

ROUNDTABLES ORGANIZER MANUAL

2026

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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 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 meetings@asanet.org.

November 3	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 30	Roundtables created and finalized
April 6	Notify paper submitters of their acceptance or rejection
April 13	Session organizer module closes

Getting Started

Table President – Each table requires a confirmed Table President. As the Session Organizer, please do not assign yourself as the Table President for all tables. If you would like to serve as a Table President, you may assign yourself to one table only.

Start recruiting Table Presidents early! You must personally invite and confirm each Table President before entering their name. Please do not add anyone who has not agreed to serve in this role. Table Presidents may also serve as presenters at the table where they are presenting.

You can view the **Volunteers** tab in your Submission Management Area to see if anyone has offered to serve as a Table President. If you are interested in adding a volunteer, be sure to contact them to confirm their availability before including them on the table.

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.

The screenshot displays the ASA online portal interface. At the top, the header includes the ASA logo, the text "American Sociological Association", and a user name "Heather Test Young" with a timestamp "C 49:27". Below the header, there are navigation links: "MAIN MENU", "LOGOUT", and "HELP". A welcome message states "WELCOME! You are now at the main menu."

The main content area is divided into two primary sections. On the left is the "Session Organizer Menu" which contains two items: "Manage Sessions" (highlighted with a red arrow) and "Request Reports". The "Manage Sessions" item has a sub-link "Manage Submissions and Review Process". On the right is a "Submission" tab, which is active. Below the tab are two tables.

The first table, titled "Submission Status", shows the following data:

Submission Status	Count	Percentage
Unassigned	1	0
Accepted	0	1
Total	1	1

The second table, titled "Additional Submission Properties", shows the following data:

Additional Submission Properties	Count	Percentage
Total Records	1	1
Uploaded	1	0

At the bottom of the page, there is a "Submitter Menu" section with a "Message Center" link and the text "Read messages sent from this site." The footer contains the copyright notice "©2024 All Academic, Inc." and a link to the "Privacy Policy".

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.

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 (circled in red)

Sessions Participants

Individual Submission Title: [search box] -- select match type --

Additional search options...

Showing 1 through 4 of 4 records.

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			

4. You can preview papers that may be redirected to your session as a second or third choice by clicking the **Potential Incoming Papers** tab. These papers will appear if they are rejected by their first and/or second-choice sessions. The majority of submissions to roundtables are typically listed as a third-choice option. Paper Session Organizers have two decision deadlines, March 9 and March 16, to accommodate second and third-choice submissions. Most papers will not appear in your queue until after these dates.
5. **Each table should include five papers, if possible.** Roundtables experience the highest number of withdrawals, so planning ahead is essential. If a paper is withdrawn, you may need to shift others to maintain balanced tables. Avoid having to repeatedly delete, rearrange, or merge tables by adhering to this policy.

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 table, 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

Sessions Participants

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

Individual Submission Title: -- select match type --

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	--	--	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. You may receive first- or second-choice papers in your queue, please mark them by the appropriate deadlines so they can move on to their next choice. Most papers submitted to roundtables are third-choice selections, but not all. If a paper has a second- or third-choice option, it will automatically transfer once you click Reject. If it remains in your queue, the submitter did not select a second/third choice, and the paper will be marked as Rejected.
4. You can enter Comments to the Author. We strongly encourage feedback to the submitter for rejected papers.

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

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

☐ Complete Review

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All papers should be designated as Accept or Reject by the end of the day on **March 9** for the first round and again by the end of the day on **March 16** for the second round. By **March 30** every paper listed in your queue should be listed as Accepted or Rejected.

American Sociological Association: x American Sociological Association: x +

← → ↻ 🏠 All Academic, Inc. [US] | convention2.allacademic.com/one/asa20/index.php?click_key=11&PHPSESSID=2f11g7mcen9mo0nmku180s6#selected_publications_tag 🔍 ☆ 🌐 M

🎵 Pandora 📺 NBC News 🔍 Central Search 🗺️ Meetings 📞 WaPo 📄 ADP 🇺🇸 NOAA 📡 TEST Noah 🏠 Pay Stub 📄 FSA 🚁 aerotech 🐾 Licensed Wildlife Re... 🌍 Part of Africa 🌐 Groundbase 🗳️ VoteBuilder Virginia...

