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## Deadline for Individual Paper, Panel / Panel Series, Roundtable Submissions

The submission deadline is **Wednesday, March 19<sup>th</sup>, 2025, at 11:59pm PDT**; the [OpenWater conference submission portal](#) will close after that time. No submissions will be possible after this deadline.

**Please submit as soon as possible before the posted deadline** to ensure that your submission is not delayed beyond the deadline due to potential technical difficulties or delays resulting from last-minute GSA membership renewal (it can take up to two hours after renewing/joining the GSA for your membership to be recognized as current in the OpenWater system).

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## Conference Roles Limit

Each member may participate in **no more than two conference sessions total** or **apply to more than one "presenter role,"** defined as:

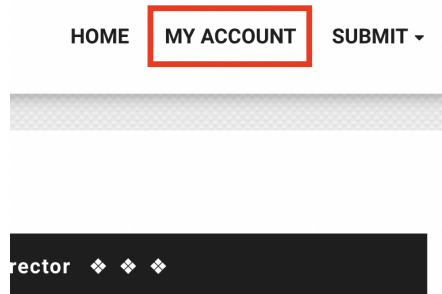
- presenting a paper
- convening/participating in a seminar
- convening/participating in the Emerging Scholars Workshop (ESW)

An exhaustive list of all possible conference participation combinations for members with the maximum of two total conference roles can be found [here](#).

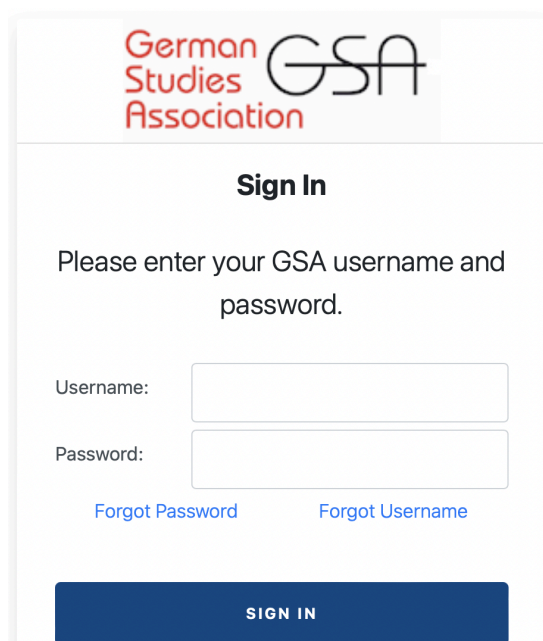
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## Signing in; Accessing the submission portal

To log into the submission portal, click “My Account”:



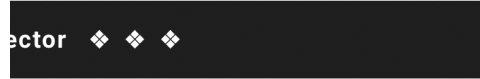
If you are a current GSA member, sign in to the portal using your GSA member credentials (username & password):

A screenshot of the GSA Sign In page. At the top is the GSA logo, which reads 'German Studies Association' in red and 'GSA' in black. Below the logo is the heading 'Sign In'. The main text says 'Please enter your GSA username and password.' There are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field are two links: 'Forgot Password' and 'Forgot Username'. At the bottom is a dark blue button with the text 'SIGN IN' in white.

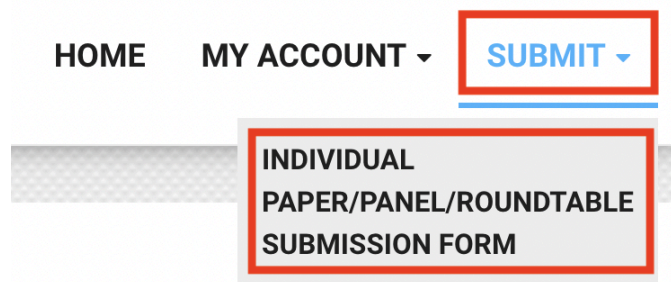
If you are not a current GSA member, you must first renew or purchase a membership at <https://thegsa.org/members/join> (the portal will auto-direct here if you need to renew a lapsed membership).

*NOTE: If you have only just renewed or purchased a GSA membership within the last hour or so and are unable to sign in to the submission portal, please wait an hour before trying again.*

When you have successfully logged in, you will see a black triangle to the right of “My Account”:



To submit an Individual Paper, a Panel / Panel Series, or a Roundtable, hover with your cursor over “Submit” and click “Individual Paper/Panel/Roundtable Submission Form”:



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## Submitting an Individual Paper

NB: Do **not** proceed with an Individual Paper submission if your paper is part of a pre-formed panel (i.e. a panel for which your abstract was accepted for inclusion by the panel’s organizers)! Papers in pre-formed panels are submitted by panel organizers only.

