User Manual

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1. Introduction

Welcome to the AAR's Annual Meetings proposal submission site, which we call the Program Administration Proposal, Evaluation, Review, and Submission (PAPERS) System. This document will give you an overview of the process of submitting a proposal through the PAPERS system for both our Online June and the In-person November Annual Meetings.

To use the PAPERS site, navigate to https://papers.aarweb.org. If you find that you still have questions or need support, email us at annualmeeting@aarweb.org, and we will do everything we can to help you.

Policy on the Use of Artificial Intelligence

At the time of submission, authors must fully indicate in the proposal their use of all content (whether text, images, data, or other) created by an AI tool.

AI tools used for editing do not need to be cited.

Authors are responsible for ensuring their work is their own, is accurate, and does not use the work of others without permission when needed and without attribution in all cases. Acceptance or rejection of proposals that use AI tools for content creation is at the discretion of individual program units. This policy also applies to full papers and annual meeting presentations for the Online June and In-person November Annual Meetings.

Quick Start Guide

Once logged in with **your AAR account (or guest account)**, click on the **list of units** to explore the 2026 Call for Proposals. Each unit, seminar, or organizations has their own call. You can also explore all the calls via the **2026 Call for Proposals PDF** document linked in the main menu.

Once you determine which unit fits your proposal, choose the proposal type (**Paper**, **Papers Session**, or **Roundtable**). Complete the **proposal form**, including your proposal, information on religious observances and accessibility, and whether you approve having the proposal moved between online and in-person annual meetings. **Click SAVE**. You must **SUBMIT YOUR PROPOSAL** by choosing your preferred annual meeting format (online in June or in-person in November) and unit/seminar in order to be considered.

Logging In

The first page you will come to is the log-in page. As of 2023, membership is no longer required to submit for the Annual Meeting. If you have had a membership with the AAR, please login using your AAR account. If you have not had a membership with or submitted to the AAR, please create a new account. If you've submitted as a non-member in previous years, click the "Log in with Guest PAPERS Account" button to enter your non-membership login. You can renew your membership or join the AAR if your membership has lapsed and you'd like to renew before submission.

If you've ever had an AAR membership, click on the "Log In with your AAR Account" button, you will be taken to the AAR's main login page. If you have never been a member, you can log in as a guest.

Welcome Page

Once logged on to the site, you are directed to the **Welcome** page.

From here, you can navigate to a number of different resources by clicking on their respective buttons or tabs including

My Proposals – Where you can see your active proposals
PAPERS Instructions (PDF) – The document you're reading now
Units – A list of program units, seminars, Related Scholarly Organizations (RSO), and co-sponsorships that are accepting proposals during the open call. Use the "Type" filter to change this list.

[PUC Handbook](#) – The handbook for Program Unit Chairs and Steering Committees

Reviewing the Calls for Proposals

To find the Calls for Proposals and more information on the AAR's Program Units, click on the Units tab at the top of the page. From there you will be taken to a list of the AAR's groups, their group type, and the meeting they're participating in. To see more information on a specific group, click on its name in the list.

Each Program Unit's page gives its name, Statement of Purpose, Calls for Proposals, process of reviewing proposals, and the names and e-mail addresses of the Program Unit Chairs and Steering Committee members. The page also shows you options to submit a new Paper, Roundtable Session, or Papers Session to the Unit. This will pull up the submission page.

2. Creating a Proposal

Carefully review the Call for Proposals for the AAR Program Units and Seminars here. Use the "Type" filter and search function to sort through program units, seminars, and related scholarly organizations (RSO). RSOs are affiliate organizations; their CFPs are not reviewed by the AAR Program Committee.

Each Program Unit creates their own call for proposals. Please review those that interest you carefully. Not all groups participate in each meeting. A specific call for sessions will be listed for the groups participating.

Choose Your Proposal Type

Once on the My Proposals page, you need to choose the type of proposal you wish to make. There are three types of proposals in PAPERS – Paper, Papers Session, or Roundtable Session.

