Step-by-Step Instructions: How to submit proposals for the 2022 annual meeting
Also, this link will provide you with more information regarding the participation guidelines: Call for Papers.

Submission Questions

Important Note: MESA membership is a requirement to submit a proposal and you must also provide your badge information (name and affiliation) at this time. This can be found under “Annual Meeting” on the left-hand column, then select “Badge Info”. The system will not let you submit anything if you do not have an active 2022 membership and if you have not filled out your badge form.

Section 1 – Paying Membership Dues
Section 2 – Completing your Badge Information (Name & Organization/University you are affiliated with)
Section 3 – Submitting proposals in myMESA
Paying Membership Dues

Instructions:

1. Log in to myMESA

2. Click “Payment” on the left-hand column

3. Select “Membership Dues” and follow the prompts (see next page for screen shot)
Optional: You may also pay “MESA 2022 Pre-registration” at this time but you do not have to pay the registration fee in order to submit a proposal. If your proposal is accepted, you will be required to pre-register for the meeting by **May 15, 2022** to be placed on the program. Some choose to pay this fee now to avoid having to do that later. You may request a refund of your pre-registration if your proposal is not accepted.
Completing your Badge Information (Name & Organization/University you are affiliated with)

Required: You need to provide your badge information (name and affiliation) at this time.

1. This can be found under “Annual Meeting” on the left-hand column

2. Then select “Badge Info” (see next page for screen shot)
2022 MESA Annual Meeting Badge Information

BADGE INFORMATION: Please do NOT use all caps. This is required prior to submitting program proposals.

- Provide your name as you want it to appear on your badge (and in the annual meeting program for participants) - we do NOT include titles (e.g. "Dr.")
- Provide your badge affiliation for the time of the annual meeting. Only the affiliation (not the program or department) or organization are used. Alternatively, you can use "Independent Scholar" or City, State/Country.

PAYMENT: Click [here](#) to access the online payment page

- Due May 15 for program participants (this is after the Program Committee completes deliberations and notification letters are available)
- Due October 1 for all others.
- Refund requests are due August 1 for program participants and October 1 for all others. Late requests will not be honored.

Badge Name **Katherine Teghizadeh** and Badge Institution **MESA**

Note to Meeting Manager (no more than 100 words):
Submitting proposals in myMESA

Now you can submit your proposal by following these instructions:

1. Log in to your myMESA account, select 'Annual Meeting' from the left-hand column

![Image of myMESA Annual Meeting page]

2. Then click on 'Participation'

![Image of myMESA Participation page]

3. From there, click on category you want and proceed to follow the prompts on the screen (see next page for screen shot)
2022 MESA Annual Meeting Participation

Currently you are not involved in any meeting activities. Choose the following to start:

**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.