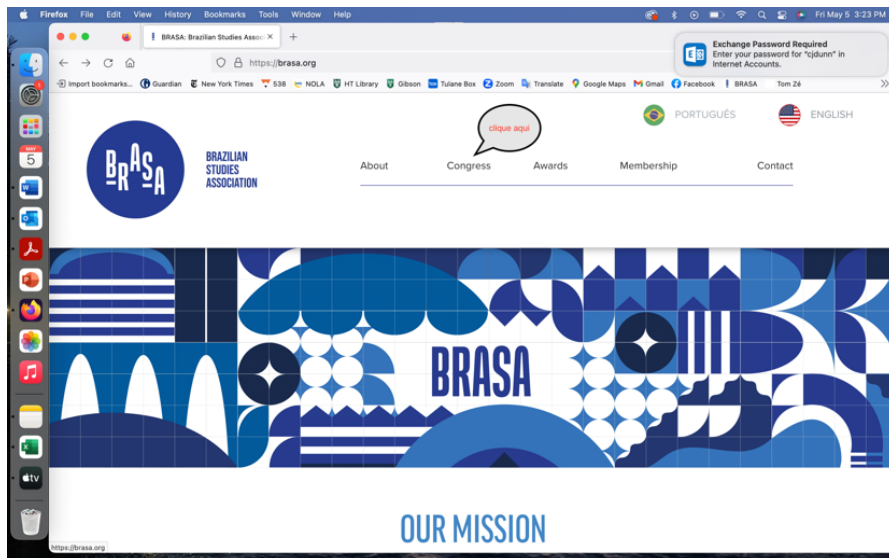


Detailed instructions for creating an account, submitting an individual paper, and submitting a complete panel

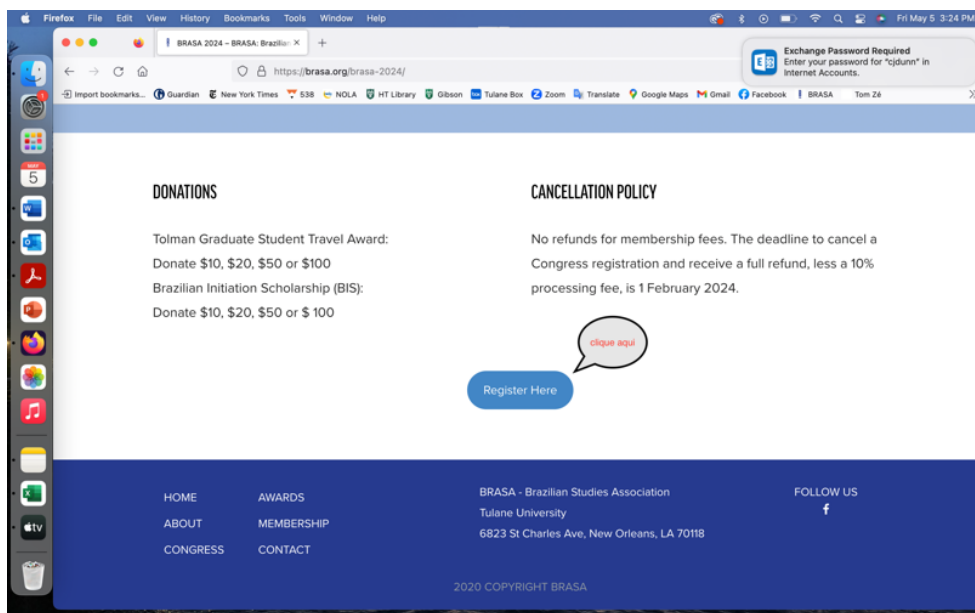
Instruções detalhadas para criar uma conta, submeter um artigo individual e submeter um painel completo

