Electronic Submissions for MESA 2019

Now, pick your submission category below and follow the instructions.

1. Organizing a Panel?. Do this:

First and foremost, review the criteria the program committee uses to review submissions in the Call for Papers.

1. Log-in to myMESA http://mesana.org/mymesa/login.php
2. Click the annual meeting button
3. Click "Participation"
4. Find the sentence "Create and Manage a Pre-organized panel" and click the arrow next to it.
5. Enter panel details, and choose what roles you are performing on the panel (besides organizer, if any). Click "next".
6. "Invite session participants" Find them by entering their last name in the last name box. Wait for the system to list names similar to the one you type. If you see the right one, select it and indicate what role they will perform on the panel (chair, discussant, presenter). Note: if you find the person but he/she has a different email address in the system, you cannot change the email address or add the person again. The invitation must go to the email on account. Ask your participant to update their email address in the myMESA system.
7. Hit "add member and roles"
8. If the presenter isn't listed, type in the first and last name, email address, and indicate what role they will play on the panel, and then hit "add member and roles".
9. The system will send each person you list an email message inviting them to participate on your panel. Now it's up to them to submit their abstracts and complete their submission.
10. If you indicated that you will be a presenter on the panel, click on "Abstracts". Where it says "If you want to submit an abstract for this session, click HERE" click on the "HERE" and then enter your details and abstract and hit "submit".
11. Please make certain the papers are listed in the system in the order you want them presented at the meeting. Click the "Presentation Info." tab. You will see the list of papers and can order them by dragging and dropping them in the correct order.

Please come back to myMESA to monitor your panel, see who has accepted/rejected your invitation to participate, view a presenter's abstract, order the presentations, view the session status, etc.

2. Paper presenter on a pre-organized panel? Do this:

First and foremost, review the criteria the program committee uses to review submissions in the Call for Papers.
Upon receiving an email invitation to participate as a paper presenter on a panel,
1. Log-in to myMESA http://mesana.org/mymesa/login.php
2. Click the "Annual Meeting" button
3. Click "Participation" button.
4. Under "Invitations from Existing Sessions" you will see the invitation to participate.
5. Click "accept"
6. You will then see a section called "You are Participating on the Following Sessions"
7. Click on the session that you just agreed to
8. Click on "abstracts"
9. Find the sentence "If you want to submit an abstract for this session, click HERE"
10. Click on "HERE"
11. Complete your abstract and details and hit "submit"

You can come back to the system to modify your abstract up until the submission deadline. You also can return to view the status of the submission, whether or not the program committee has placed the session on the program.

3. Chair or discussant on a pre-organized panel? Do this:

Upon receiving an email invitation to serve as a chair or discussant on a panel,
1. Log-in to myMESA http://mesana.org/mymesa/login.php
2. Click the "Annual Meeting" button.
3. Click the "Participation" button.
4. Under "Invitations from Existing Sessions" you will see the invitation to participate.
5. Click "accept"

You can come back to the system to view the status of the submission, whether or not the program committee has placed the session on the program.

4. Organizing a Roundtable?. Do this:

First and foremost, review the criteria the program committee uses to review submissions in the Call for Papers.
1. Log-in to myMESA http://mesana.org/mymesa/login.php
2. Click the "Annual Meeting" button.
3. Click the "Participation" button.
4. Click the arrow next to "create or manage a roundtable"
5. enter roundtable details, including the summary, and choose what roles you are performing on the roundtable (besides organizer, if any). Click "next"
6. "invite session participants" Find them by entering their last name in the last name box. Wait for the system to display names like the one you type. If you see the right one, select it and indicate what role they will play on the roundtable (chair, presenter), and hit "add member and roles". Note: if you find the person but he/she has a different email address in the system, you cannot change the email address or add the person again. The invitation must go to the email on account. Ask your participant to update their email address in the myMESA system.

7. If the presenter isn't listed, type in the first and last name, email address, indicate what role they will play on the roundtable, and then hit "add member and roles".

8. The system will send them an email message inviting them to participate on your roundtable. Now it's up to them to complete their submission.

9. If you indicated that you will be a presenter on the roundtable, click on "Descriptions" and enter a description of what you will do on the roundtable in the space indicated. Hit "submit/update".

Visit myMESA to monitor your roundtable, see who has accepted/rejected your invitation to participate, view a participant's description, order the presentations, view the session status, etc.

5. Presenter on a roundtable? Do this:

First and foremost, review the criteria the program committee uses to review submissions in the [Call for Papers](#).Upon receiving an email invitation to participate on a roundtable,

1. Log-in to myMESA http://mesana.org/mymesa/login.php
2. Click "Annual Meeting" button.
3. Click "Participation" button.
4. Under "Invitations from Existing Sessions" you will see the invitation to participate.
5. click "accept"
6. You will then see a section called "You are Participating on the Following Sessions"
7. Click on the session that you just agreed to
8. Click on "descriptions"
9. Enter a description of what you will do on the roundtable in the space indicated and then hit "submit/update"

You can come back to the system to modify your description up until the submission deadline. You also can return to view the status of the submission, whether or not the program committee has placed the session on the program.

6. Chair on a roundtable? Do this:

Upon receiving an email invitation to participate as a chair of a roundtable,

1. Log-in to myMESA http://mesana.org/mymesa/login.php
2. Click the "Annual Meeting" button.
3. Click the "Participation" button.
4. Under "Invitations from Existing Sessions" you will see the invitation to participate.
5. Click "accept"

You can come back to the system to view the status of the submission, whether or not the program committee has placed the session on the program.

7. If you are submitting an individual paper (not part of a pre-organized panel), do this:

First and foremost, review the criteria the program committee uses to review submissions in the [Call for Papers](#).

1. Log-in to myMESA http://mesana.org/mymesa/login.php
2. Click "Annual Meeting" button.
3. Click the "Participation"button.
4. Click the arrow next to "submit my individual paper (not part of pre-organized panel)
5. Indicate whether your are submitting your paper to be put on a panel or for a poster presentation.
6. Complete your abstract and details and hit "submit"

You can come back to the system to modify your abstract up until the submission deadline. You also can return to view the status of the submission, whether or not the program committee has placed your paper on a panel on the program.