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... Search Clear

Showing 1 through 4 of 4 records.

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

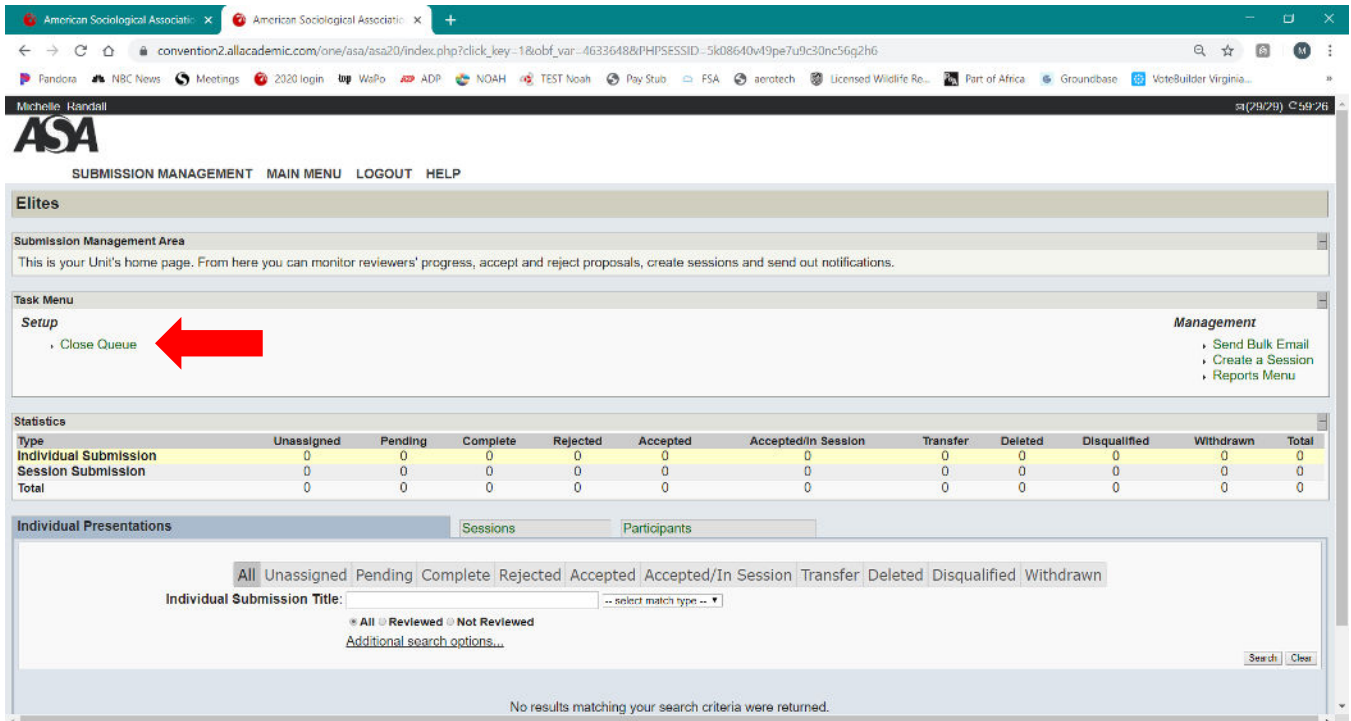
Summary	My Status	Status	Action
1 Test Paper A, *Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:11am Submitted as: Paper	Complete Reject	Rejected (1/1)	Download Review / Final Decision popup.review.summary
2 Test Paper B, 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 30.**