Create an Account/Criar uma conta

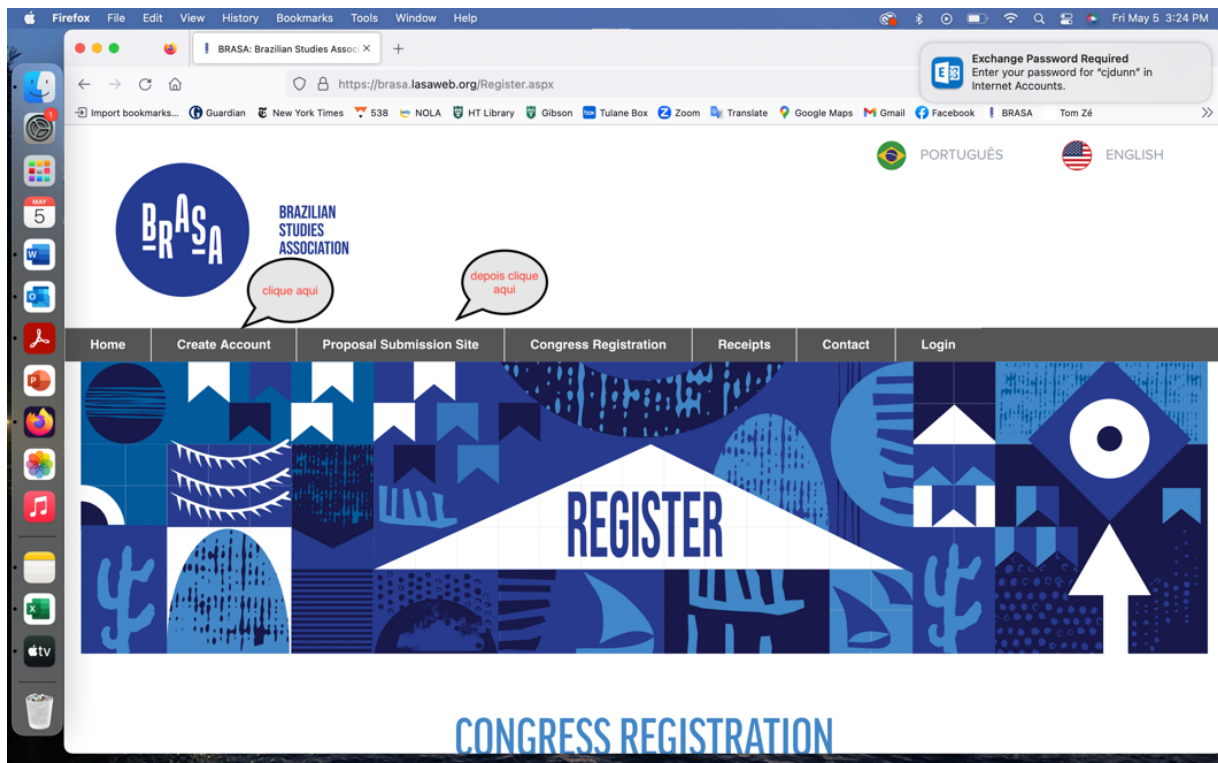
1) Home page; click on Congress; Página inicial; clique no Congresso



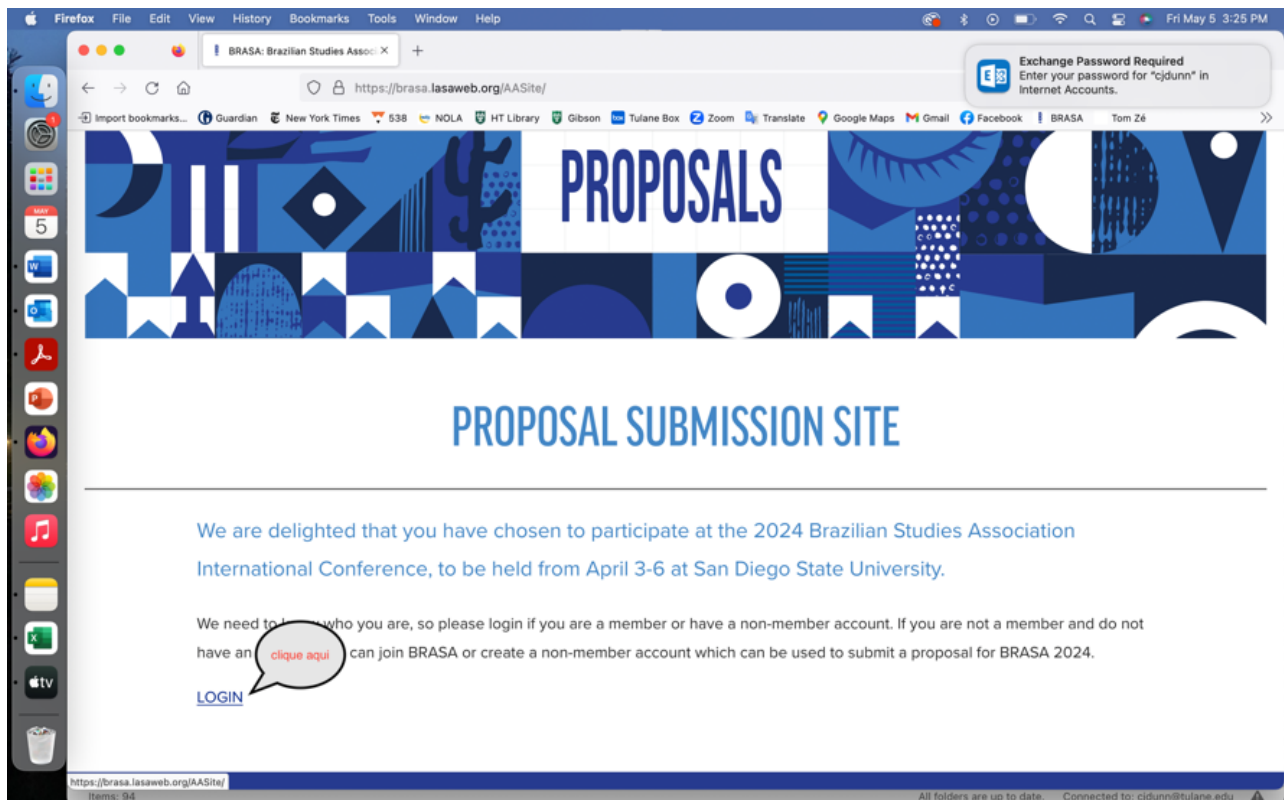
2) Scroll down; click on Register Here; Rolar para baixo; clique no Registre-se aqui



