



# **OAH SINGLE PAPER MERGE TOOL**

User Guide

# STEP 1: SUBMIT A SINGLE PAPER OR VOLUNTEER TO CHAIR OR COMMENT BY JANUARY 17

Go to  
<https://portal.oah.org>  
& click

Please note: Submitting a single paper into the merging system does not constitute a proposal for the OAH conference.

## Add a single paper

Click on "Single Paper Proposal" and follow onscreen prompts

### Conference Proposals

[Submit Single Paper Proposal](#)

[Submit Conference Proposal](#)

[Volunteer to be a Session Chair or Commentator](#)

## Volunteer

Click on "Volunteer to be a Session Chair or Commentator" to be considered for a session.

# STEP 2: VISIT THE MERGE TOOL

Go to <https://portal.oah.org>

Click on "Single Paper Merge Tool." Only available after January 17. Single papers and volunteers will no longer be accepted directly through the portal (but can be added during the merging process)

[Panel Builder - Merge Single Paper Tool](#)

## A. Join Paper Session in Progress

This option allows you to see other sessions being built in the system. You will have the option to request to join a session

There are two options to move forward

## B. Create Paper Session

This option allows you to start a session collaboration. You will be able to view and invite other single paper submissions and volunteers. You can also add single papers or chairs/commentators not in the system.

### Paper Sessions

You do not have any paper sessions for this conference.

Join Paper Session in Progress

Create Paper Session

# A. JOIN PAPER SESSION IN PROGRAM

i. Click on: [Join Paper Session in Progress](#)

ii. Select from the list

All sessions in progress are listed below. You can click on the title to view what papers have been added. You can request to add your single paper, or to be added as a participant (chair or commentator)

[Request to Include Your Single Paper Proposal](#)

[Request to Join as Participant](#)

iii. Invitations

Once you click on a button the owner of the session will receive a request email which they can accept or decline. If you are accepted, then your single paper will be removed from further consideration and added to the new session.

**If you are added to a session proposal, we recommend staying in touch with the submitter to ensure the session is submitted by the deadline.**

# B. CREATE PAPER SESSION

i. Click on:

Create Paper Session

ii. Add a Working Title

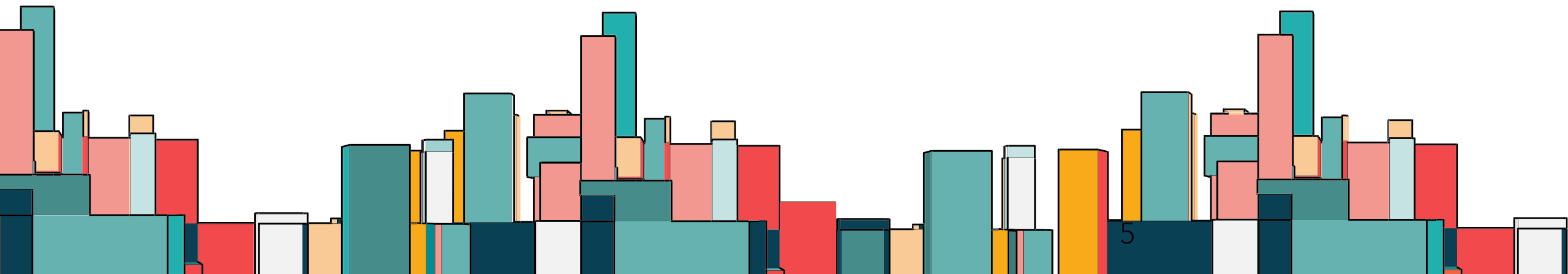
This title is for reference. It is recommended to name your session something that identifies the topic of the session you hope to build.

iii. Choose your session type

You can choose either a traditional paper presentation or lightning round. To read about these types go to the [CFP main page](#). You can change your session type at any time. If you want to convert your paper type please contact [meetings@oah.org](mailto:meetings@oah.org).

iv. Choose your role (step 1)

Please indicate what role (presenter, chair, commentator) you will fill in the session.



# V. FOLLOW THE STEP-BY-STEP PROMPTS

## 2. Add your single paper

Add Your Single Paper Proposals

If you submitted a single paper add it to the session proposal.

## 3. Search and add other single papers

Search Other Single Paper Proposals

- Search using filters
- Add papers to a queue before sending final invitations

## 4. Add a commentator and chair

Search Participant Volunteers

Choose from the list of volunteers. If you cannot find someone then you may add your own in additional steps.

# SEARCH OTHER SINGLE PAPERS

*Step 3 in the system*

## Paper Session

Single papers selected to add to the paper queue will be added to [Test Tutorial](#).