- A **Paper Proposal** is a paper written by you, and perhaps co-authored by others. If a paper is accepted, the chairs will assign your paper to a session as they see fit.
- A **Papers Session Proposal** is a proposal for a complete session of different papers on a theme, complete with a presider, multiple papers, and (optionally) a respondent. A short abstract and a longer description is required for each paper in the session. Presenters in a Papers Session must send their proposals to the Papers Session organizer, who in turn is responsible for gathering all materials and inputting them into PAPERS.
- A **Roundtable Session Proposal** is a proposal of a complete session, including a presider, a list of panelists, and (optionally) a respondent, all of whom will speak (*ex temporé*) on a common theme.

Use the buttons to make your selection of which type of proposal you will be submitting. Before you can create a papers session, you must create the papers first.

To create a paper or papers session, continue to step 2.1.

To create a roundtable session, continue to step 2.3.

2.1. Creating a Paper Submission

To create a papers session, first follow the steps in this session to create each paper.

To create a roundtable session, continue to step 2.3.

After selecting "Create New Paper" you will need to provide the title of your proposal.

Next, if you are submitting a single paper and not a paper session, you will need to fill in the proposal description. Within the proposal description, you have up to 1000 words to make the case for your paper, roundtable, or papers session proposal. This is the information that the Program Unit Steering Committee(s) will use to judge your proposal. **Please do not include identifying information in the text of your submission.** Doing so will compromise any anonymous-review process and may jeopardize the acceptance of your proposal.

If you are submitting multiple papers to include in a papers session, you do not need to fill in the description for each paper. In the box you can put, "Please see session description."

You cannot create footnotes within PAPERS, but you may use end notes (which must be added at the end of your description – there is no separate box).

Then enter an abstract of 150 words or less (to be published in the online Program Book if your proposal is accepted). Each paper submitted needs an abstract, including those in a papers session.

Next add the author(s).

Please include yourself and any co-authors. If there are more than two authors, click the "Add Author" Add Author button to create another blank set of entry fields.

It is important that you add participants through the AAR's membership database. **Anyone who has ever been a member of the AAR is in the database – it is not restricted to current members,** so please use this method of adding participants first to avoid confusion further in the process. Try typing the name slowly to give the system a chance to automatically pull up the name you're searching for.

Begin typing "last name, first name" of the participant and then select the appropriate from the dropdown menu.

Once you have so, their name and institution will be filled in automatically.

If you cannot find the person you are looking for in the AAR membership database, click "Create Author/Participant" + Create Participant link. This will allow you to input the participant's email, first name, last name, and institution manually.

Create new guest participant ✕

First Name | Last Name

Institution

Email

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Save

If you add more than one author, the order of authors can be changed by clicking the arrow ✛ icon in the top left corner of the participant information box, and dragging and dropping that participant into the correct place in the order you wish.

Authors *

Search for an author by "first name last name, institution".

If the author is not in our database you may add them by clicking the "Create author" link below any *empty* author field.

Name *
Test Guest

Name *
"Test Guest, American Academy of Religion"

Add Author

Next, you may request audiovisual equipment for your presentation. The AAR makes available a limited number of meeting rooms equipped with LCD projectors and screens, as well as the ability to play audio from your computer. **AAR does not provide computers.** We encourage participants to bring their personal or departmental laptops, or to communicate with members of the same session in order to share computers. Complimentary Wi-Fi access may be available in some parts of the convention center,

but is not publicly available on hotel properties. *In order to ensure quality, video presentations should be downloaded to a native device before the Meeting and **not** streamed over the internet when possible.* A podium microphone will automatically be placed in all rooms set for 60 people or more. However, please note any special requests for microphones.

Participants must submit a request for an LCD projector or audio along with their proposal. If accepted, the request is forwarded to the AAR executive office, and the session will be scheduled in a room with AV capabilities. The executive office will make every effort to honor the AV requests received at the time of the proposal. **All AV requests must be received at the time of the proposal. Late requests cannot be accommodated.**

Audiovisual Requirements

- [ ] LCD Projector and Screen
- [ ] Play Audio from Laptop Computer
- [ ] Other

Note: the Online June Sessions will be hosted on the Eventpilot platform and will use Zoom for presentations and events.

Religious Observance

Next, let us know about scheduling issues related to religious observance.