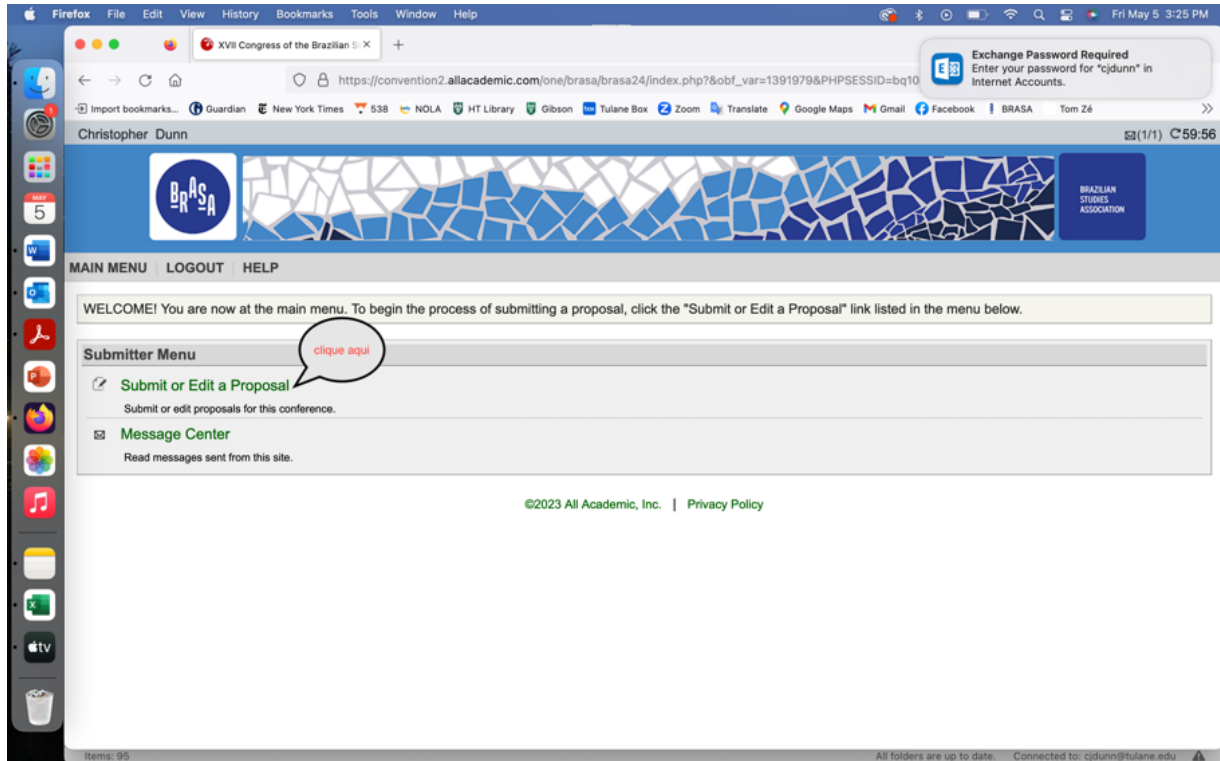
3) First create account or if you have account, proceed to Proposal Submission Site; Primeiro crie uma conta ou se você tiver uma conta, prossiga para o site de envio de propostas