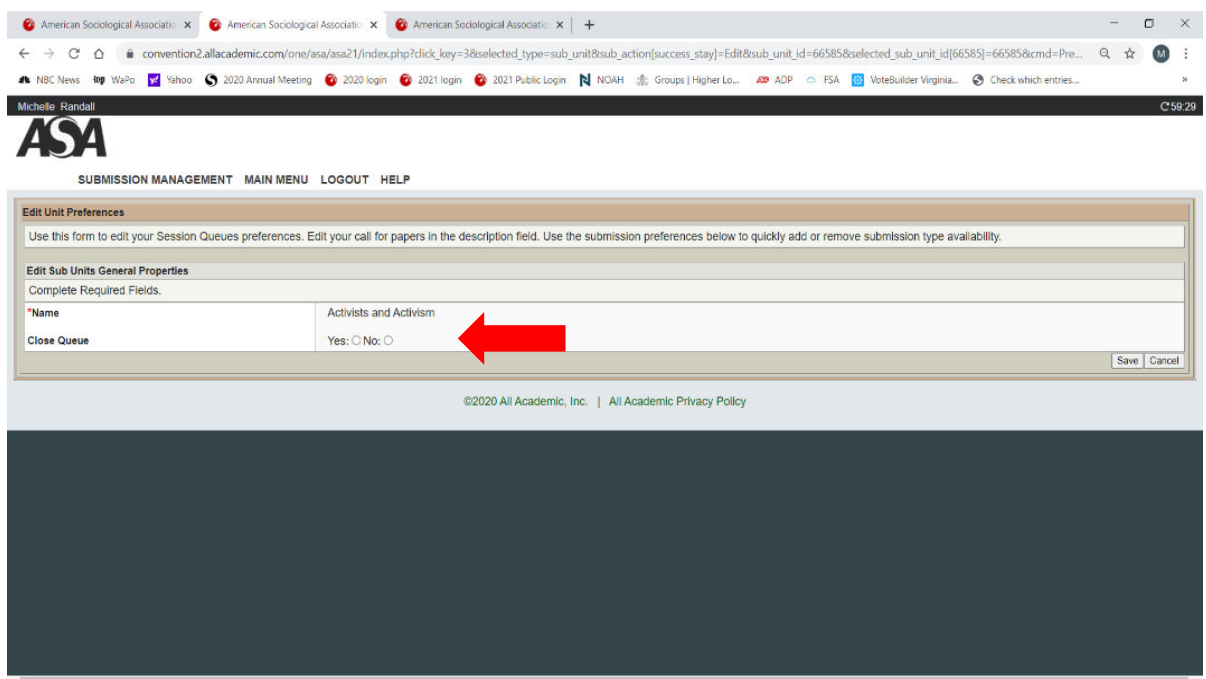
Click Close Queue located at the top left of the Task Menu under Setup.



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 includes a description of the unit's home page. 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 showing submission counts across various stages. At the bottom, there's a search section for 'Individual Presentations' with filters and a search button.

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

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' dialog box. It contains a section for 'Edit Sub Units General Properties' with a 'Complete Required Fields' section. The 'Name' field is set to 'Activists and Activism'. The 'Close Queue' option is shown with 'Yes: ☐ No: ☐'. A red arrow points to the 'Yes' radio button. At the bottom right, there are 'Save' and 'Cancel' buttons. The footer of the page indicates '©2020 All Academic, Inc. | All Academic Privacy Policy'.

Creating Tables

Now that paper decisions have been made and you have closed your queue, you will need to create your tables. The deadline to create your tables and assign all your accepted papers is **March 30**.

You will see a session already created in your **Sessions tab**. This is the “master” session, please do not edit it. You will be creating sessions from scratch for each table.

Each table should include the table number in its title and must have a designated Table President.

Start recruiting Table Presidents early! You must personally invite and confirm each Table President before entering their name, do not add anyone who has not agreed to serve in this role. Table Presidents may also serve as presenters at the table where they are assigned. You can view the **Volunteers** tab in your Submission Management Area to see who has offered to serve. If you wish to add a volunteer, be sure to contact them first to confirm their availability.

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

Management

- Send Bulk Email
- Create a Session
- Reports Menu

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 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

2. Enter the table title. **All tables must have a table number included in the name.** You do not need to enter a Description or Additional Information for table sessions. Click Accept and Continue.

3. You will automatically be added as the Session Organizer, please keep that listing as is. Search by Full Name and select the Table President.

- 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.

ASA Sociological Association

Thalia Tom 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: Community and Urban Sociology Section Refereed Roundtables

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		*Session Organizer	↑ ↓ ↺ ↻
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 Last Name: Joanna
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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- Once you have finished entering the Table Presider, to assign papers to the session, click View Accepted Papers.

