifications, repeat the steps, starting from the Manage Submissions area. Click on Send Bulk Email listed under Management in the top right. Under the Form Letter header and Submitter header, click on Rejected letter notifications. Continue through steps 2 and 3.

Below are the acceptance and rejection email templates. If you are using the module to send bulk emails, these have been uploaded. The merge fields will automatically fill in the information for each submitter.

Sample Acceptance Email

Dear [[people__first_name]] [[people__last_name]],

Thank you for submitting your paper/extended abstract to the 2026 ASA Annual Meeting. I am pleased to inform you that your submission, "[[title]]," has been accepted for [[session__title]]. If you have any edits or changes to your submission title, description, or your personal information please send them to meetings@asanet.org by June 1, 2026.

ASA policy:

- **Presenters are required to register for the Annual Meeting by June 1, 2026. Presenters who do not register by June 1 will have their papers withdrawn from the program.**

- Only one single-authored paper presentation is permitted per author. Authors with more than one accepted single-authored paper must choose which one to present and promptly notify both the session organizer and meetings@asanet.org of the session from which they wish to withdraw.
- 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 and mentors are exempt from this policy as are non-presenters and participation in business and committee meetings. Those who are accepted to more than two sessions must decide on which sessions to participate in and promptly inform the sessions organizer and meetings@asanet.org of the session(s) from which you wish to withdraw.

Congratulations and we look forward to your presentation.

Add your name and contact information!

Sample Decline Email

Dear [[people__first_name]] [[people__last_name]],

Thank you for submitting your paper for presentation at the 2026 ASA Annual Meeting. After careful review, I regret that your paper, "[[title]]" has not been chosen for presentation this year. If you have any questions about your submission, please do not hesitate to contact me. Your continued support and commitment to ASA is very valuable and I hope that you will join us in New York.

Add your name and contact information!

Organizer Checklist

- ☐ Are all papers accepted or rejected?
- ☐ Are all accepted papers assigned to a session?
- ☐ Is the queue closed?
- ☐ Is there a confirmed presider for each session?
- ☐ Have acceptance/rejection notices been sent?