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

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

Conference Proposals
Submit Single Paper Proposal
Submit Conference Proposal
Volunteer to be a Session Chair or Commentator
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

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.

There are two options to move forward

Paper Sessions
You do not have any paper sessions for this conference.
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)

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.

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

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

3. Search and add other single papers

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

4. Add a commentator and chair

Choose from the list of volunteers. If you cannot find someone, you may add your own in additional steps.
# SEARCH OTHER SINGLE PAPERS

*Step 3 in the system*

## Paper Session

<table>
<thead>
<tr>
<th>Single papers selected to add to the paper queue will be added to</th>
<th>View Paper Session</th>
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## Search

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

This section will open your session proposal.

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 Add to Session Paper Queue.

• If a paper is already queued in a session it will say: This proposal is already in the paper session.

• If a paper has been merged into a session it will no longer appear in the search list.
INVITE PARTICIPANTS

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

- 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.
• 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

• Identify the role of the invitee using the dropdown:

• 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).
FINALIZE AND SUBMIT

Step 7 in the system

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

- 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?

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