Further guidelines for individual paper submissions are available [here](#).

*Note: If your institutional affiliation and/or email address are displaying incorrectly in the grey box at the top of the submission form, you must update your information in your [GSA member profile](#). Neither you nor GSA staff can edit member profile information in the conference submission portal. **If your affiliation is missing, and you just renewed your GSA membership, please log out of the portal and wait 2 hours before logging back in. You will need to start a new submission in order for the updated information to appear; previously started applications do not retroactively update.***

Choose “Individual Paper Submission” in the drop-down menu:

Please select type of submission \*

Individual Paper Submission

Supply the required information about your individual paper.

If you would like to save the information you have already entered and return to the application later, click “**Save**” at the bottom of the page. When you have completed the form by supplying the required information and are ready to submit, click “**Save and Finalize**”:

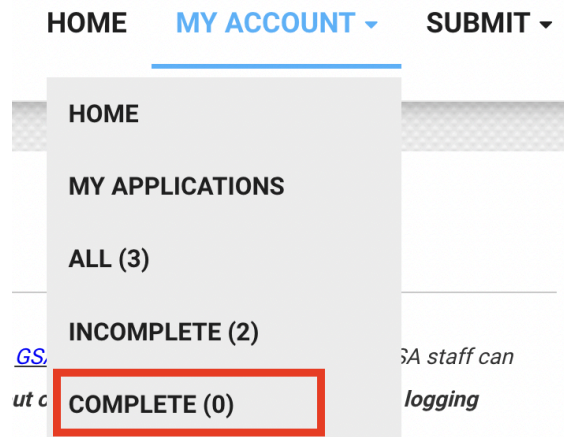
Save

Save and Finalize

Only those applications that have been “**Saved and Finalized**” are recorded as complete submissions in the system.

You will receive an auto-generated confirmation email to the address associated with your GSA member profile if your application was successfully submitted. **Check your spam/junk mail folders** if you don’t see one right away. Contact [operations@thegsa.org](mailto:operations@thegsa.org) if you “Saved and Finalized” your submission but cannot find a confirmation email and/or are not seeing the submission recorded as “**Complete**” in your account (see below).

It is the responsibility of every member to ensure successful submission, either by way of verifying that they have received a submission confirmation email or by ensuring that their submission is recorded as “Complete” in “My Account” (as an example, the member below has two incomplete submissions and zero complete submissions in the system; no submission will be forwarded from this member to the Program Committee until the member returns to the incomplete application and clicks “Save and Finalize” at the bottom of the submission form):



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## Submitting a Panel / Panel Series

### *Submitting a Single Panel*

Note: If you have already been accepted to participate in a seminar or in the Emerging Scholars Workshop, **you may not present in a regular panel.**

A complete panel must comprise a **moderator**, a **commentator** and **no fewer than three and no more than four papers**. Incomplete panels may be submitted with the assistance of the GSA Operations Director if a moderator or commentator cannot be identified before the submission deadline, but their acceptance and/or eventual composition then becomes the purview of the Program Committee. Email [operations@thegsa.org](mailto:operations@thegsa.org) if you require assistance submitting an incomplete panel.

Further guidelines for panel composition are available [here](#).

*Note: If your institutional affiliation and/or email address are displaying incorrectly in the grey box at the top of the submission form, you must update your information in your [GSA member profile](#). Neither you nor GSA staff can edit member profile information in the conference submission portal. **If your affiliation is missing, and you just renewed your GSA membership, please log out of the portal and wait 2 hours before logging back in. You will need to start a new submission in order for the updated information to appear; previously started applications do not retroactively update.***

Choose “Panel Submission” in the drop-down menu:

Please select type of submission \*

Supply the required information about your panel.

If your panel series is sponsored, please indicate it in the title as follows:

### **Panel Title (sponsored by Organization)**

Add panelists and their paper information to your panel by clicking on  
in the “Paper information” section.

**Add Paper**

Note: If you try to add a panelist who is not yet a GSA member\* or whose membership has lapsed, their name will not appear in the drop-down menu and you will not be able to add their information.

- Save (but do not finalize) your current application. After they [become a member/renew their membership](#), return to the saved application and add them.

- \*Please note that it can take **up to 2 hours** after renewing membership for the data to refresh before the member will show in the search box. If a member has just renewed/joined, please wait until 2 hours have elapsed and try again.
- If a member's email address or affiliation is displaying incorrectly, they must update it in their [GSA member profile](#) (neither you nor GSA staff can manually enter it).

