

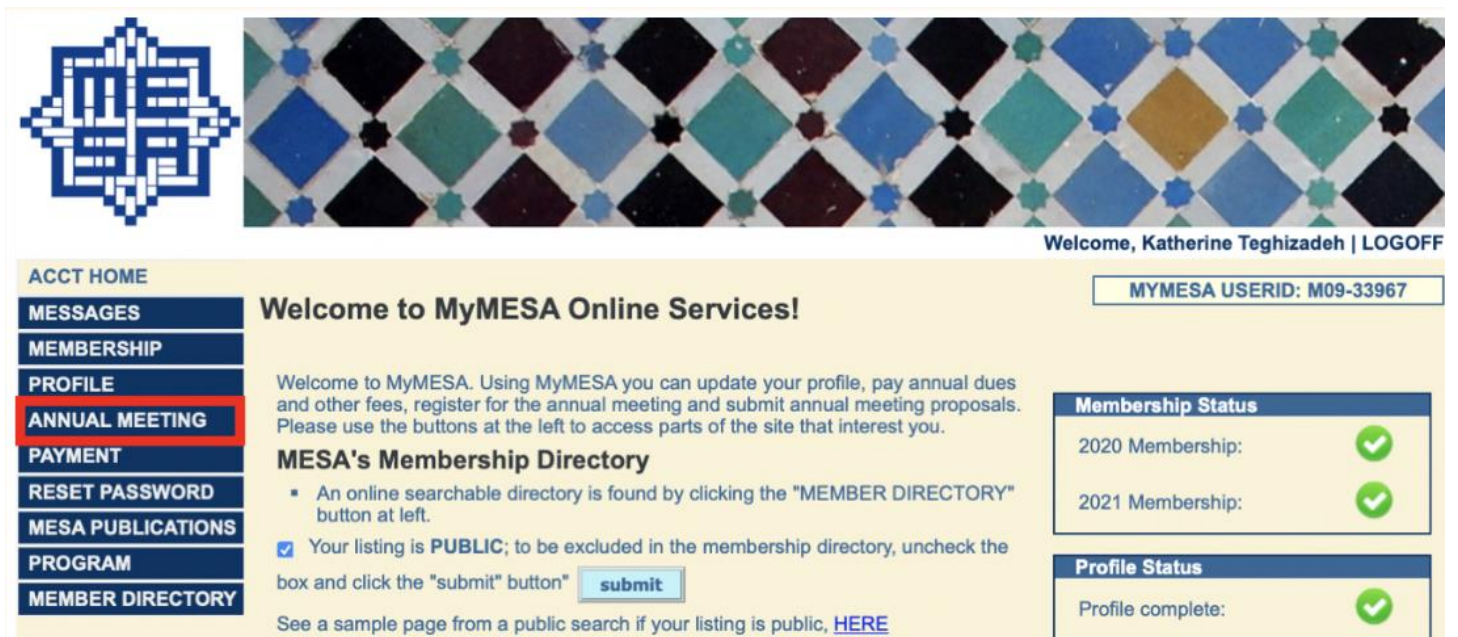
CO-AUTHOR INFORMATION SHEET

Co-Author Participation Requirements

MESA membership is a requirement to submit a proposal and if you wish to add a co-author, you may do so at any time leading up to the conference. Please keep in mind that if your proposal is accepted to be part of the 2021 program, all co-authors will also need to have an active MESA membership in order to be listed on the program.

Step-by-Step Instructions for Adding a Co-Author in the myMESA Submission System

1. Instruct the person you wish to add as a co-author to pay their 2021 membership dues and create their profile (instructions to do so can be found [here](#)).
2. Then you will need to login to your own [myMESA](#) account
3. Select Annual Meeting on the left-hand side



Welcome, Katherine Teghizadeh | LOGOFF

MYMESA USERID: M09-33967

ACCT HOME

MESSAGES

MEMBERSHIP

PROFILE

ANNUAL MEETING

PAYMENT

RESET PASSWORD

MESA PUBLICATIONS

PROGRAM

MEMBER DIRECTORY

Welcome to MyMESA Online Services!

Welcome to MyMESA. Using MyMESA you can update your profile, pay annual dues and other fees, register for the annual meeting and submit annual meeting proposals. Please use the buttons at the left to access parts of the site that interest you.

MESA's Membership Directory

- An online searchable directory is found by clicking the "MEMBER DIRECTORY" button at left.