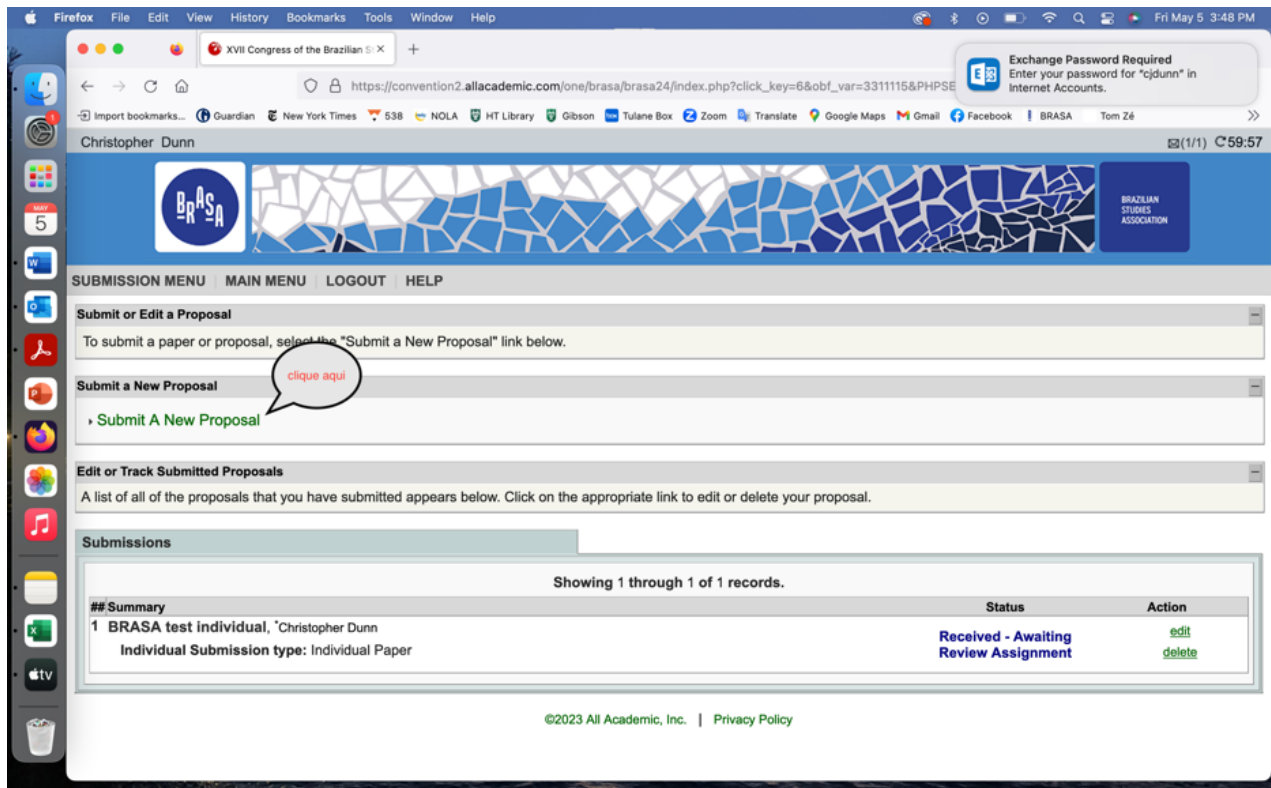
4) Login with password; faça log-in com senha