Religious Observance

- [ ] Friday (all day)
- [ ] Friday evening
- [ ] Saturday (all day)
- [ ] Sunday (all day)
- [ ] Sunday morning

Accessibility Requirements

If you have any accessibility requirements in order to make your presentation, please let us know so that we can accommodate your needs.
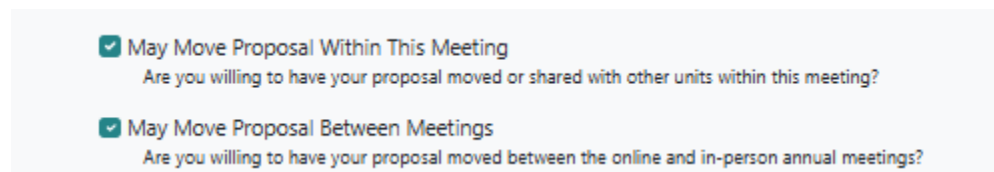
Accessibility Requirements

- [ ] Wheelchair accessible
- [ ] Other

Proposal Move Selection

Using the Move Proposal checkboxes, you decide if you would like your proposal shared to other units participating in the Meeting you selected above, or shared between units participating in either meeting, regardless of your meeting selection above.

If these boxes are selected, proposals can be moved at the discretion of the unit chairs. Moving your proposal does not guarantee acceptance.


Tags

You are able to enter tags to help users search for your proposal in the *Online Program Book* if it is accepted. To add a tag, begin typing a keyword and select a tag from the dropdown list. If you can't find a tag that meets your needs, simply type in a new tag. You may select multiple tags by separating your entries with a comma.

Comments

Here you are able to enter any information or special requests the AAR Executive Office needs to be aware of in case your proposal is accepted.

Saving your proposal

Saving, via the button at the end of the proposal page, is the first step in submitting your proposal. **Saving your proposal is not a submission.** You must continue to the submission steps to ensure your proposal is submitted.

If you are submitting a single paper not attached to a session, you can now submit your paper. Continue to step 3.

To create a papers session, DO NOT submit the paper. Create all of the papers for the session first, save them without submitting, and then continue to step 2.2.

2.2. Creating a Papers Session
This section is only for Papers Session Proposals; if you are submitting a Paper Proposal or Roundtable Session Proposal, you may ignore this section.

Create and save each paper for the session, but DO NOT submit the papers individually.

Create each paper and then the "Create New Papers Session" **Create New Papers Session** button will be available.

Follow the same steps from the above section to complete the title, description, abstract, and other fields.

The papers you've created will appear in the Papers dropdown menu.

To add additional papers, click the "Add Paper" **Add Paper** button, and select the additional titles from the dropdown menu.

Next, you enter information about *some* of the participants in your papers session. *You must list at least one presider.* You may also add a respondent and a business meeting presider. The roles are chosen through the drop down menu next to the participant name. **Please DO NOT enter the authors of the papers in your session, as these are already added in the Papers section above it.**

If you add more than one participant, the order of participants can be changed by clicking the arrow ⊕ icon in the top left corner of the participant information box, and dragging and dropping that participant into the correct place in the order you wish.

Complete the rest of the sections and hit save **Save** before continuing to step 3 to submit.

2.3. Creating a Roundtable Session

If you're submitting a paper or papers session, you can skip this section and continue to step 3.

First, choose the proposal type.

Choose a proposal type:

New Paper	New Papers Session	New Roundtable Session
A Paper Proposal is a paper written by you, and perhaps co-authored by others.	A Papers Session Proposal is a proposal for a complete session of different papers on a theme, complete with a presider, multiple papers, and (optionally) a respondent.	A roundtable session proposal is a proposal of a complete session, including a presider, a list of panelist, and optionally a respondent
Create New Paper	Create New Papers Session	Create New Roundtable

You will need to provide the title, description, and abstract of your proposal.

First, you will need to provide the title of your proposal.

