

American Sociological Association

Symposium Organizer Manual

2026

Dates and Deadlines

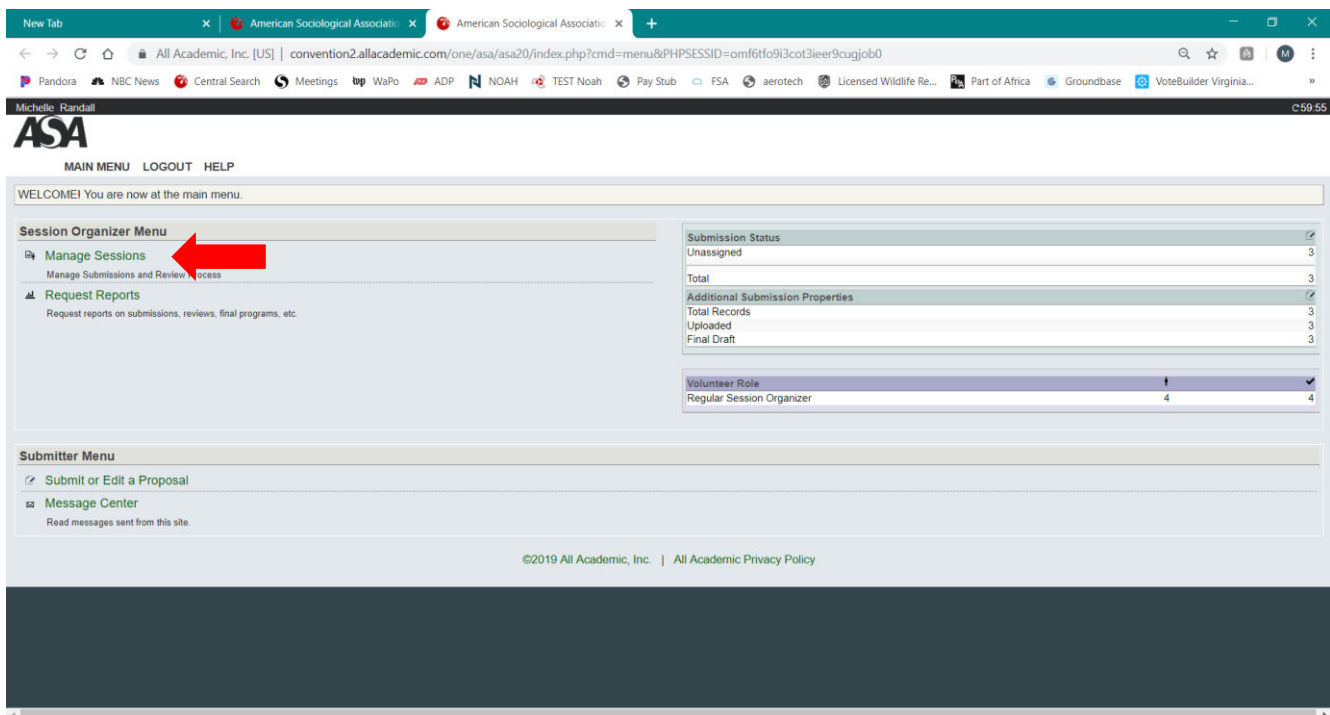
A schedule of important dates and deadlines for your reference is included below. We ask that you please respect the deadlines. If you encounter difficulties, please contact us.

November 3	Submissions open
February 25, 9:00 p.m. EST	Deadline for submissions
March 23	Decisions due and all sessions created and finalized
April 6	Notify submitters of their acceptance or rejection
April 13	Session organizer module closes

Getting Started

1. [Log in](#) to the online submission portal with your ASA username and password.
2. You will see a Session Organizer Menu in addition to your Submitter Menu which is for your personal submissions.
3. Click Manage Sessions under Session Organizer Menu.
4. If you are organizing more than one session, you will see all of your assignments. If you are only organizing the symposia, it will take you directly to your management area.

You will see your Session Organizer menu at the top. It includes the items: Manage Submissions and Request Reports. Request Reports allows you to download information on the submissions you have received including submitter name, submission title, and email address.