5) Click on Submit or edit a proposal

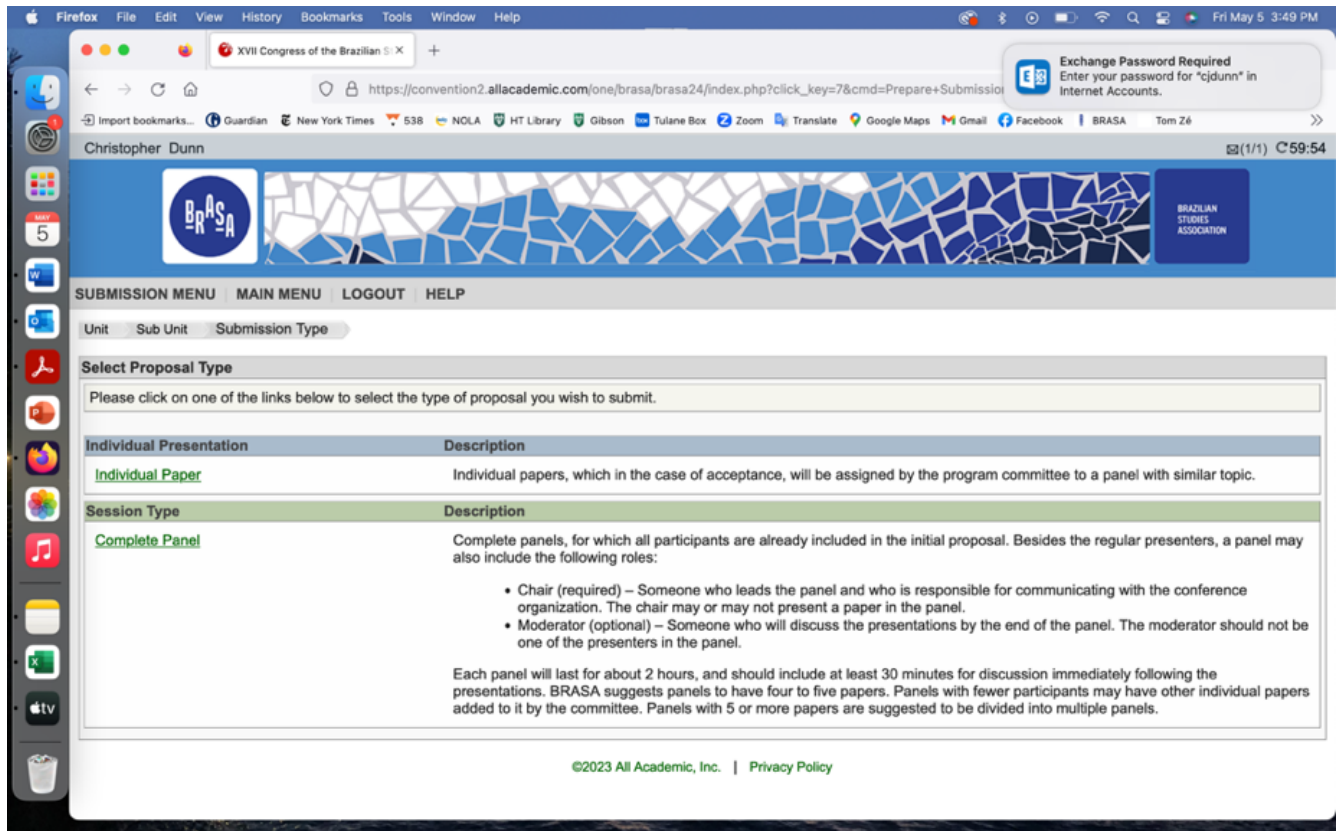


6) Click on Submit a New Proposal



Instructions for submitting Individual Paper/ Instruções para submeter um trabalho individual

1) Click on Individual Paper/ Clique no “Individual Paper”



2) Fill out title and abstract; Indicate mode of participation; Accept and Continue
Preencher título e resumo; Indicar modo de participação; finalizar com “Accept and Continue”

Enter information about your proposal.
Required fields are marked with an asterisk *.

***Title**
Type the title as it should appear in the Program (limit to fifteen words). Your title should NOT be all capitals or all lower-case.
BRASA XVII: Navegando o sistema de propostas

***Abstract**
Please provide a brief description or abstract (must not exceed 250 words). You may copy and paste from your word processing program.
Uma explicação detalhada de como navegar o sistema All Academic.

Mode of Presentation
BRASA XVII will be an in-person event, but we will accommodate a limited number of virtual panels for those who are unable to attend on site. If you would like for your paper or panel to be considered for virtual participation, please indicate this below.
BRASA XVII será um evento presencial, mas acomodaremos um número limitado de painéis virtuais para quem não puder comparecer. Se você deseja que seu trabalho ou painel seja considerado para participação virtual, indique abaixo.
In-Person

Finalizar aqui
Accept and Continue

3) Search for your name here/ Procure seu nome aqui

Exchange Password Required
Enter your password for "cjduinn" in Internet Accounts.

Christopher Dunn

SUBMISSION MENU MAIN MENU LOGOUT HELP

Unit Sub Unit Individual Submission Type Individual Submission **Select Author**

Select Author(s) For: BRASA XVII: Navegando o sistema de propostas

Selected Authors for this proposal are listed in the table below.

- NOTE: You must add at least one Author before removing yourself from the Author table.
- To add an Author, use the search box below the words "Search for Additional Authors by Last Name."
- The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.
- Change the Author order by clicking "Up" or "Down" in the "Display Order" field. The authors should be listed in the order they will appear in the final program.
- To remove an author, click "Remove" in the "Action" column.
- Once you have completed the process of adding authors click "Accept and Continue."

# Person	Email Address	Affiliation	Role	Action
1	*Christopher Dunn	cjduinn@tulane.edu	Tulane University	*Author Remove

Add/Search for Author by Last Name

To see if a co-Author is in the conference database, enter his/her last name below. Matches will appear below. You may then add him/her from that table.

Last Name:

Search for Author

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Accept and Continue

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4) Click Accept and Continue

Exchange Password Required
Enter your password for "cjduinn" in Internet Accounts.

Christopher Dunn

SUBMISSION MENU MAIN MENU LOGOUT HELP

Unit Sub Unit Individual Submission Type Individual Submission **Select Author** Summary: Individual Submission

End of Phase 1 of 2: Review your submission information.

Please review your submission information and make any changes that you may want to make before you upload your proposal. To save this information, and upload your paper proposal click the "Accept and Continue" button at the bottom right-hand side of this form.

Title
BRASA XVII: Navegando o sistema de propostas [Edit Title](#)

Abstract
Uma explicação detalhada de como navegar o sistema All Academic [Edit Abstract](#)