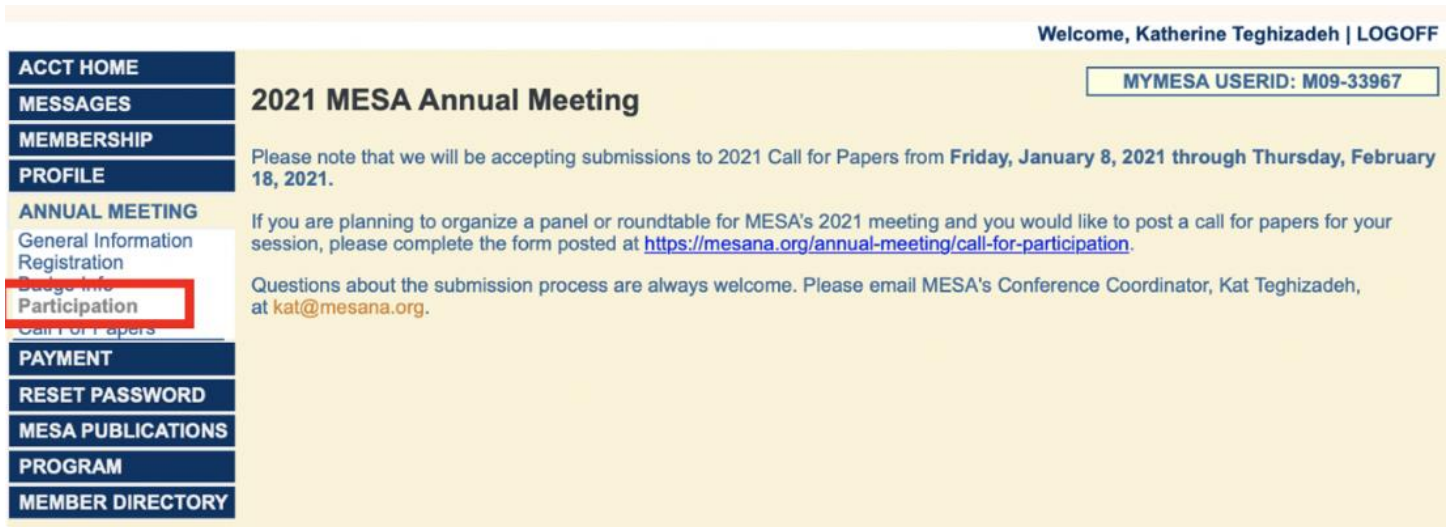
Your listing is **PUBLIC**; to be excluded in the membership directory, uncheck the box and click the "submit" button"

See a sample page from a public search if your listing is public, [HERE](#)

Membership Status	
2020 Membership:	<input checked="" type="checkbox"/>
2021 Membership:	<input checked="" type="checkbox"/>

Profile Status	
Profile complete:	<input checked="" type="checkbox"/>

4. Click on Participation



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ACCT HOME

MESSAGES

MEMBERSHIP

PROFILE

ANNUAL MEETING

General Information

Registration

Participation

Call for Papers

PAYMENT

RESET PASSWORD

MESA PUBLICATIONS

PROGRAM

MEMBER DIRECTORY

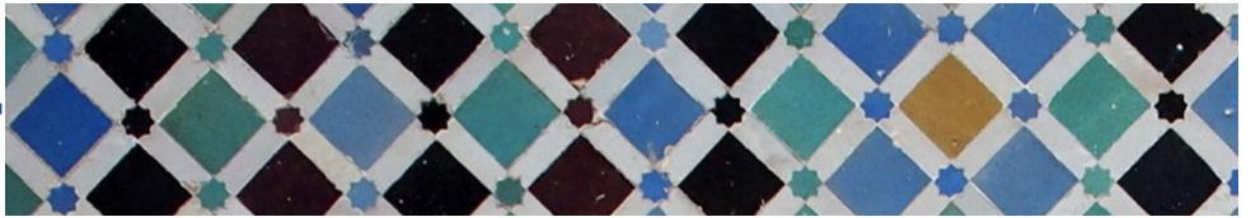
2021 MESA Annual Meeting

Please note that we will be accepting submissions to 2021 Call for Papers from Friday, January 8, 2021 through Thursday, February 18, 2021.

If you are planning to organize a panel or roundtable for MESA's 2021 meeting and you would like to post a call for papers for your session, please complete the form posted at <https://mesana.org/annual-meeting/call-for-participation>.

Questions about the submission process are always welcome. Please email MESA's Conference Coordinator, Kat Teghizadeh, at kat@mesana.org.

5. Then hit "Submit my Individual Paper" at the bottom of the page or click on your individual paper at the top of the screen. They will both take you to the same place where you can then add your co-author.



Welcome, Katherine Teghizadeh | LOGOFF

- ACCT HOME
- MESSAGES
- MEMBERSHIP
- PROFILE
- ANNUAL MEETING**
 - General Information
 - Registration
 - Badge Info
 - Participation
 - Call For Papers
 - Paper Abstract
- PAYMENT
- RESET PASSWORD
- MESA PUBLICATIONS
- PROGRAM
- MEMBER DIRECTORY

2021 MESA Annual Meeting Participation

MYMESA USERID: M09-33967

YOU ARE PARTICIPATING IN THE FOLLOWING SESSION(S):

- Individual Paper Submission: [Test Abstract 1](#) [Decision not available]

INVITATIONS FROM EXISTING SESSIONS.

Existing session organizers may invite you to join them as an organizer, chair, discussant, or paper presenter. You don't have invitations from existing sessions at this time.



CREATE AND MANAGE A PRE-ORGANIZED PANEL.