Tips For Using the Online Module

- **Do not use the back button on your browser!** Use the menu buttons or the “back” link that is contained in the module to navigate.
- After one hour of inactivity, the system will time out and any unsaved data will be lost.

Manage Submissions

We will begin at Manage Submissions which is where you will do the bulk of your work.

1. Click on Manage Submissions.
2. If you are organizing more than one topic and/or section, you will need to click on the one you wish to work on. If you are only organizing one topic/section, you will go directly to your Submission Management Area.

- Submissions will be listed in alphabetical order by title on the Individual Presentations and the Sessions tabs (if your symposia is accepting whole 90-min session proposals). Click on the title of the submission to see the description. You can also download a submission report by clicking Reports Menu under the Management menu. You will run the extended paper submitters report for Individual Presentations and extended session submitter report for Session submissions (if your symposia is accepting them).

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

Filters: 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.

#	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			

- After reviewing submissions and you are ready to make decisions, click Review/Final Decision. You can enter Comments to the Author. If you do not wish to leave comments you must type "None" in the box. We strongly encourage feedback to the submitter especially for rejected submissions.

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
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

Complete Review

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5. To accept a submission, click on the Accept link and then click on Accept and Continue.
6. To reject a submission, click the Reject link and then click on Accept and Continue.
7. After making your decisions, all proposals should be listed as Accept or Reject in the Status column.

American Sociological Association: X American Sociological Association: X +

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Pandora 📺 NBC News 🔍 Central Search 🗨 Meetings 📞 WaPo 📄 ADP 📰 NOAA 📡 TEST Noah 🎮 Play 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)

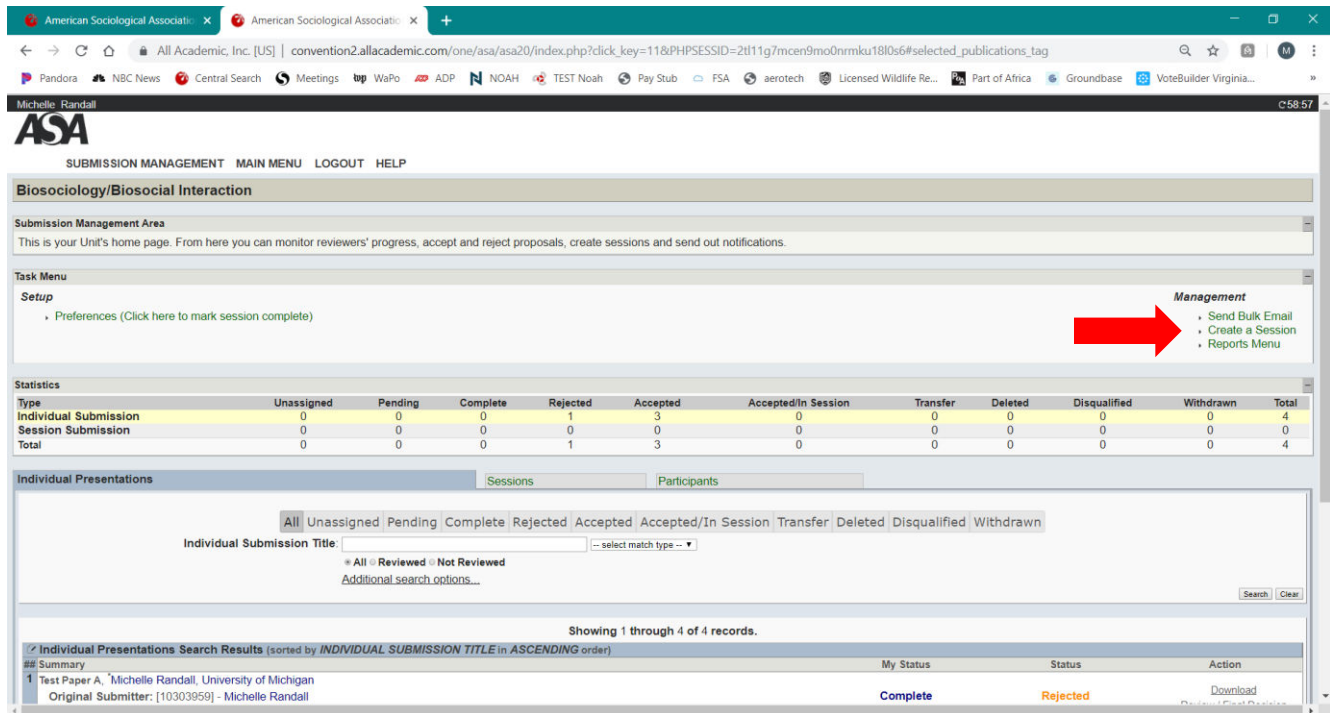
#	Summary	My Status	Status	Action
1	Test Paper A, Michelle Randall, University of Michigan Original Submitter: [10303959] - Michelle Randall Creation date: Wed, Aug 28, 2019 9:11am Submitted as: Paper	Complete Reject	Rejected (1/1)	Download Review / Final Decision posoup review summary
2	Test Paper B,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

