Submit a book session/roundtable

1) Click on "Propose a new session" and you will be forwarded to the New Session Proposal dashboard.
2) Enter session title, which needs to begin with "Author Meets Critic"/"Book Session"/"Roundtable", followed by the name of the session. Thus, if arranging a book session where the book A by author A is going to be critiqued, you would want the session title to read "Author Meets Critic: Book A by Author A". Click "check case" and – if applicable and appropriate – accept the suggested changes. Click "save" and you will move on to the "Networks" tab.
3) Here, you select which network you want your session to be under. Note that selecting a secondary network is optional. Again, click "save" when you are done.
4) Select the radio button for "closed session" and then click "save"
5) In order for the author in question to be properly involved in the session, you should add him or her under "3 Add or edit a paper". Add the title of the book, then click "save". Following this step, you will be asked to add the author(s) of the book, in the "Authors" tab.
6) You will have to add chair and/or discussant(s), done by clicking "2 Select chair and discussant". You will be asked to confirm the email address of the person that you add. Also remember to select the person's role in the session, followed by clicking "save".
7) Back at the session dashboard, you will see the yellow box in the center of the screen, prompting you to "Complete your proposal by adding one or two more papers". Since you are submitting a book session, you will not need to do anything more at this point. You session proposal is complete.