



The Association of Private Enterprise Education®
50th Meeting
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Caesars Palace Las Vegas
Las Vegas, NV

Submission Instructions and Guidelines

Access the APEE Meeting Savvy Submission Portal

1. Click the **Submit a Paper or Organized Session** button. You will be redirected to the **APEE MeetingSavvy** submission portal.
2. Enter your preferred email address. If you are a current member or have previously registered your address with APEE, you will be prompted to login into your account. To access your account for the first time, use the Password Reset function. Individuals entering a new address will be prompted to create an account.
3. Upon successful login, you will reach the **Member Management Portal** page.
4. Click the **Submit a Paper or Session** link on the left side menu.

Submit a Paper

1. To submit a paper, click the **+Add New** button on the **Papers** tab.
2. On the **New Presentation** page, enter the **Title, Abstract**, and specify the **Submission Type** and **Keywords**.
3. Keywords correspond to the **JEL Classification Codes Guide**. If your submission does not correspond to JEL Classification Codes, you may select **Other: Specify in Abstract** and add keywords in the submission.
4. Click **Next**.
5. To add Authors, click the **Add Author** button. To add yourself as an author, click the **Use Me!** button. You may search the database to add coauthors. If your coauthor(s) is not listed, click the **Enter a Totally New Person** button and complete the **User Info** fields. Click **Add**.
6. After all coauthors are specified, click **Next**.
7. Review the information displayed on the **Your Submission** page. If the information is correct, click **Finished**.
8. Upon submission, the portal will return to the **Account Home** page where your paper submission(s) will be listed. You will receive an automated notice confirming your submission(s) via email.
9. You may modify or delete your submission(s) from the **Account Home** page at any time.



Submit an Organized Session

1. To submit an organized session, click the **+Add New** button on the **Organized Sessions** tab.
2. On the **New Session** page, enter the **Title**, **Description**, and specify the **Session Type** and **Keywords**.
3. Keywords correspond to the [JEL Classification Codes Guide](#). If your submission does not correspond to JEL Classification Codes, you may select **Other: Specify in Abstract** and add keywords in the submission.
4. Click **Next**.
5. All organized sessions must specify an **Organizer(s)** and **Chair**. Add the organizer(s) and chair following the same procedures for adding authors (see previous page of this document).

Panel Session Instructions

If the organized session will be a **Panel** session (i.e. participants will not present individual papers), follow these steps:

1. Add **Panelists** from the same page where the Organizer(s) and Chair are added.
2. Click **Next**.
3. Review the information displayed on the **Summary** page. If the information is correct, click **Finished**.
4. Upon submission, the portal will return to the **Account Home** page where your paper submission(s) will be listed. You will receive an automated notice confirming your submission(s) via email.
5. You may modify or delete your submission(s) from the **Account Home** page at any time.

Paper Session Instructions

If the organized session will be a **Paper** session (i.e. participants will present individual papers with titled remarks printed in the conference program), follow these steps:

1. After adding the **Organizer(s)** and **Chair**, click **Next**. **Do Not Add Panelists**.
2. From the **Summary** page, click the **Add New Presentations/Presenters**.
3. Follow the **Submit a Paper** instructions (see the previous page of this document) for each presentation.
4. **All Paper sessions must have at least three (3) and no more than four (4) unique papers/presenters.**
5. After all papers are entered, click **Finished**.
6. Upon submission, the portal will return to the **Account Home** page where your paper submission(s) will be listed. You will receive an automated notice confirming your submission(s) via email.
7. You may modify or delete your submission(s) from the **Account Home** page at any time.



Notice about Conference Registration, Program Participation, and Schedule Requests

All participants – professional or student must be aged 21 years or older to register and must pay the corresponding registration fee. Conference participation is limited to a maximum of three sessions for each individual participant. Individuals seeking to participate in more than three sessions will be required to pay a \$49.00 surcharge to confirm registration.

APEE assumes responsibility to detect and resolve time conflicts on the conference program. Participants may request, but APEE cannot promise, specific days or times for author presentations.