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: Community and Urban Sociology Section Refereed Roundtables

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	Thalia Tom thaliato@usc.edu University of Southern California	*Session Organizer	↑ ↓ ↺ ↻
2	Heather Young hyoung@asanet.org American Sociological Association	*Session Organizer	↑ ↓ ↺ ↻
3	Heather Test Young heatherm5517@gmail.com	*Table Presider	↑ ↓ ↺ ↻

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 Last Name:
Use the search box "Search Participants by Last Name"

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

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- The list of accepted papers will appear. Click in the check box for each paper you want to add to the table. Do NOT change anything about the submission. 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
Use the search box "Search Participants 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

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	Abstract	Action
☐	1	Test Roundtables Paper All Academic Code: 2134212 Heather Young, American Sociological Association	ABC	Add

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- Once you have finished adding the Table Presider and Accepted Papers, click Accept and Continue.
- You will be asked to select AV which is not relevant to roundtables. Just click Accept and Continue.
- Review the information entered on the Submission Summary page. You can go back and edit any section or click Accept and Continue if everything looks correct.

American Sociological Association | convention2.allacademic.com/one/asa/asa20/index.php?click_key=54&PHPSESSID=g4ie4le1d6slk98485b382lkb2#selected_tag

Michelle Randall
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 [Edit Session Title](#)
BioSocial Interaction

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

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

Participants [Edit Participants](#)

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

Test Paper B

Title (Paper) [Edit Title](#)
Test Paper B

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

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

Individual Presentation
Paper

Test Paper C

Title (Paper) [Edit Title](#)
Test Paper C

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

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

Individual Presentation
Paper

Test Paper D
Title / Donor

10. Keep creating roundtables until all the papers have been assigned. Review your sessions on the Sessions tab. Review the Individual Presentations tab to make sure that all papers now say Rejected or **Accepted – In Session**. There should be no papers that say Unassigned or just Accepted in your Individual Presentations tab.
-

Sending Acceptance/Rejection Emails

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

Session 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
SUBMISSION MANAGEMENT MAIN MENU LOGOUT HELP

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

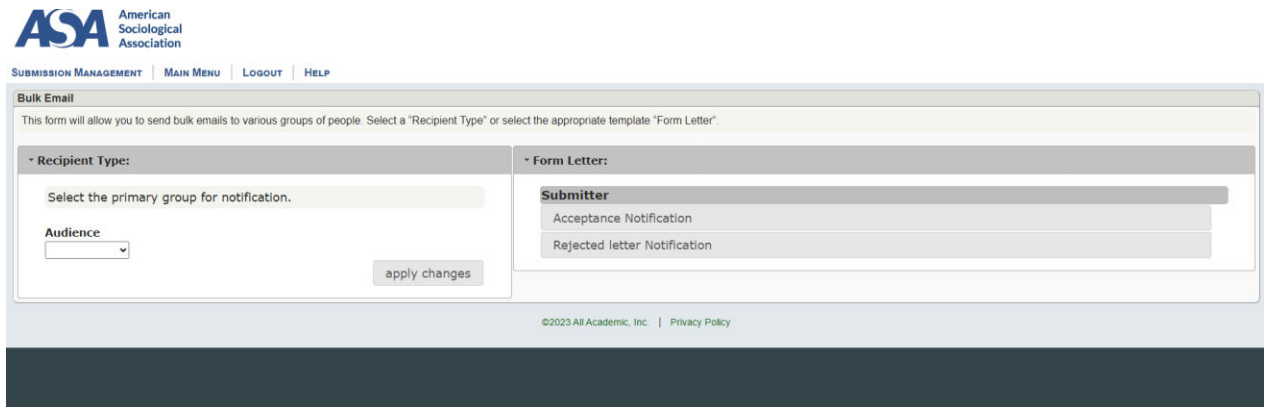
Additional search options...

Showing 1 through 4 of 4 records.

