

**ENTERING A "ROUNDTABLE" IN CONFERENCE MAKER
PLEASE READ ALL OF THESE INSTRUCTIONS BEFORE BEGINNING – ESPECIALLY THE
"NOTE OF CAUTION."**

At this time, Conference Maker does not have a "roundtable" option but we can work around that basically by submitting it through the "session" option and noting that it is actually a "roundtable" where a topic will be discussed with NO individual papers presented. A roundtable includes a "chair" and can include up to a maximum of 5 "discussants" or participants.

BEFORE YOU BEGIN: YOU WILL NEED AN Account/User ID FOR THE CHAIR AND ALL OF THE "DISCUSSANTS" TO BE ADDED TO THE ROUNDTABLE. Each of the participants will need an account with a user ID in Conference Maker with their **full address and institutional affiliation.**

1. **Search for Account/User ID** in Conference Maker by a "user name" or "email address" to determine if an account exists. If not, either he/she will need to create an account or someone (maybe you with their permission to do so of course) who has their institutional information and their email addresses could create an account for each of them. SEE ATTACHED INSTRUCTIONS FOR "FINDING AN EXISTING ACCOUNT." **DO NOT CREATE DUPLICATE ACCOUNTS.**
2. **Enter a Blank Paper:** To activate each individual's account in the current Conference Maker database for this year, a paper needs to be submitted for each discussant to create a paper ID number. The paper title should be the same for each discussant such as "Blank Paper for Roundtable on Sexuality and the Economy."
3. **Submitting a roundtable using the "session" feature:** Once all user ID numbers and associated "blank" paper ID numbers have been determined, you are ready to create the session. On the menu on the left in Conference Maker click on "Create a New Session" under "Sessions."
4. **Title of your roundtable:** You should note "Roundtable" in the title. (e.g. "Roundtable on Sexuality and the Economy")
5. **Session Organizer:** Select Rosalba Todaro as the "session Organizer."
6. **Leave the following blank:**
 - Date
 - Start Time
 - End Time
 - Room
 - JEL Code
 - Expected Attendance
7. **Paper 1-5:** Enter each of the paper ID numbers created when the "blank" paper was entered for each discussant.
8. **Discussants:** Enter the user ID associated with each of the discussants.
9. **Submitter's Comments:** A note should be added for clarification such as "This is a roundtable and no papers will be presented."

ACCEPTANCE NOTIFICATION: Notification regarding the acceptance of submitted “roundtables” will be sent out approximate March 15 when accepted “paper” submissions are notified.

WORD OF CAUTION: Conference Maker will only allow one paper submission per person. If any of the roundtable participants have submitted a paper for presentation or intend to in addition to serving on the roundtable, this is acceptable. In this case, the Conference Maker IAFFE administrator, Brent Martin, should be contacted at conf2012@iaffe.org and he can submit the roundtable for you once each participant has an account/user ID established. Or, if the roundtable has already been submitted in Conference Maker, Brent can enter a second paper that the individual wishes to present separate from the roundtable.

(Updated 10/15/2011)