

Instructions for Submitting a Paper or Workshop to the USASBE/SBI 2006 Joint Conference

Submission Due Date: August 15, 2005

1. Be sure and review the *USASBE/SBI 2006 Call for Papers* for complete details on the requirements for submitting papers and teaching cases as well as workshops and symposia. To do this, go to <http://www.usasbesbi2006.org/confinfo.htm> and click on “Final Call for Papers.”
2. **Please note that the USASBE/SBI 2006 Joint Conference will utilize a “Rule of 3” for submission purposes.** No one may submit more than three (3) competitive submissions (papers, cases, workshops, or symposia) to the USASBE/SBI 2006 Joint Conference or appear in more than three (3) competitive sessions during the refereed scholarly program. Appearances include roles as authors and/or presenters. Multiple appearances in a single session count as one session. Exceptions will be made for invited workshops/symposia, officer roles, and general and division sessions.
3. When you are ready to enter a submission, click on the link “Submit a Paper or Workshop Proposal” on the USASBE/SBI 2006 website at <http://www.usasbesbi2006.org/confinfo.htm> or go to <http://www.conferencereview.com>. **Remember, all submission must be entered by August 15, 2005.**
4. If you wish, click on “View Submission Demo” under Submissions in the middle of the page. This will take you through the entire online submission process. You can follow along with the specific instructions below.
5. Log in with your Username and Password, if a previous user of Conference Reviewing System (CRS). Or, if new to CRS, register by clicking on the “Register” button on the top right-hand side of page.
6. Once logged in, you will see your Personal Conference Manager page. Click on the “New Submission” button to begin the submission process.
7. **Official CRS Step 1: Select a conference.** Select the “USASBE/SBI 2006 Joint Conference” and click “Next” to continue.
8. **Official CRS Step 2: Select a track.** Please note that you must select from the following divisions/tracks and click the “Next” button to continue the process. Only one division/track may be designated.

SBI Papers: Accounting and Finance Issues

SBI Workshops/Symposia: Accounting and Finance Issues

SBI Papers: Community Development, Outreach, and Fundraising
SBI Workshops/Symposia: Community Development, Outreach, and Fundraising
USASBE Papers: Corporate Entrepreneurship
USASBE Workshops/Symposia: Corporate Entrepreneurship
SBI Papers: E-Business, Information Systems, and Technology
SBI Workshops/Symposia: E-Business, Information Systems, and Technology
SBI Papers: Entrepreneurial Consulting
SBI Workshops/Symposia: Entrepreneurial Consulting
USASBE Papers: Entrepreneurial Support Organizations
USASBE Workshops/Symposia: Entrepreneurial Support Organizations
SBI Papers: Entrepreneurship Across the Curriculum
SBI Workshops/Symposia: Entrepreneurship Across the Curriculum
USASBE Papers: Entrepreneurship Education
USASBE Workshops/Symposia: Entrepreneurship Education
USASBE Papers: Entrepreneurship in the Arts
USASBE Workshops/Symposia: Entrepreneurship in the Arts
USASBE Papers: Family Business
USASBE Workshops/Symposia: Family Business
SBI Papers: Free Enterprise Issues
SBI Workshops/Symposia: Free Enterprise Issues
USASBE Papers: Individual Entrepreneurship
USASBE Workshops/Symposia: Individual Entrepreneurship
USASBE Papers: International Entrepreneurship
USASBE Workshops/Symposia: International Entrepreneurship
SBI Papers: Management and Marketing Issues
SBI Workshops/Symposia: Management and Marketing Issues
USASBE Papers: Minority and Women Entrepreneurship
USASBE Workshops/Symposia: Minority and Women Entrepreneurship
USASBE Papers: Small Business
USASBE Workshops/Symposia: Small Business
SBI Papers: Social Responsibility and Legal and Environmental Issues
SBI Workshops/Papers: Social Responsibility and Legal and Environmental Issues
SBI Cases: Teaching Cases
USASBE Papers: Technology Entrepreneurship
USASBE Workshops/Symposia: Technology Entrepreneurship

9. **Official CRS Step 3: Select submission type.** Select “Full Submission – Deadline is August 15, 2005” and click the “Next” button.
10. **Official CRS Step 4: Confirm choices by typing “yes.”** Review your track selection for the USASBE/SBI 2006 Joint Conference. If it is correct, type “yes” and click the “Next” button. If it is not correct, click on the “Back” button to make corrections.
11. **Official CRS Step 5: Select a submission.** If this is a first-time submission, select “New Submission” and click the “Next” button. You may also update an existing submission

by selecting that option. Updates may be made until the August 15, 2005 submission date.

12. **Official CRS Step 6: Provide author information.** First, select the number of authors and hit “Okay.” The person entering the submission is listed as the “contact author.” Make note of where the contact author should appear in the author order, if more than one author. Enter additional author information including first name, last name, e-mail address, and primary affiliation. When finished, click the “Next” button. Please note that this is important information, as it is what will be used in the conference program.

All submissions from students should be noted as such when author information is entered into the online submission system. The author entering the submission is referred to as the contact author. If the student author *is not* the contact author, the student author may be designated when additional authors are entered by placing “(student)” in parentheses when the student’s last name is entered into the system (i.e., “LAST NAME (student)”). If the author entering the submission *is* the student author, he/she must send an e-mail after the submission is complete that includes the division/track name, submission identification number, and submission title to Dr. Geralyn McClure Franklin, USASBE/SBI 2006 General Program Chair, at franklin_g@utpb.edu.

13. **Official CRS Step 7: Complete the submission process.** This involves *three steps*: (1) Enter the complete title of the paper, teaching case, workshop, or symposia; (2) Cut and paste your academic abstract (no more than 100 words) or enter it by typing the text; and (3) Upload a Word or PDF file that begins with the title of your paper, teaching case, workshop, or symposia, followed by the academic abstract (no more than 100 words), executive summary (no more than 300 words), and full text including a “So What?” section; **please do not include a cover page with author information in the Word or PDF file you upload!** When complete, click the “Submit” button. You will then receive a message that the submission is being uploaded. Click “Okay” to continue.
14. After your submission has been accepted, you will receive a Submission Receipt. You may select “Print” and/or “Okay” to continue. You will also receive a submission receipt notice via e-mail.
15. You will then see your Personal Conference Manager page. You can click on your “Author” role to view your submission.
16. Be sure to log out to leave the system. Click on the “Logout” button at the top, right-hand side of the page.