[View Paper Session](#)

This section will open your session proposal.

## Search

[Hide Search Filters](#)

You can search single paper submissions by any of the below criteria.

Paper Title

Paper Abstract

Created By First Name

Created By Middle Name

Subject Areas

To select or deselect multiple categories, select while holding the CTRL (PC) or Command (Mac) button on your keyboard.

African American  
Agricultural and Rural  
Animal Studies  
Antebellum

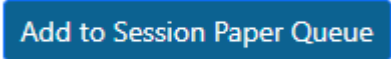
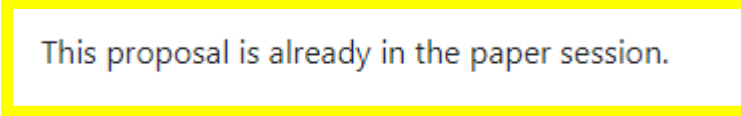
Subject Area Search Type

Match Any

The search box lets you filter for topics, time periods, and participants

# ADD OTHER SINGLE PAPERS

*Step 3 in the system*

- Each paper submission that meets your search criteria will be listed below the search box.
- If you are interested in queuing up a single paper, click on 
- If a paper is already queued in a session it will say: 
- If a paper has been merged into a session it will no longer appear in the search list.



# INVITE PARTICIPANTS

Step 3 in the system

You can invite participants at anytime. Complete session line-ups are not needed to send invitations.

Participant Invitations			
Name	Sent	Response	Actions
Jonathan Lande j*****e@  Roles:	01/06/2023 2:48:37 PM	Decline	<a href="#">Resend Invitation</a> <a href="#">Delete</a>
Philippe Girard g*****d@n Roles:	Invitation not sent.	No response yet.	<a href="#">Send Invitation</a> <a href="#">Delete</a>

- Go to your paper session by clicking [View Paper Session](#)
- Click on [Send Invitation](#) next to the participants name in the "Participant Invitations" box. If you no longer want to invite a paper to your session you can also click on delete. Participants will only be notified of their removal if an invitation has been sent.
- The system will send an automated email invitation to the participant with an option to accept or decline the invitation. We encourage you to add an additional message outlining why you think your papers will work well together in your session.
- Once an invitation is accepted, you will receive an email and the participant will be moved from the "Participant Invitations" box to the "Participant" box.

**Note to invitees: You can accept or decline an invitation via the link in the email. All invitations **MUST BE ACCEPTED BEFORE THE MARCH 1 DEADLINE** to permit submission through the system.**

# INVITE CHAIR & COMMENTATOR

Step 4 in the system

**Step 4: Add volunteer chairs or commentators.**  
Requirement Status: OPTIONAL

There are no volunteer chairs or commentators for this session.

[Search Participant Volunteers](#)

- Click on “Search Participant Volunteers”
- You can use whatever search parameters are needed for your session.
- Once you have identified a participant, please add them to your queue by clicking [Add Participant to Queue](#)

- Identify the role of the invitee using the dropdown:

Requested Participant Role

Chair and Commentator

--- Select One ---

Chair

Commentator

Chair and Commentator

- The participants can be invited in the same manner as other paper participants

# OPTIONAL STEPS

If you cannot find a suitable paper or chair/commentator within the system, you can add one in steps 5 and 6 in the system.

Clicking through allows you to search for an existing person or add a new person to invite to participate.

Clicking through allows you to add an additional paper to your session. Please note: the participant must be added before a paper can be added (see step 5)

## Step 5: Add other participants.

Requirement Status: OPTIONAL

Add Participants

There are no other participants in this paper session.

## Step 6: Add additional new papers.

Requirement Status: OPTIONAL

Add New Paper

If there are no existing single papers which you would like to add, you can add additional new single papers for the paper session here.

Papers added here will not be available for other sessions, and will not be searchable by other users of this system.

No additional papers have been added to this session.

# FINALIZE AND SUBMIT

*Step 7 in the system*

Once all requirements are met you may finalize and submit your proposal by clicking the button.

Step 7: Finalize and submit proposal.

This proposal has fulfilled all the requirements of the *Paper Session* proposal type.

[Finalize and Submit Proposal](#)

Requirement	Minimum	Maximum	Count	Requirement Met
Chairs	1	0	1	Yes
Commentators	1	2	1	Yes
Papers	2	5	2	Yes
Presenters	2	5	2	Yes

- You may update the title, abstract, and add the correct time periods and subject areas before submitting.
- Changes to individual papers can only be made by the paper owner or after submitting the proposal.

# NEED HELP?

Contact:

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