If you are submitting a pre-organized panel for consideration for the MESA meeting, please choose this. This will place the panel you created in MESA's system. You are automatically becoming the panel organizer. You can invite other people to join your panel and assign roles to them and yourself (i.e., panel chair, chair/discussant, and/or paper presenter).



CREATE AND MANAGE A ROUND TABLE.

If you are submitting a round table for consideration for the MESA meeting, please choose this. This will place the RT you created in MESA's system. You are automatically becoming the RT organizer. You can invite other people to join your RT and assign roles to them and yourself (i.e., chair, and/or presenter).



SUBMIT MY INDIVIDUAL PAPER (NOT PART OF PRE-ORGANIZED PANEL)

If you are submitting an individual paper to be placed on a put-together panel with other individually submitted papers, please choose this.



6. This will bring you to the below screen (see next page for full screenshot)

- ACCT HOME
- MESSAGES
- MEMBERSHIP
- PROFILE
- ANNUAL MEETING
 - General Information
 - Registration
 - Badge Info
 - Participation
 - Call For Papers
 - Paper Abstract
- PAYMENT
- RESET PASSWORD
- MESA PUBLICATIONS
- PROGRAM
- MEMBER DIRECTORY

- **ABSTRACT: [Test Abstract 1](#)**
(This is an Individual Submission)
- [Submit a new one](#)

Update my Abstract/Paper

PaperID: P202125658

Primary & Presenting Author: Katherine Teghizadeh

*Submitted To Session Title: Individual Abstract

*Paper Title: Test Abstract 1

Has Other Author(s)?

*Paper Discipline: Pol Science

 Paper Geographic Area:

- Afghanistan
- Africa (Sub-Saharan)
- Algeria
- All Middle East

 Paper Sub Area:

- 13th-18th Centuries
- 19th-21st Centuries
- 7th-13th Centuries
- African Studies

*Audiovisual Equipment for Papers:

- I do not need AV equipment
 I need AV equipment

 By clicking this box, I certify that I have read the following policy and agree with it:

"I understand that MESA will provide a LCD projector and screen and that no other equipment will be available. I understand that MESA will not provide a computer; I must bring my own laptop or borrow one from a co-panelist. I also understand that if I am using a Mac laptop, I need to bring my adapter that goes from the Mac to the VGA connection on the LCD projector. I understand that there will be no internet access in the meeting room."

Please indicate the type of equipment you need:

LCD Projector with Audio Patch or Speakers

Abstract (400 words maximum):

(Must not mention name of any participant otherwise automatic disqualification will result.)

Test Abstract Description 1

DELETE UPDATE

Submit/Update Full Paper

- The program committee will be looking for abstracts that are scholarly, with a strong, focused statement of thesis or significance, clear goals and methodology, well-organized research data, specified sources, and convincing, coherent conclusions.
- To make multiple selections for paper geographic area, paper sub area, click on your first choice then suppress the control button while clicking on your second, third, etc. choices.
- To add a second author, check the checkbox first, then type the last name of the second author in the instructed box **slowly** (a name list should appear under the box while you are typing). Then select the right one from the list. If your second author is not on the list, please invite them to register a MyMESA account. All authors must have a MyMESA account.

7. Check the box that says "Has Other Authors"

8. Then you can search for your co-author by last name (see next page for screenshot)



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- ACCT HOME
- MESSAGES
- MEMBERSHIP
- PROFILE
- ANNUAL MEETING
 - General Information
 - Registration
 - Badge Info
 - Participation
 - Call For Papers
 - Paper Abstract
- PAYMENT
- RESET PASSWORD
- MESA PUBLICATIONS
- PROGRAM
- MEMBER DIRECTORY

- ABSTRACT: [Test Abstract 1](#)
(This is an Individual Submission)
- [Submit a new one](#)

MYMESA USERID: M09-33967

Update my Abstract/Paper

PaperID: P202125658 Submit/Update Full Paper

Primary & Presenting Author: Katherine Teghizadeh

*Submitted To Session Title: Individual Abstract ▾

*Paper Title: Test Abstract 1

Has Other Author(s)?

Last Name: Palmer

- Palmer, Monte=*Florida State U=Tallahassee*
- Palmer, Sara L.=*Tucson*
- Palmer, Jeremy L.=*Beaverton*
- Palmer, William=*Cactus Clinic=12*
- Palmer, Sara=*Middle East Studies Association=Tucson*
- Palmer, Tony
- Palmer, Aiyub=*Canton*
- Palmer, Letta=*Hamilton*
- Palmer, Sara
- Palmer, Marcus=*San Antonio*

- The program committee will be looking for abstracts that are scholarly, with a strong, focused statement of thesis or significance, clear goals and methodology, well-organized research data, specified sources, and convincing, coherent conclusions.
- To make multiple selections for paper geographic area, paper sub area, click on your first choice then suppress the control button while clicking on your second, third, etc. choices.
- To add a second author, check the checkbox first, then type the last name of

9. Once they appear, click on their name and that will ensure that they are properly listed.

10. Lastly, click update to save all changes.