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Creating Sessions

Now that submission decisions have been made you will need to create your session(s). The following example applies to **Lightning Presentations, Panel Presentations, and Interactive Workshops** submitted as 45-min Individual Presentations. For 90-min Interactive Workshops submitted as sessions, you only need to accept the session proposal.

1. Click on Create a Session at the top right listed under Management and select the type of session you want to create.



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, the page is titled 'Biosociology/Biosocial Interaction'. A 'Submission Management Area' message 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'. The 'Management' section, highlighted with a red arrow, 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:

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

Below the statistics, there's a section for 'Individual Presentations' with tabs for 'Sessions' and 'Participants'. The 'Sessions' tab is active, showing a search interface with filters for 'All', 'Unassigned', 'Pending', 'Complete', 'Rejected', 'Accepted', 'Accepted/In Session', 'Transfer', 'Deleted', 'Disqualified', and 'Withdrawn'. A search bar is present with a dropdown for 'Individual Submission Title' and a 'Search' button.

At the bottom, a table shows 'Showing 1 through 4 of 4 records.' for 'Individual Presentations Search Results (sorted by INDIVIDUAL SUBMISSION TITLE in ASCENDING order)'. The table has columns for 'Summary', 'My Status', 'Status', and 'Action'. The first record is 'Test Paper A, Michelle Randall, University of Michigan' with a status of 'Complete' and a 'Rejected' action link.

2. Enter the session title and description 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.

A screenshot of a web browser showing the ASA Session Submission form. The browser's address bar shows the URL: `convention2.allacademic.com/one/asa/asa20/index.php?click_key=34&status=accepted&selected_type=session&icmd=Create+Accepted+Session&sess_type_id=...`. The page has a header with the ASA logo and navigation links: SUBMISSION MANAGEMENT, MAIN MENU, LOGOUT, and HELP. Below the header, there are tabs for Session Queue, Sub Unit, Session Submission Type, and Session Submission. The main content area is titled "Enter information about this session." and contains three sections: "Session Title" (with a text input field and a warning not to use all capital letters), "Description" (with a text area and a 300-word limit), and "Additional Information" (with a text area). At the bottom right, there is an "Accept and Continue" button. The footer shows the copyright notice: "©2019 All Academic, Inc. | All Academic Privacy Policy".

3. You will automatically be added as the Session Organizer. Search by Last Name to select the Presider.

A screenshot of the ASA Session Submission form, showing the "Current Session Participants" section. The browser's address bar shows the URL: `convention2.allacademic.com/one/asa/asa20/index.php?click_key=35&PHPSESSID=g4ie4e1d6slk98485b382lk2#selected_tag`. The page has a header with the ASA logo and navigation links: SUBMISSION MANAGEMENT, MAIN MENU, LOGOUT, and HELP. Below the header, there are tabs for Session Queue, Sub Unit, Session Submission Type, Session Submission, and Presenter. The main content area is titled "Current Session Participants: BioSocial Interaction" and contains a table with the following data:

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	Michelle Randall stratford611@gmail.com ASA	Session Organizer Discussant Table Presider Presider	Remove

Below the table, there are three steps:

- 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". A red arrow points to the "Name" input field, which contains the text "Randall".
- Step 3. Accept and continue.**
When your session is fully populated click "Accept and Continue." [Accept & Continue](#)

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- 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 a web browser window with the URL https://convention2.allacademic.com/one/asa/asa20/index.php?click_key=40&PHPSESSID=g4ie4le1d6slk98485b382lkb2#list. The page displays a list of participants with columns for name, email, and affiliation. At the bottom of the list, there is a link labeled "Add Unlisted Participant" which is highlighted by a red arrow.