Title *

Next, you will need to fill in the proposal description. Within the proposal description, you have up to 1000 words to make the case for your paper, roundtable, or papers session proposal. This is the information that the Program Unit Steering Committee(s) will use to judge your proposal. **Please do not include identifying information in the text of your submission.** Doing so will compromise any anonymous-review process and may jeopardize the acceptance of your proposal.
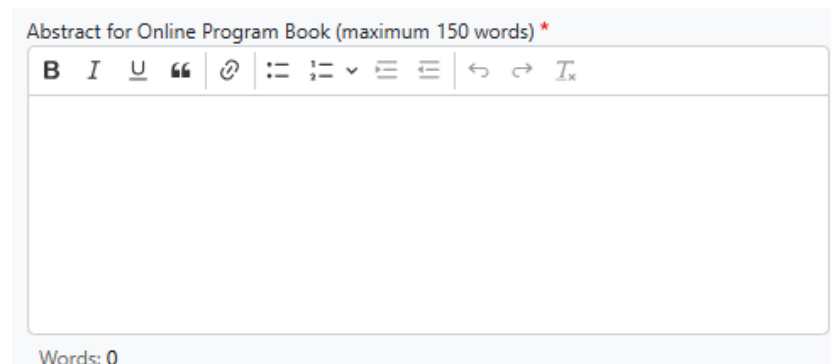
You cannot create footnotes within PAPERS, but you may use end notes (which must be added at the end of your description – there is no separate box).

Description for Program Unit Review (maximum 1000 words) *

B I U 66 ⊘ ⋮≡ ⋮≡ ⌄ ⌐≡ ≡⌐ ↺ ↻ I×

Words: 0

Then enter an abstract of 150 words or less (to be published in the online Program Book if your proposal is accepted).

Abstract for Online Program Book (maximum 150 words) *
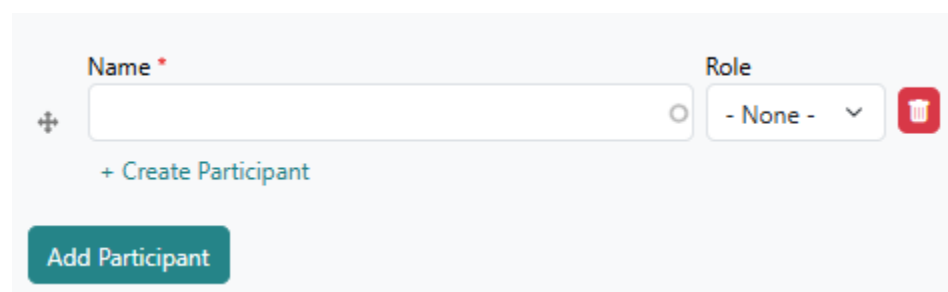
Words: 0

Then add the participants.

Adding Participants to Your Roundtable Session Proposal

You must list at least one presider and one panelist in any Roundtable Session proposal. You may also add one or more respondents.

Select the participant's role from the "Role" dropdown selection.

It is important that you add participants through the AAR's membership database. **Anyone who has ever been a member of the AAR is in the database – it is not restricted to current members,** so please use this method of adding participants first to avoid confusion further in the process.

Name *

Role

– None –

+ Create Participant

Add Participant

Click the "Add Participant" Add Participant button to create another blank set of entry fields until you have added all of the participants.

If you add more than one participant, the order of participants can be changed by clicking the ⊕ icon in the top left corner of the participant information box, and dragging and dropping that participant into the correct place in the order you wish. NB: The standard order is Presider, Panelists, Respondent (if any), and Business Meeting

Presider (if any).

Audiovisual Requirements for the In-Person November Meeting

Next, you may request audiovisual equipment for your presentation. The AAR makes available a limited number of meeting rooms equipped with LCD projectors and screens, as well as the ability to play audio from your computer. **AAR does not provide computers.** We encourage participants to bring their personal or departmental laptops, or to communicate with members of the same session in order to share computers. Complimentary Wi-Fi access may be available in some parts of the convention center, but is not publicly available on hotel properties. *In order to ensure quality, video presentations should be downloaded to a native device before the Meeting and **not** streamed over the internet when possible.* A podium microphone will automatically be placed in all rooms set for 60 people or more. However, please note any special requests for microphones.

Participants must submit a request for an LCD projector or audio along with their proposal. If accepted, the request is forwarded to the AAR executive office, and the session will be scheduled in a room with AV capabilities. The executive office will make every effort to honor the AV requests received at the time of the proposal. **All AV requests must be received at the time of the proposal. Late requests cannot be accommodated.**

Note: the Online June Sessions will be hosted on the Eventpilot platform and will use Zoom for presentations and events.