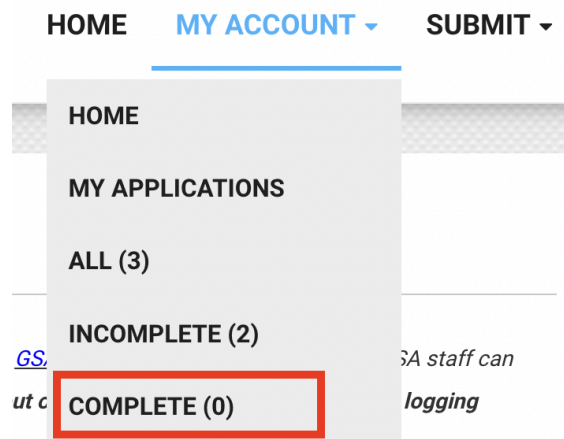
If you would like to save the information you have already entered and return to the application later, click “**Save**” at the bottom of the page. When you have completed the form by supplying the required information and are ready to submit, click “**Save and Finalize**”:



Only those applications that have been “**Saved and Finalized**” are recorded as complete submissions in the system.

You will receive an auto-generated confirmation email to the address associated with your GSA member profile if your application was successfully submitted. **Check your spam/junk mail folders** if you don't see one right away. Contact [operations@thegsa.org](mailto:operations@thegsa.org) if you “Saved and Finalized” your submission but cannot find a confirmation email and/or are not seeing the submission recorded as “**Complete**” in your account (see below).

It is the responsibility of every member to ensure successful submission, either by way of verifying that they have received a submission confirmation email or by ensuring that their submission is recorded as “Complete” in “My Account” (as an example, the member below has two incomplete submissions and zero complete submissions in the system; no submission will be forwarded from this member to the Program Committee until the member returns to the incomplete application and clicks “Save and Finalize” at the bottom of the submission form):



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## *Submitting a Panel Series*

Proposals for panel series must be limited to **no more than four** related panels.

Follow the instructions above for submitting a single panel. Each of the panels in your series requires a separate submission. For e.g. a 3-panel series, you will need to submit 3 separate times.

Indicate the numbering and subtitle of each panel in the title as follows:

### **Panel Series Title (1): Specific Panel Subtitle**

If your panel series is sponsored, please indicate it in the title as follows:

### **Panel Title (1): Specific Panel Subtitle (sponsored by Organization)**

If you would like to save the information you have already entered and return to the application later, click “**Save**” at the bottom of the page. When you have completed the form by supplying the required information and are ready to submit, click “**Save and Finalize**”:

Save

Save and Finalize

Only those applications that have been “**Saved and Finalized**” are recorded as complete submissions in the system.

You will receive an auto-generated confirmation email to the address associated with your GSA member profile if your application was successfully submitted. **Check your spam/junk mail folders** if you don’t see one right away. Contact [operations@thegsa.org](mailto:operations@thegsa.org) if you “Saved and Finalized” your submission but cannot find a confirmation email and/or are not seeing the submission recorded as “**Complete**” in your account (see below).

It is the responsibility of every member to ensure successful submission, either by way of verifying that they have received a submission confirmation email or by ensuring that their submission is recorded as “Complete” in “My Account” (as an example, the member below has two incomplete submissions and zero complete submissions in the system; no submission will be forwarded from this member to the Program Committee until the member returns to the incomplete application and clicks “Save and Finalize” at the bottom of the submission form):

HOME

MY APPLICATIONS

ALL (3)

INCOMPLETE (2)

[GS.](#)

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COMPLETE (0)

logging



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## Submitting a Roundtable

Please limit roundtables to **six participants**, including a chair/moderator. You do not need to add the moderator to the participant list; roundtable moderators are considered roundtable participants by default.

Further guidelines for roundtables are available [here](#).

*Note: If your institutional affiliation and/or email address are displaying incorrectly in the grey box at the top of the submission form, you must update your information in your [GSA member profile](#). Neither you nor GSA staff can edit member profile information in the conference submission portal. **If your affiliation is missing, and you just renewed your GSA membership, please log out of the portal and wait 2 hours before logging back in. You will need to start a new submission in order for the updated information to appear; previously started applications do not retroactively update.***

Choose “Roundtable Submission” in the drop-down menu:

Please select type of submission \*

Roundtable Submission ▾

Supply the required information about your roundtable.