Name	Email	Affiliation	Actions
Randall, E. Vance	vance_randall@byu.edu		Add Session Organizer Add Discussant Add Table President Add President
Randall, Hannah	hannah.randall@aggiemail.usu.edu		Add Session Organizer Add Discussant Add Table President Add President
Randall, Kevin - Iowa State University		Iowa State University	Add Session Organizer Add Discussant Add Table President Add President
Randall, Maria Paricia	mariahilo@aol.com		Add Session Organizer Add Discussant Add Table President Add President
Randall, Michelle - American Sociological Association	mrlandall@asanet.org	American Sociological Association	Add Session Organizer Add Discussant Add Table President Add President
Randall, Michelle - University of Michigan	mrdtrw01@yahoo.com	University of Michigan	Add Session Organizer Add Discussant Add Table President Add President
Randall, Michelle - ASA	stratford611@gmail.com	ASA	Add Session Organizer Add Discussant Add Table President Add President
Randall, Nancy Horak - Wingate University	nrlandall@wingate.edu	Wingate University	Add Session Organizer Add Discussant Add Table President Add President
Randall, William S - University of Kansas	w061r047@ku.edu	University of Kansas	Add Session Organizer Add Discussant Add Table President Add President

At the bottom of the list, there is a link labeled "Add Unlisted Participant" which is highlighted by a red arrow.

- When you have added your Presider, click View Accepted Papers to add accepted Individual Presentations.

The screenshot shows the ASA website's "Current Session Participants" page. The page displays a table of participants with columns for #, Person/Individual Submission, Role/Individual Submission Type, and Action. A red arrow points to the "View Accepted Papers" link at the bottom of the page.

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	Michelle Randall stratford611@gmail.com ASA	Session Organizer Discussant Table President Presider	Remove

Below the table, there are three steps:

- 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.
- Step 2. Add other participants (Chairs, Discussants, Presider, Co-Leaders, etc.).**
Use the search box "Search Participants by Last Name"
- Step 3. Accept and continue.**
When your session is fully populated click "Accept and Continue."

At the bottom of the page, there is a link labeled "View Accepted Papers" which is highlighted by a red arrow.

6. The list of accepted presentations will appear. Click the check box for each presentation you want to add to the session. Click the Add button.

Michelle Randall
University of Kansas

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

[add](#)

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7. Once you have finished adding Presiders and presentations, click Accept and Continue.
8. You will be asked to select AV.
9. 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.

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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

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 [Edit Author](#)
(**Non-Presenter**) Michelle Randall, mrdrtw01@yahoo.com; University of Michigan
(**Presenter**) Mark Fernando, mferando@asanet.org; American Sociological Association