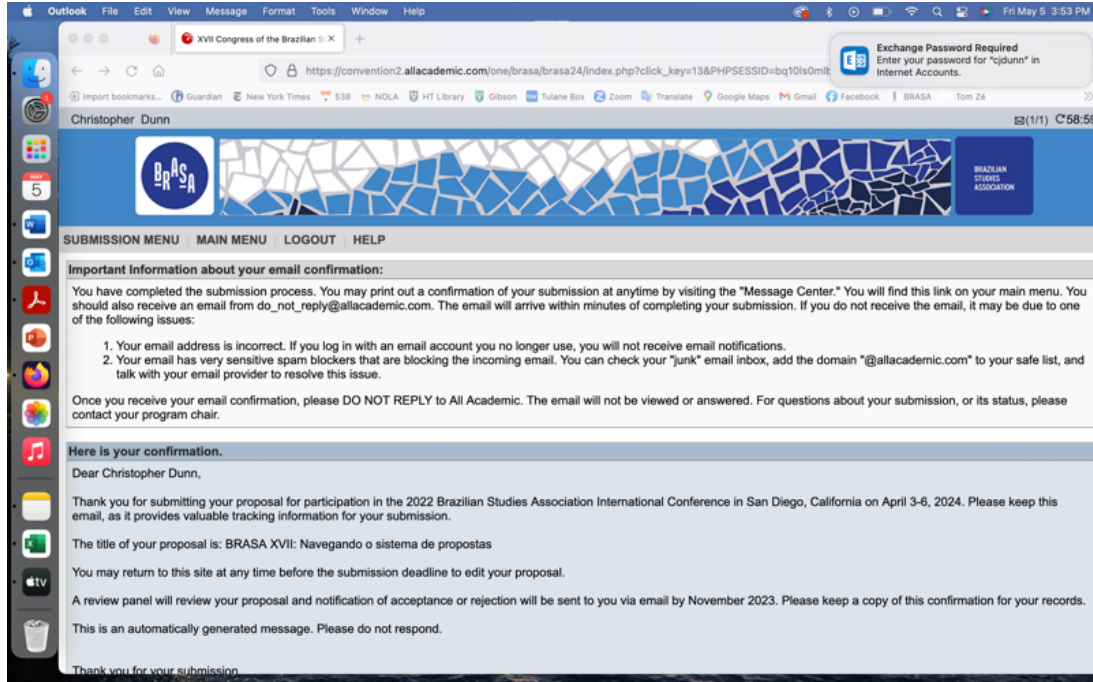
Mode of Presentation
In-person [Edit Mode of Presentation](#)

Author
(Author) Christopher Dunn, cjduinn@tulane.edu; Tulane University

Accept and Continue

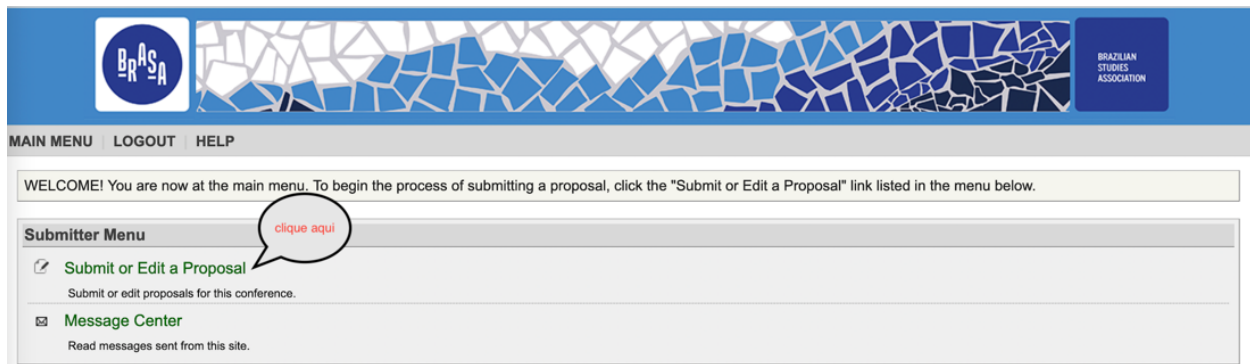
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5) Confirmation/Confirmação

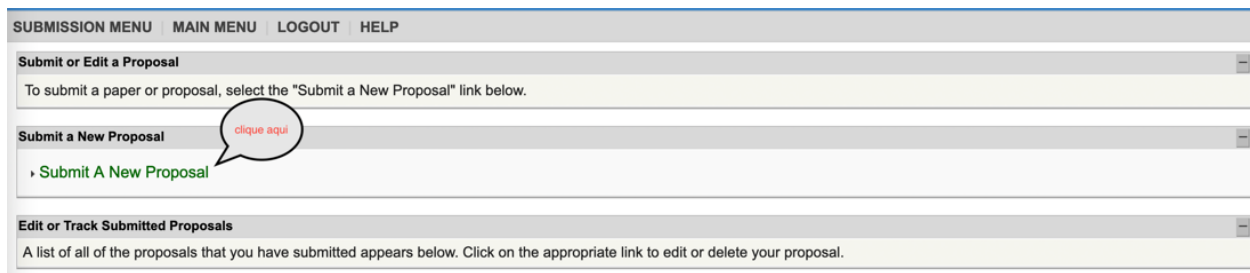


Instructions for Complete Panel/ Instruções para sessão completa

1) Click "Submit or Edit a Proposal"



2) Click "Submit a New Proposal"



3) Select “Complete Panel”

BRASA BRAZILIAN STUDIES ASSOCIATION

SUBMISSION MENU MAIN MENU LOGOUT HELP

Unit Sub Unit Submission Type

Select Proposal Type

Please click on one of the links below to select the type of proposal you wish to submit.