Individual Presentations Search Results (sorted by INDIVIDUAL SUBMISSION TITLE in ASCENDING order)	My Status	Status	Action
1 Test Paper A, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall	Complete	Rejected	Download

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

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



ASA American Sociological Association

SUBMISSION MANAGEMENT | MAIN MENU | LOGOUT | HELP

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:

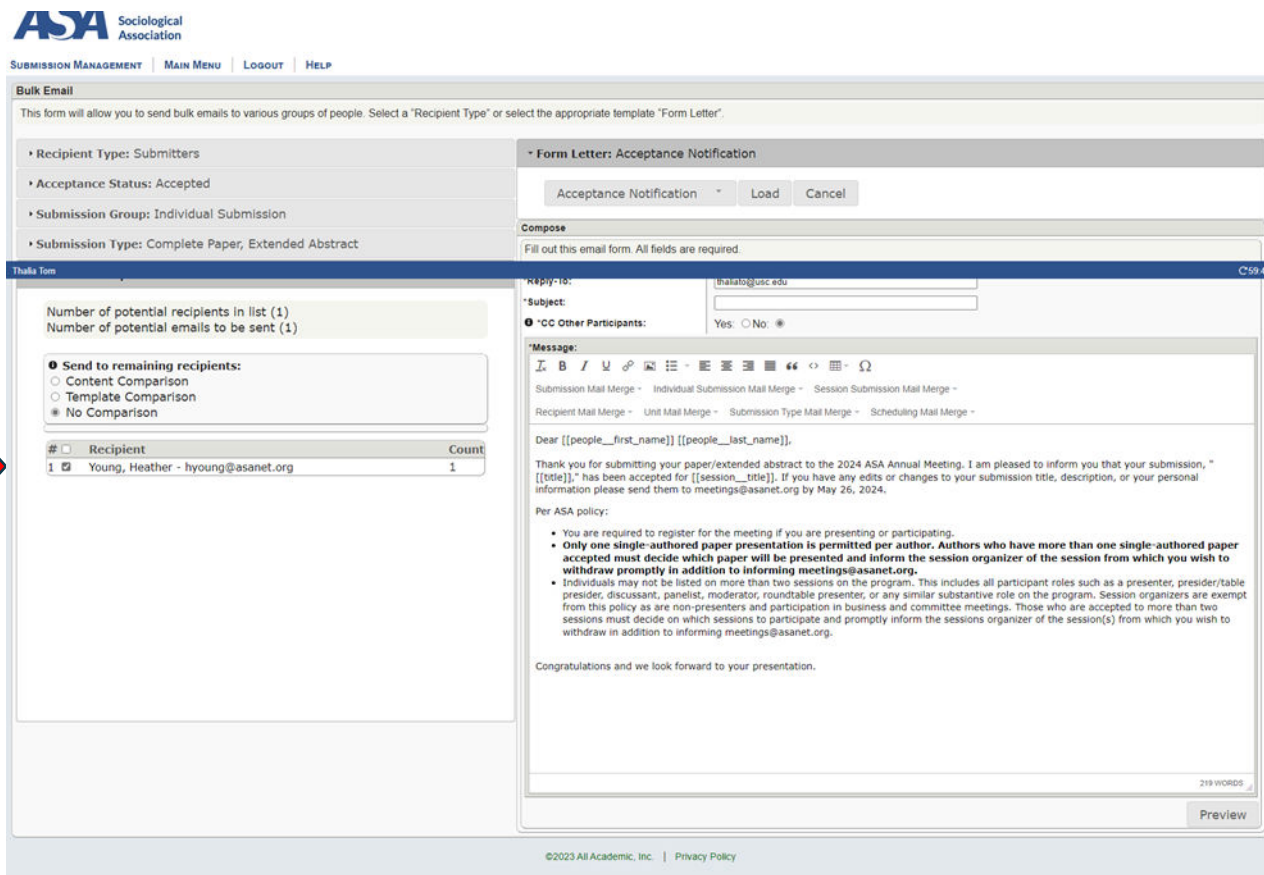
Submitter

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.



ASA Sociological Association

SUBMISSION MANAGEMENT | MAIN MENU | LOGOUT | HELP

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: thakalo@usc.edu

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 president, 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.

ASA Sociological Association

SUBMISSION MANAGEMENT | MAIN MENU | LOGOUT | HELP

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: (hakiato@usc.edu)

*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 -

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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 table?
- ☐ Is the queue closed?
- ☐ Does each table have a title AND number?
- ☐ Is there a confirmed table presider for each table?
- ☐ Have acceptance/rejection notices been sent?