Instructions to Submit a Panel Proposal
Via the Pheedloop Platform

IPSA 75
INTERNATIONAL POLITICAL SCIENCE ASSOCIATION

Before submitting a proposal, be sure to have the following elements ready:
- Panel Title
- Description outlining the panel's focus and objectives
- 1 Chair (Full name, affiliated institution, and country)
- 1-2 Discussant(s) (Full name, affiliated institution, and country)
- 4-5 Papers: For each paper, clearly indicate the author's full name, affiliated institution, country, paper title and abstract (200 words maximum)

Link to submit a panel:
https://site.pheedloop.com/portal/event/EVEMERKAEVKFU/submission/CAL8ER1RDL3NG4P/application#start

Step 1: Start
- **Provide your Account Details**
  A login to the Pheedloop platform will be required to submit your proposal.
  If you are a new user, you will need to create an online account. If you participated at the WC2023 Congress in Buenos Aires, you may already have an online account. You may choose to **Reset your Password**.

Step 2: Panel Details
Screenshot: https://app.screencast.com/ZDMmmV7u1ILyi

- Enter the Panel Title
- Enter the Panel Description

Step 3: Panel Chair and Discussants
Screenshot: https://app.screencast.com/JwAXAZMEJ1C1x
- Enter the required fields to add a Panel Chair
  indicate the Speaker Role (Chair)
  Click **[Save]**
- Enter the required fields to add a Panel Discussant
  indicate the Speaker Role (Discussant)
  Click **[Save]**
- Repeat the step for a second discussant (optional)
- Click **[Next Step]**

Step 4: Papers
Screenshot: https://app.screencast.com/MLUd4BFztpZ6Q
For each paper presentation, indicate:
- **Paper Title**
- **Paper Author** (First Name, Last Name, E-mail)
- **Paper Abstract** (maximum: 200 words)

A minimum of four (4) papers is required to submit the panel proposal.

Step 5: Profile
- Provide additional information for your Pheedloop account profile (Optional).
  Only the fields marked with a red star (*) are mandatory.

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