Religious Observance

Next, let us know about scheduling issues related to religious observance.

Accessibility Requirements

If you have any accessibility requirements in order to make your presentation, please let us know so that we can accommodate your needs.

Proposal Move Selection

Using the Move Proposal checkboxes, you decide if you would like your proposal shared to other units participating in the Meeting you selected above, or shared between units participating in either meeting, regardless of your meeting selection above.

If these boxes are selected, proposals can be moved at the discretion of the unit chairs. Moving your proposal does not guarantee acceptance.

Tags

You are able to enter tags to help users search for your proposal in the *Online Program Book* if it is accepted. To add a tag, begin typing a keyword and select a tag from the dropdown list. If you can't find a tag that meets your needs, simply type in a new tag. You may select multiple tags by separating your entries with a comma.

Comments

Here you are able to enter any information or special requests the AAR Executive Office needs to be aware of in case your proposal is accepted.

Saving your proposal

Saving, via the button at the end of the proposal page, [Save] is the first step in submitting your proposal. **Saving your proposal is not a submission.** You must continue to the submission steps to ensure your proposal is submitted.
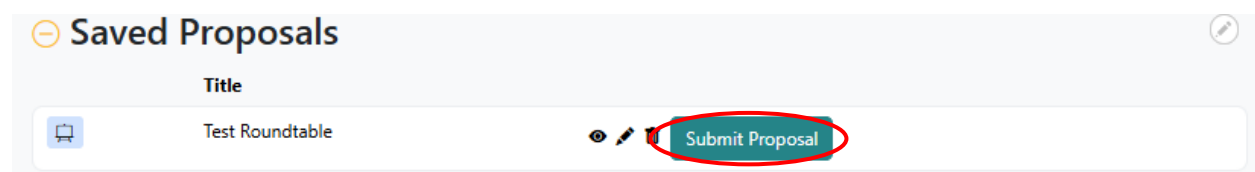

3. Submitting your Proposal

Your saved proposals will be added to your Saved Proposals on your My Proposals tab.
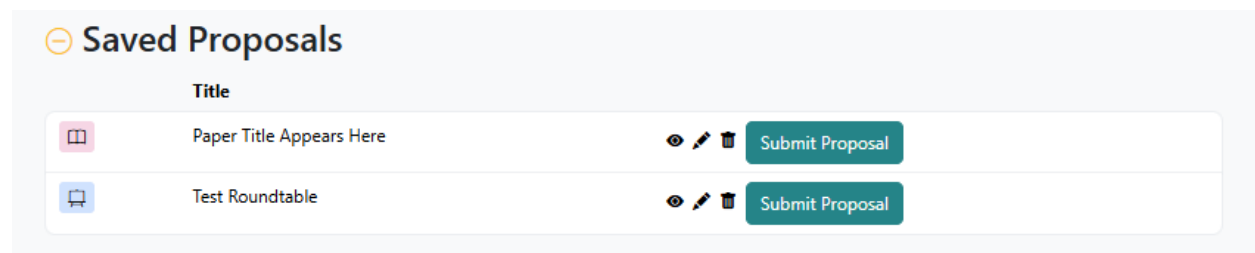
Next, you will submit your saved proposal to a program unit(s), seminar(s), or Related Scholarly Organization(s).
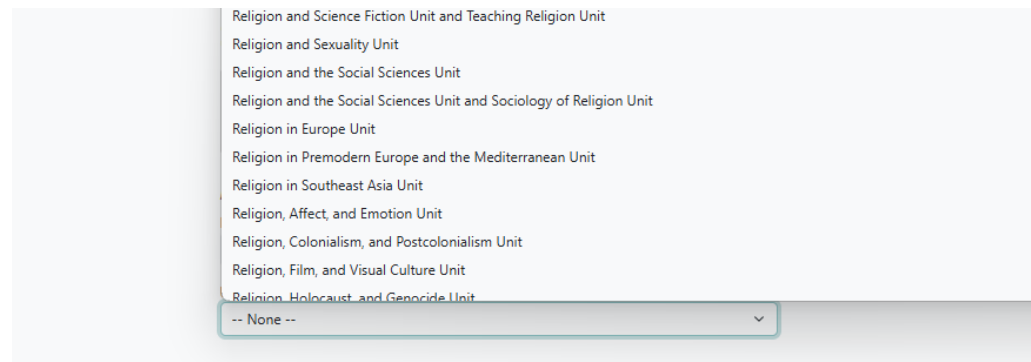
To select a group, first click "Submit Proposal" [Submit Proposal] next to the proposal you wish to submit.