If your roundtable is sponsored, please indicate it in the title as follows:

### **Roundtable Title (sponsored by Organization)**

If your roundtable is part of a series, indicate the numbering and subtitle of each panel in the title as follows:

### **Roundtable Series Title (1): Specific Subtitle**

Add participants to your roundtable by clicking on **Add Participant** in the “Roundtable participants” section.

Note: If you try to add a roundtable participant who is not yet a GSA member\* or whose membership has lapsed, their name will not appear in the drop-down menu and you will not be able to add their information.

- Save (but do not finalize) your current application. After they [become a member/renew their membership](#), return to the saved application and add them.
- \*Please note that it can take **up to 2 hours** after renewing membership for the data to refresh before the member will show in the search box. If a member has just renewed/joined, please wait until 2 hours have elapsed and try again.

- If a member's email address or affiliation is displaying incorrectly, they must update it in their [GSA member profile](#) (neither you nor GSA staff can manually enter it).

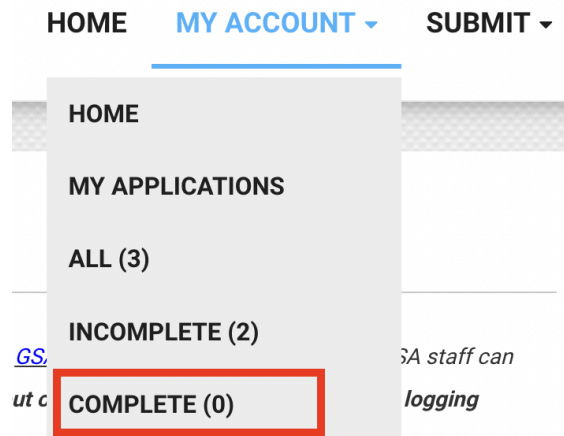
If you would like to save the information you have already entered and return to the application later, click “**Save**” at the bottom of the page. When you have completed the form by supplying the required information and are ready to submit, click “**Save and Finalize**”:



Only those applications that have been “**Saved and Finalized**” are recorded as complete submissions in the system.

You will receive an auto-generated confirmation email to the address associated with your GSA member profile if your application was successfully submitted. **Check your spam/junk mail folders** if you don't see one right away. Contact [operations@thegsa.org](mailto:operations@thegsa.org) if you “Saved and Finalized” your submission but cannot find a confirmation email and/or are not seeing the submission recorded as “**Complete**” in your account (see below).

It is the responsibility of every member to ensure successful submission, either by way of verifying that they have received a submission confirmation email or by ensuring that their submission is recorded as “Complete” in “My Account” (as an example, the member below has two incomplete submissions and zero complete submissions in the system; no submission will be forwarded from this member to the Program Committee until the member returns to the incomplete application and clicks “Save and Finalize” at the bottom of the submission form):



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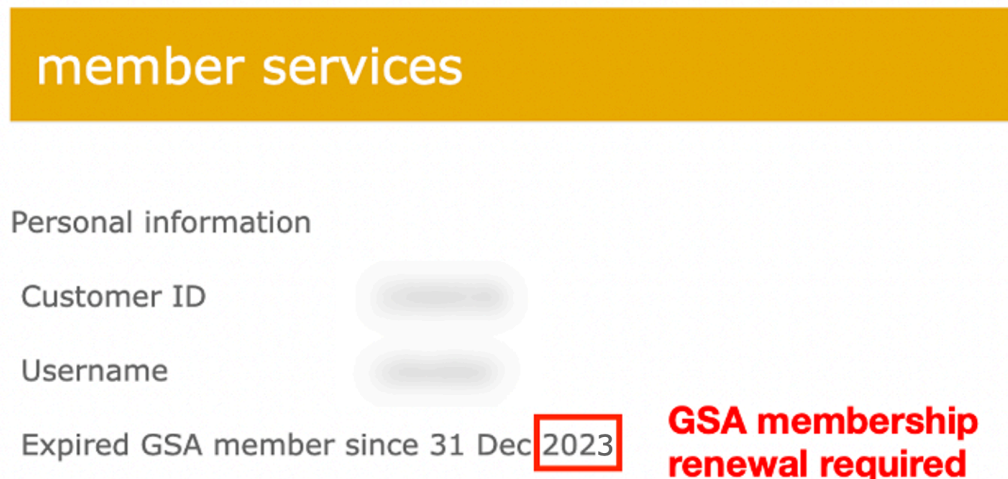
## FAQ/Troubleshooting

- [I can't sign in to the conference submission system](#)
- [My affiliation/email is incorrect/missing, and I can't change it in the submission form](#)
- [I can't add a participant to my panel/roundtable; they're not appearing in the member look-up field](#)
- [I haven't received a confirmation email that my proposal was successfully submitted](#)
- [I want to delete an incomplete application](#)

### *I can't sign in to the conference submission system*

Only current GSA members may access the conference submission portal.