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

Test Paper C

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

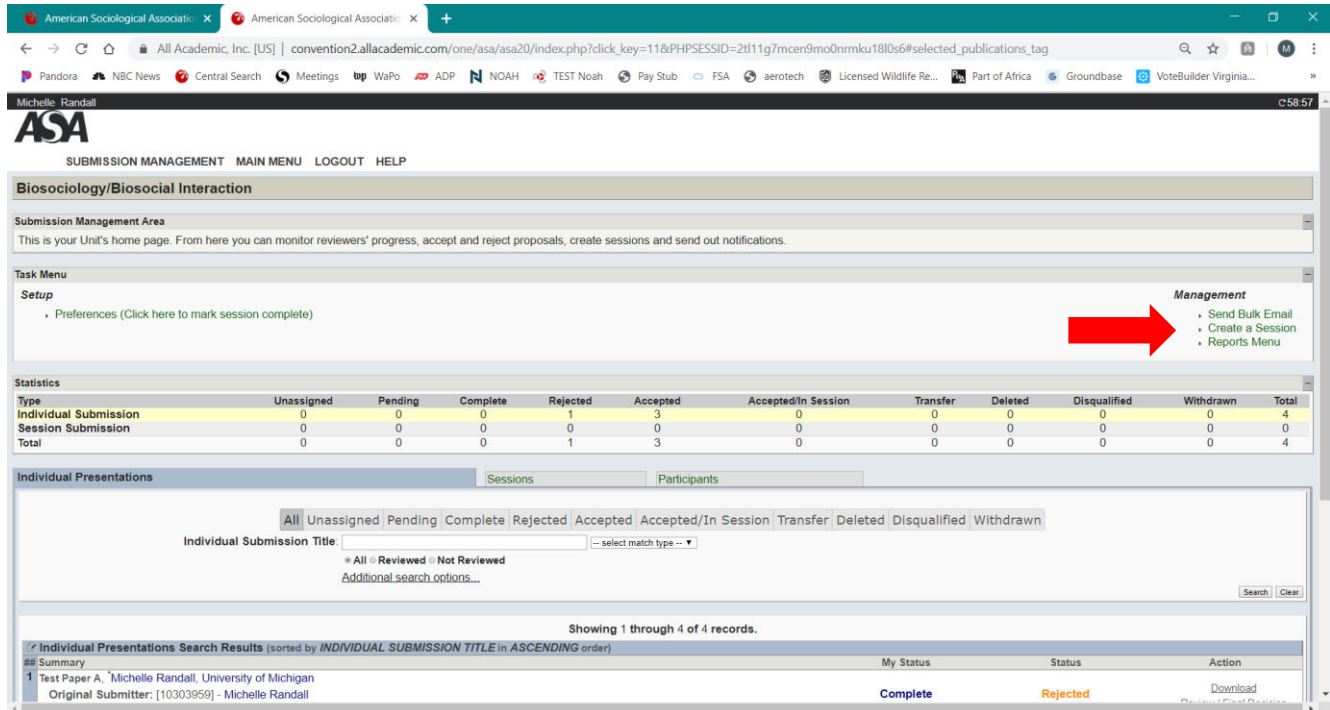
Author [Edit Author](#)
(**Presenter**) Michelle Randall, mrdrtw01@yahoo.com; University of Michigan

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

Test Paper D

Creating Roundtable Session

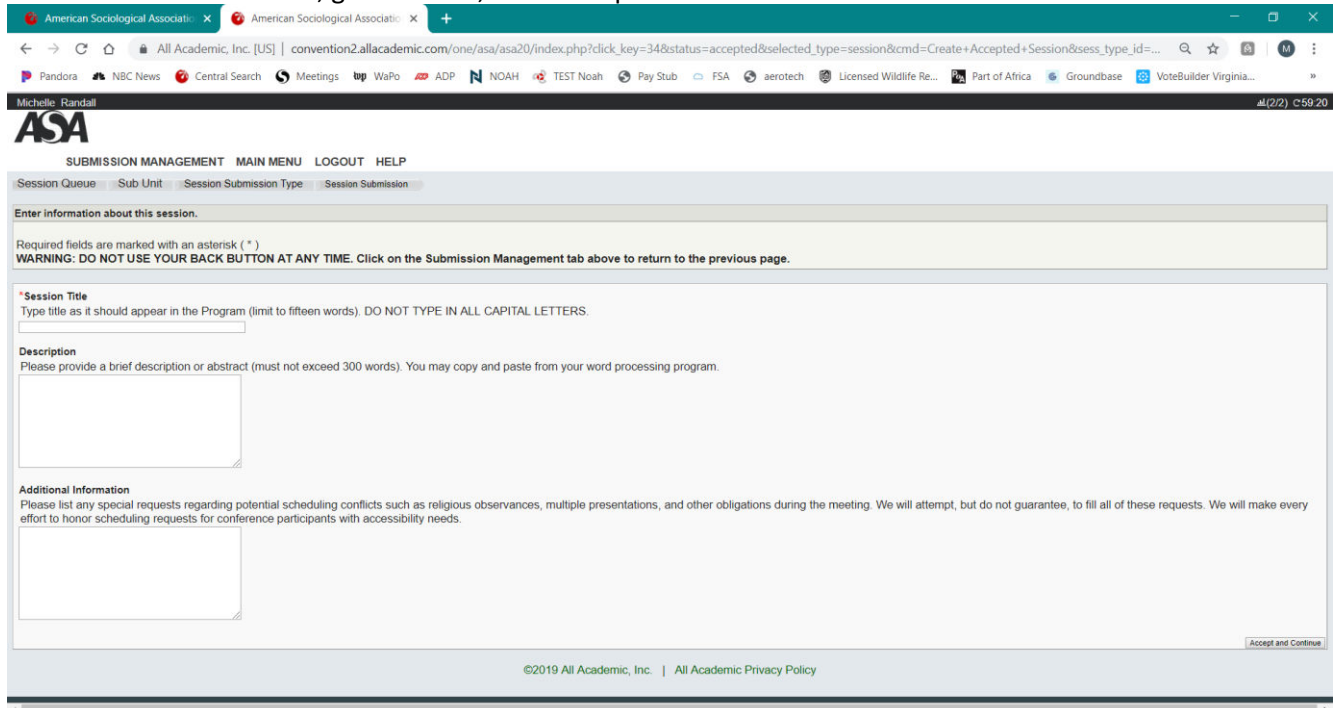
You must first create the “master” roundtable session under which all the individual roundtables will exist. Click on Create a Session at the top right listed under Management.