Individual Presentation	Description
Individual Paper	Individual papers, which in the case of acceptance, will be assigned by the program committee to a panel with similar topic.
Session Type	Description
Complete Panel	<p>Complete panels, for which all participants are already included in the initial proposal. Besides the regular presenters, a panel may also include the following roles:</p> <ul style="list-style-type: none"> • Chair (required) – Someone who leads the panel and who is responsible for communicating with the conference organization. The chair may or may not present a paper in the panel. • Moderator (optional) – Someone who will discuss the presentations by the end of the panel. The moderator should not be one of the presenters in the panel. <p>Each panel will last for about 2 hours, and should include at least 30 minutes for discussion immediately following the presentations. BRASA suggests panels to have four to five papers. Panels with fewer participants may have other individual papers added to it by the committee. Panels with 5 or more papers are suggested to be divided into multiple panels.</p>

4) Add Session title and Abstract; Select mode of participation; Accept and Continue

SUBMISSION MENU MAIN MENU LOGOUT HELP

Unit Sub Unit Session Submission Type Session Submission

Enter information about your Session.

Required fields are marked with an asterisk (*).

***Session Title**
Type title as it should appear in the Program (limit to fifteen words). Your title should NOT be all capitals or all lower-case.
BRASA XVII: Criando uma sessão completa

***Abstract**
Please provide a brief description or abstract. You may copy and paste from your word processing program.
Instruções

Mode of Presentation
In-Person

Accept and Continue

5) Click “Add a Paper” then “Accept and Continue”

BRASA BRAZILIAN STUDIES ASSOCIATION

SUBMISSION MENU MAIN MENU LOGOUT HELP << BACK

Unit Sub Unit Session Submission Type Session Submission Presenter

Current Session Participants: BRASA XVII: Criando um pánel completo

Chosen “Roles” are designated by the *

Icon Definitions: [Add Paper](#) [Order Participants](#) [Delete](#) [Remove](#) [Return](#) [Up](#) [Down](#) [Show Field](#)

Submitter/Editor Access	Access	Role/Type	Action
# Person/Individual Submission			
1 Christopher Dunn cdunn@tulane.edu Tulane University		*Session Organizer	x ←

Step 1. Add Papers.
To add a paper title and author(s) to the session listing above click the “Add a Paper” button. Current Count: 0 of (3 - 5) [Add a Paper](#)

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session. Last Name [clique aqui](#)

Step 3. Accept and continue.
When your session is fully populated click “Accept and Continue.” [Accept and Continue](#)

6) Add Paper title and Abstract; Click "Accept and Continue"

SUBMISSION MENU MAIN MENU LOGOUT HELP << BACK

Unit Sub Unit Session Submission Type Session Submission Presenter Individual Submission Type Individual Submission

Add a Paper/Presentation to the Session

Required fields are marked with an asterisk (*).

*Title
Type title as it will appear in the Program (limit to 25 words). DO NOT TYPE IN ALL CAPITAL LETTERS. Use Initial Caps Only.
Paper 1

Abstract
You may provide a 350 character abstract for the paper. You may copy and paste from your word processing program.
Abstract here

Accept and Continue

1) Titulo do trabalho 1
2) Abstrato aqui
3) clique aqui

7) Search for author using last name; Accept and Continue

SUBMISSION MENU MAIN MENU LOGOUT HELP << BACK

Unit Sub Unit Session Submission Type Session Submission Presenter Individual Submission Type Individual Submission Select Author

Select Author(s) For: Paper 1

Selected Authors for this proposal are listed in the table below.

- NOTE: You must add at least one Author before removing yourself from the Author table.
- To add an Author, use the search box below the words "Search for Additional Authors by Last Name."
- The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.
- Change the Author order by clicking "Up" or "Down" in the "Display Order" field. **The authors should be listed in the order they will appear in the final program.**
- To remove an author, click "Remove" in the "Action" column.
- Once you have completed the process of adding authors click "Accept and Continue."

# Person	Email Address	Affiliation	Role	Action
No Author selected.				

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her last name below. Matches will appear in the table below.

Last Name

Search for Author

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Accept and Continue

1) sobrenome do autor
2) clique aqui

8) Add author; Accept and Continue

Exchange Password Required
Enter your password for "cjduinn" in Internet Accounts.

Christopher Dunn Session Submission Type Session Submission Presenter Individual Submission Type Individual Submission Select Author (2/2) 5:54

Select Author(s) For: Paper 1

Selected Authors for this proposal are listed in the table below.

- NOTE: You must add at least one Author before removing yourself from the Author table.
- To add an Author, use the search box below the words "Search for Additional Authors by Last Name."
- The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.
- Change the Author order by clicking "Up" or "Down" in the "Display Order" field. **The authors should be listed in the order they will appear in the final program.**
- To remove an author, click "Remove" in the "Action" column.
- Once you have completed the process of adding authors click "Accept and Continue."

# Person	Email Address	Affiliation	Role	Action
No Author selected.				

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her last name below. Matches will appear in the table below. You may then add him/her from that table.

Last Name

Search for Author

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Accept and Continue

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name.

# Person	Email Address	Affiliation	Action
1	Atencio, Rebecca	atencio_r@yahoo.com	Tulane Add Author

1) clique aqui
2) clique aqui

9) Accept and Continue

# Person	Email Address	Affiliation	Role	Action
1	Rebecca Atencio	atencio_r@yahoo.com	Tulane	*Author > Remove

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table.

