Instructions for submitting a panel presentation for the International Congress of Qualitative Inquiry.

1. **Panels** must consist of four to five presentations.

2. **All Academic Submission System:** Go to our submission page (icqi.org/home/submission) and click on the “Submit” button.

3. **Logging In:** Enter your User Name and Password. You will need to create a new account each year. They do not carry over from previous years. You are more than welcome to use the same user name and passwords as years past.
4. **Submission**: Click on the “Submit or Edit a Submission” link.

![Submit or Edit a Submission](image1)

5. On the next screen, click on **“Create a new submission”**

![Create a new submission](image2)

6. **Select Panel** under the Individual Submission box.

7. **Select a track**: If you are not a part of a Special Interest Group (SIG), then submit under the General Congress.

8. **Word Limits** for title and abstracts are strictly enforced. Please select your topic area and any keywords you would like to include.

9. Click on **“Accept and Continue”** to proceed to the next page. If you do not do so, your information will not be saved
10. Once you click on the “Accept and Continue” button on summary page, your submission will have been saved and submitted.

11. **Adding Papers**: After inputting the information for the panel, you must add the accompanying papers that will be presented during the panel.

12. **Paper Titles and Abstracts**: Input the title and abstract for each paper.

13. **Authors**: This will take you to the author page. You must complete this page. Search for their last name here. Search even if they are unlisted, which will permit you to add them in the next step.
14. **Adding a Co-Author:** Repeat this process again.

If they are listed, add them as a “Presenter” if they will be coming to the Congress or “Non-Presenting Co-Author” if they will not be coming to the Congress.

If they are unlisted, click on the “Add Unlisted Author” link:
15. **Creating a Co-Author account:** You may create an account for them. It is important that you input their information correctly. They will receive an email from “allacademic.com” domain asking them to confirm their account and edit any necessary information. If a submission is accepted, whatever information is inputted will be put into the program. Therefore, be sure to input everything correctly.

16. To change the order of co-authors, click on the “Up” or “Down” links to create the order of authorship.

17. Click on the Accept and Continue button at the bottom of the page to save your information.

18. **Repeat steps 11-18** until you have four or five papers for your panel.
19. **Adding a Chair:** You will also need to add someone as a chair. If you choose to designate a panelist as a Chair, you will need to add them again, once as a panelist and again as a chair. If you are the session organizer, you may be listed three times: session organizer, chair, and panelist. Chairs are only required to do brief introductions, keep time, and direct the Q&A session.

On the next page, search for their last name to add a chair:

20. Afterwards, you will be taken to the summary page where you can review all your information. If you do not need to edit any of the previous information, then you may click on "Accept and Continue". This will save your submission and submit it to our system. You should then receive an email from our submission system, All Academic.