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, the 'Biosociology/Biosocial Interaction' section is visible. The 'Task Menu' includes 'Setup' and 'Management'. The 'Management' menu is expanded, showing options: 'Send Bulk Email', 'Create a Session' (highlighted with a red arrow), and 'Reports Menu'. Below the menu, there's a 'Statistics' table showing submission counts across various stages. The 'Individual Presentations' section is also visible, showing a list of submissions with filters and a search bar.

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

1. Select Roundtable session, give it a title, and description.



The screenshot shows the 'Create a Session' form in the ASA Submission Management interface. The form includes fields for 'Session Title' and 'Description'. The 'Session Title' field has a note: 'Type title as it should appear in the Program (limit to fifteen words). DO NOT TYPE IN ALL CAPITAL LETTERS.' The 'Description' field has a note: 'Please provide a brief description or abstract (must not exceed 300 words). You may copy and paste from your word processing program.' There is also an 'Additional Information' section with a note: '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.' The form is titled 'Enter information about this session.' and includes a warning: '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.

- On the next page, you will automatically be added as the Session Organizer but you can add other or additional organizers. You will need to enter a session presider as well by searching on last name. Do not add individual presentations for the “master” session. Click Accept and Continue to the end to save the “master” session.

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, a breadcrumb trail shows 'Session Queue' > 'Sub Unit' > 'Session Submission Type' > 'Session Submission' > 'Presenter'. The main content area is titled 'Current Session Participants: BioSocial Interaction'. It shows a table with one participant: Michelle Randall, strafford611@gmail.com, ASA. Her role is 'Session Organizer'. There are links for 'Discussant', 'Table President', and 'Presider'. Below the table, there are three steps: Step 1 (Add an Accepted/Reviewed Paper to your session), Step 2 (Add other participants), and Step 3 (Accept and continue). Step 2 has a search box for 'Last Name (Randall)' and a 'Search by Last Name' button. Step 3 has an 'Accept & Continue' button. The footer shows '©2019 All Academic, Inc. | All Academic Privacy Policy'.

- To create individual roundtables** - Return to the Submission Management page and select Create a Session again for each table you want to enter. Select Roundtable Session again. **ALL TABLES MUST BE NUMBERED IN THE TITLE** (ie Table 1: Topic A). You do not need to enter a Description for individual table sessions. Click Accept and Continue.
- On the next page, you will automatically be added as the Session Organizer but you can add other or additional organizers. Search by name for the Table Presider. A Table Presider for each table is required.

- When you have finished entering the Table Presider, to assign Individual Presentations to the session, click View Accepted Papers.