On the submission page, you will see two submission choice sections. **You are not required to fill out both submission choice sections. You can only submit twice across meetings, so submitting to two units via the submission page means you've met your maximum proposals. To submit a separate proposal, only fill in the "primary unit submission choice" section for each of your two proposals.**

From the dropdown menu, select the meeting you want to be considered for, online June or in-person November. The "Unit" dropdown menu will include all the groups participating in your selected meeting.
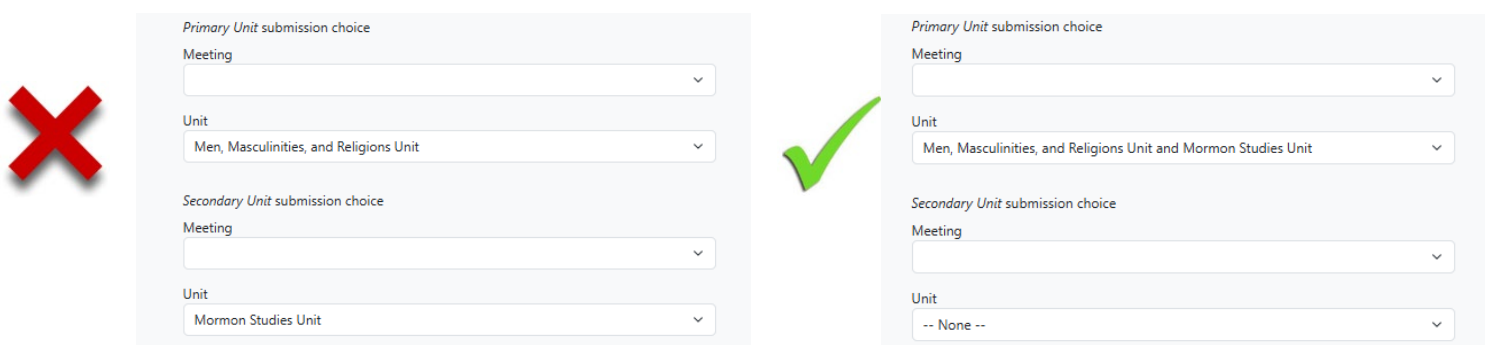
From the "Unit" dropdown menu, select the group you want to submit to. Please ensure you have reviewed the groups call before you submit. You can review the group's page to see if they have issued a call for the meeting you are interested in.

You may also submit the proposal to a second group or second meeting. Co-sponsorships are a separate category explained below.

Submitting to Co-sponsored Sessions
To submit to a **co-sponsored session** listed in the Call for Proposals, select the correct co-sponsored grouping from the dropdown menu. **Do not submit your proposal to each sponsor individually, as this will use up both of your allowed proposal submissions.**

Note: You CANNOT submit a proposal to both a co-sponsored session and one of its constituent sponsoring units or you will get an error:

Submitting Special Sessions or Films

To submit a Special Session or Film select the appropriate group from the dropdown menu.

Note: Special Sessions and Films MUST be proposed as Roundtable Sessions or Paper Sessions. A Paper proposal will automatically rejected.
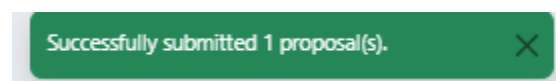

The Program Committee evaluates proposals submitted to Special Sessions and Films

4. Post-Submission

After submitting your proposal, you will be taken back to the homepage, and you will see a green box under the Session Title confirming your submission.

You will receive an e-mail confirmation of your submission. If you don't receive an email, please check your spam folder. The address that your confirmation comes to will be the

same address your acceptance/rejection notification comes through. Please add our contact to your trusted contacts list in your email.

On the homepage under the My Proposals tab, you can also review your submitted proposals.

Edits and Paper Additions
If you need to change anything about your proposal, email annualmeeting@aarweb.org