

Conference in a Box Process and Guidelines

Conference in a Box Form

Conference organizers must complete the [Conference in a Box Form](#) and submit it to conferences@asee.org No later than 120 days before the first day of the planned conference.

NEMO Setup

ASEE staff will create the conference in NEMO and provide the organizer with a link within 48 hours of receipt of the Conference in a Box Request Form.

Call for Papers

Program Chairs will log into the system to set up paper guidelines and upload the Call for Papers.

Please note: This step must be completed before abstracts can be submitted. This action must be completed at least 10 days prior to the first day of abstract submission. See tutorial linked below for additional information.

Conference Organizer Access

As the conference organizer, you can view submitted papers, access the registration list, email authors and attendees, and manage deadlines. This can be done by selecting “Manage Conference” at the top right of your screen. If additional access is needed, the organizer may submit a request via email to <mailto:conferences@asee.org>.

Abstract Submissions

The abstract submission link will not be activated until the date specified by the organizer. Authors will be prompted to log in or create an account (ASEE membership is not required, but an account is necessary).

Reviewer Invitations

Program Chairs must set reviewer guidelines and invite reviewers.

- Reviewers must be invited for each track separately.
- The same reviewers may be used, but they must accept invitations for each track before assignment.
- See tutorials hyperlinked below for additional information.

Registration

The registration link will not be available until the selected launch date.

- If ASEE manages registration: At least one author must register and submit the final draft for the paper to be finalized automatically. NEMO will automatically generate a coversheet.
- If ASEE does not manage registration: Please email [Ray Phillips](#) and [Monique Ayala](#) to manually finalize papers. NEMO will automatically generate a coversheet.

Online Session Locator (OSL)

To include sessions and finalized papers in the OSL, please email [Ray Phillips](#) and [Monique Ayala](#)

with the necessary session details for NEMO updates. This request must be completed no later than 15 days before the first day of the conference to ensure completion.

Paper Status Definitions

- **Final Open** – Draft accepted; author must upload the final (show-ready) version
- **Final Submitted** – Final draft uploaded, but no author registered yet
- **Finalized** – Final draft uploaded, author registered, and coversheet generated, eligible for session assignment

Please note: Abstracts are not automatically included in finalized papers. Authors must manually insert them between the title and body text.

PEER Publishing

After the conference concludes, notify Ray and Monique so finalized papers can be moved to PEER. Please allow up to one month for publishing.

Billing

Invoices will be issued 30–45 days after the conference. Payment may be made via a BASS account, registration revenue, credit card, or ACH deposit.

Helpful tutorials

- a. [Call for papers](#)
- b. [Inviting and assigning reviewers](#)
- c. [Instructions on how to use the reviewer auto assignment](#)
- d. [Uploading late drafts](#)
- e. [Assigning Reviewers for Draft Phase](#)
- f. [Assigning papers to sessions and adding moderators](#)