American Sociological Association: x American Sociological Association: x

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

Michelle Randall 11/2/2012 5:59:01 PM

ASA

SUBMISSION MANAGEMENT MAIN MENU LOGOUT HELP

Session Queue Sub Unit Session Submission Type Session Submission Presenter

<< BACK

Current Session Participants: BioSocial Interaction

Chosen "Roles" are designated by the *

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	Michelle Randall stratford611@gmail.com ASA	Session Organizer Discussant Table Presider Presider	Remove

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.

Step 2. Add other participants (Chairs, Discussants, Presider, Co-Leaders, etc.).
Use the search box "Search Participants by Last Name"

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

[View Accepted Papers](#)

Last Name: Randall
 Search by Last Name

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- The list of accepted Individual Presentations will appear. Click the check box for each submission you want to add to the table. 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.

Step 2. Add other participants (Chairs, Discussants, Presider, Co-Leaders, etc.).
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:
General Topic Index:

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 the Table Presider and Individual Presentations, click Accept and Continue.
- You will be asked to select AV but you may skip this as request, 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.

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, mfernando@asanet.org; American Sociological Association [Edit Author](#)

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

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

Individual Presentation
Paper

Test Paper D

Title (Paper)

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

Sending Acceptance/Rejection Letters

Organizers are required to send acceptance/rejection letters 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.

Send Notices from Your Email - Recommended

- 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. Occasionally these notices are filtered to the recipients' junk/spam folder. Instructions are below.

Bulk Email

Bulk emails are sent from the Manage Submissions area.

- Click on Send Bulk Email listed under Management in the top right.

Michelle Randall

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...

Search Clear

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	Complete	Rejected	Download

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

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

The screenshot shows the 'Bulk Email' form in the ASA submission management system. The form is divided into two main sections: 'Recipient Type' and 'Form Letter'. In the 'Recipient Type' section, there is a dropdown menu for 'Audience' and an 'apply changes' button. In the 'Form Letter' section, there is a 'Submitter' dropdown menu with two options: 'Acceptance Notification' and 'Rejected letter Notification'. The 'Acceptance Notification' option is selected. The form also includes a navigation bar at the top with links for 'SUBMISSION MANAGEMENT', 'MAIN MENU', 'LOGOUT', and 'HELP'. At the bottom, there is a copyright notice for '©2023 All Academic, Inc.' and a link to the 'Privacy Policy'.

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

This screenshot shows the 'Bulk Email' form with the 'Form Letter' set to 'Acceptance Notification'. The 'Recipient Type' is 'Submitters', 'Acceptance Status' is 'Accepted', 'Submission Group' is 'Individual Submission', and 'Submission Type' is 'Complete Paper, Extended Abstract'. The 'Compose' section shows a preview of the email content, including a 'Dear' salutation, a thank you message, and a list of instructions for authors. A red arrow points to the 'Recipient' table, which lists the recipients for the email. The table has columns for 'Recipient' and 'Count'. The first row shows 'Young, Heather - hyoung@asanet.org' with a count of 1. The table is part of a larger form that includes a 'Send to remaining recipients' section with radio buttons for 'Content Comparison', 'Template Comparison', and 'No Comparison'. The 'No Comparison' option is selected. The form also includes a 'Preview' button at the bottom right.

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

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 C59.4

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: [thalia@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 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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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 to the [symposia title] at the 2026 ASA Annual Meeting. I am pleased to inform you that your submission, "[[title]]," has been accepted for [[session__title]]. Congratulations and we will see you in New York.

Presenters are required to register for the Annual Meeting by June 1, 2026. Those who do not register by that date will be withdrawn from the program. If you have any questions about registration, please contact meetings@asanet.org.

Thank you,
[Your Name]
[Your Email]

Sample Rejection Email

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

Thank you for submitting to the [symposia title] at the 2026 ASA Annual Meeting. After careful review, I regret that your submission, "[[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.

Thank you,
[Your Name]
[Your Email]

Organizer Checklist

- ☐ Are all submissions accepted or rejected?
- ☐ Does each roundtable have a title AND number?
- ☐ Is there a table presider for each table?
- ☐ Have acceptance/rejection notices been sent