Last Name

Continue

Click the "Accept and Continue" button to proceed after you have selected submission's Authors.

10) Add second paper and repeat steps; Up to five papers

BRASA BRAZILIAN STUDIES ASSOCIATION

SUBMISSION MENU MAIN MENU LOGOUT HELP << BACK

Unit Sub Unit Session Submission Type Session Submission Presenter Individual Submission Type Individual Submission

Add a Paper/Presentation to the Session

Required fields are marked with an asterisk (*).

***Title**
Type title as it should appear in (limit to 25 words). DO NOT TYPE IN ALL CAPITAL LETTERS. Use Initial Caps Only.
 1) Titulo

Abstract
You may provide a 350 words abstract for the paper and paste from your word processing program.
 2) abstrato

11) All panels must have a Session Organizer and a Chair; Discussants are optional

Exchange Password Required
Enter your password for "cjdunn" in Internet Accounts.

Import bookmarks... Guardian New York Times 538 NOLA HT Library Gibson Tulane Box Zoom Translate Google Maps Gmail Facebook BRASA Tom Zé

Icon Definitions:

Submitter/Editor Access	Access
# Person/Individual Submission	Role/Type Action
1 *Christopher Dunn cjdunn@tulane.edu Tulane University	*Session Organizer > ↑ ↻ ↓ ↵
2 Ana Paulina Lee ana.lee@columbia.edu Columbia University	*Chair > ↑ ↻ ↓ ↵
3 Paper 1 <input type="button" value="Abstract"/> Session Paper, Rebecca Atencio, Tulane	*Paper > ↑ ↻ ↓ ↵
4 Trabalho 2 <input type="button" value="Abstract"/> Session Paper, Fabio de Sa e Silva, University of Oklahoma	*Paper > ↑ ↻ ↓ ↵
5 Paper 3 <input type="button" value="Abstract"/> Session Paper, Ana Paulina Lee, Columbia University	*Paper > ↑ ↻ ↓ ↵
6 Trabalho 4 <input type="button" value="Abstract"/> Session Paper, Christopher Dunn, Tulane University	*Paper > ↑ ↻ ↓ ↵

Step 1. Add Papers.
To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Current Count:

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.




Last Name

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

12) Final panel (editing for title, author and abstract on right side); Approve and Continue

Participants		Edit Participants
(Session Organizer) Christopher Dunn, cjdunn@tulane.edu; Tulane University (Chair) Ana Paulina Lee, ana.lee@columbia.edu; Columbia University		
Paper 1		
Title (Paper) Paper 1		Edit Title
Author (Author) Rebecca Atencio, atencio_r@yahoo.com; Tulane		Edit Author
Abstract Abstract here		Edit Abstract
Individual Presentation Paper		
Trabalho 2		
Title (Paper) Trabalho 2		Edit Title
Author (Author) Fabio de Sa e Silva, fabio.desaesilva@ou.edu; University of Oklahoma		Edit Author
Abstract Colocar abstrato aqui		Edit Abstract
Individual Presentation Paper		
Paper 3		
Title (Paper) Paper 3		Edit Title
Author (Author) Ana Paulina Lee, ana.lee@columbia.edu; Columbia University		Edit Author
Abstract Abstract		Edit Abstract
Individual Presentation Paper		
Trabalho 4		
Title (Paper) Trabalho 4		Edit Title
Author (Author) Christopher Dunn, cjdunn@tulane.edu; Tulane University		Edit Author
Abstract Abstract		Edit Abstract
Individual Presentation Paper		
Accept and Continue		

13) Confirmation



SUBMISSION MENU MAIN MENU LOGOUT HELP

Important Information about your email confirmation:

You have completed the submission process. You may print out a confirmation of your submission at anytime by visiting the "Message Center." You will find this link on your main menu. You should also receive an email from do_not_reply@allacademic.com. The email will arrive within minutes of completing your submission. If you do not receive the email, it may be due to one of the following issues:

1. Your email address is incorrect. If you log in with an email account you no longer use, you will not receive email notifications.
2. Your email has very sensitive spam blockers that are blocking the incoming email. You can check your "junk" email inbox, add the domain "@allacademic.com" to your safe list, and talk with your email provider to resolve this issue.

Once you receive your email confirmation, please DO NOT REPLY to All Academic. The email will not be viewed or answered. For questions about your submission, or its status, please contact your program chair.

Here is your confirmation.

Dear Christopher Dunn,

Thank you for submitting your proposal for participation in the 2022 Brazilian Studies Association International Conference in San Diego, California on April 3-6, 2024. Please keep this email, as it provides valuable tracking information for your submission.

The title of your proposal is: BRASA XVII: Criando um pánel completo

You may return to this site at any time before the submission deadline to edit your proposal.

A review panel will review your proposal and notification of acceptance or rejection will be sent to you via email by November 2023. Please keep a copy of this confirmation for your records.

This is an automatically generated message. Please do not respond.

Thank you for your submission.

Sincerely,

2024 BRASA International Conference Program Committee