- If you have never been a member of the GSA, you must [register for a membership](#) on the GSA website.
- If you have previously been a GSA member and your [GSA member profile](#) is showing an expiry date of 2024 or earlier, as in the screenshot below, you will need to renew your GSA membership before you can proceed with your conference submission.



- If you **just renewed or joined within the last 2 hours**, please wait two hours and try logging in again. If two hours elapse and you still can't log in to the submission portal, forward the emailed confirmation of your GSA membership renewal order to [operations@thegsa.org](mailto:operations@thegsa.org) along with screenshots, if possible, of any error messages.
- If your [GSA member profile](#) is showing your membership as **current through the end of the current year** and you renewed your membership longer than 2 hours ago (or if you are a **Lifetime Member** of the GSA) please follow [these instructions](#) for resetting your GSA account password. If you have forgotten your GSA username, follow [these instructions](#) to retrieve it. If you have successfully reset your password and still can't log into the submission portal, email [operations@thegsa.org](mailto:operations@thegsa.org) with screenshots, if possible, of any error messages.

### ***My affiliation/email is incorrect/missing, and I can't change it in the submission form***

If your institutional affiliation and/or email address are displaying incorrectly (or missing) in the grey box at the top of the submission form, you must update your information in your [GSA member profile](#). Neither you nor GSA staff can edit member profile information in the conference submission portal. If your affiliation is missing, and you just renewed your GSA membership, please log out of the portal and wait 2 hours before logging back in.

### ***I can't add a participant to my panel/roundtable; they're not appearing in the member look-up field***

The most likely reason for this is that the individual is either

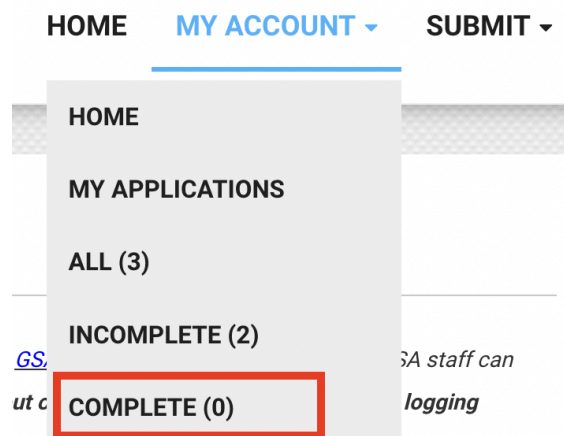
- a) not a current GSA member, or
- b) just recently joined/renewed their membership and not yet recorded as a current member in the directory.

Please note that it can take **up to 2 hours** after joining the GSA/renewing a GSA membership for the data to refresh before the member will show in the search box. If a member has just renewed/joined, please wait until 2 hours have elapsed and try again.

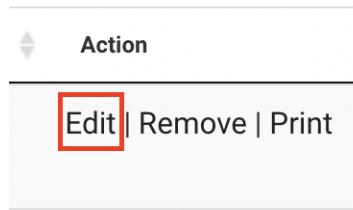
If the member is a Lifetime Member or if their GSA member profile is showing their membership as current through the end of the current year (and hasn't just renewed/joined within the last 2 hours), please contact [operations@thegsa.org](mailto:operations@thegsa.org) with the member's name and a screenshot of their GSA member profile information.

### ***I haven't received a confirmation email that my proposal was successfully submitted***

Please check your spam/junk mailboxes; auto-generated confirmation emails are sometimes flagged as spam/junk. If you don't see the email there, it's possible you didn't actually finalize your submission. Return to the [welcome page](#) of the submission portal and hover with your cursor over "My Account." If your proposal was successfully submitted, you will be able to see it by clicking on "Complete." If your proposal was not successfully submitted, you must return to it by clicking on "Incomplete."



In the list of incomplete submissions, find the one you want to finalize, and click “Edit” for that proposal:



At the bottom of the submission form, click “**Save and Finalize**”:



You should shortly receive a confirmation email and the submission should now be showing as “Complete” in your account.

### ***I want to delete an incomplete application***

If you are no longer planning on submitting a particular application, you can delete it by logging into the OpenWater portal, hovering over "My Account", clicking on "Incomplete", and selecting "Remove" on the right-hand side of the page for any started applications you do not wish to finalize/submit.