

Additional FAQs and responses will be released as meeting planning proceeds.

## **Submissions to CIES 2023**

### **When is the submission deadline?**

August 8 (Monday) at 11:59 PM Eastern Daylight Time (EDT), 2022.

### **If I miss the deadline, can I still submit for CIES 2023?**

No. Late submissions will NOT be accepted, as our system closes automatically by the deadline.

### **If I miss the submission deadline to present for CIES 2023, can I still attend the meeting?**

Yes! You can still register for CIES 2023 as an attendee, instead of a presenter, discussant or chair.

### **How do I submit my proposal?**

Please use your CIES Membership ID and password to log into the All Academic System to [submit your proposal](#). If you are not a CIES Member, create a Submitter Only Account and you will still be able to [submit a proposal](#).

### **It's my first time using All Academic. Are there instructions?**

Yes! We have developed [instructions on how to use All Academic](#) in case you are new to the system.

### **Is there a limit to the number of times I may present?**

Yes. Presenters are limited to only one presentation as first author in paper, panel, roundtable, or poster sessions. This first authorship limit does not apply to workshops, book launches, visual art exhibits, or special sessions such as invited keynote talks, or other related roles such as chairs, organizers, or discussants.

### **Is there a word limit for proposals?**

Yes, different formats of submissions have different limits. Please read carefully the [Call for Submissions](#) (pp. 5-8) for detailed information.

### **Can I submit a bilingual presentation proposal?**

Yes! Your proposal(s) may be submitted in a non-English language but must include its English version to facilitate the reviewing process (the additional language texts do not count towards the word limits of submission). If you are submitting as an online presenter, our Online Meeting Hub can enable simultaneous language interpretation for you and your session, as long as you can bring in your own interpreter. However, CIES 2023 CAN'T provide an interpreter for you and your online session.

### **Can students submit proposals for the CIES 2023 meeting?**

Yes! Students including high school students are encouraged to submit research papers.

**If my paper or session has been presented at another meeting or published, may I also submit it to CIES?**

No. Eligible submissions are those that have NOT been previously published NOR presented at another professional meeting.

**I would like to submit a paper from my thesis – I have not presented or published these findings anywhere before. Am I eligible to submit?**

Yes. Note that a thesis or dissertation has a broader focus than can be presented in a meeting setting. It is common that you can narrow down your thesis to a specific focus for a 12-15 min presentation.

**May I submit to multiple SIGs or Committees?**

No. You can only submit your proposal once as the first author. Your name may be on multiple proposals, such as those that are co-authored, but only once as a first author.

**May I submit a proposal to present research I'm working on that's not complete?**

Yes, and you may "predict" your findings based on your literature review and/or other convincing sources. However, you are encouraged to present your more matured or completed work.

**I'm not sure which CIES SIG or Committee to submit to, or whether I should submit to the General Pool. What should I do?**

Read the descriptions of each SIG to get an idea of where your work would fit best. Topics that do not fit a SIG or committee can be submitted to the General Pool.

**I'm getting ready to submit my Formal Paper Presentation (Individual Submission) proposal, how will onsite and online selections be grouped into panels?**

For our online sessions, individual papers will be grouped with other individual papers to form panels. If you select "ONSITE" you will be grouped with other "ONSITE" papers and we will schedule your ONSITE-only session for the meeting hotel. In other words, the two modes will be either onsite or online and will NOT be mixed. Please also be aware that all onsite sessions will only be limited to onsite audience members. Learn more [here](#).

**We're getting ready to submit our Formal Panel Presentation (Group Submission) proposal, what are our presentation options?**

For our online sessions, if you are proposing a panel, the following options are available:

1. You and your panelists can all be onsite, and if you select "ONSITE" we will schedule your session at the meeting hotel.
2. You and your panelists can all be online and you can select one of the two Online Panel slots and you will be scheduled online.
3. Some panelists are onsite and others are online – in this case, the panel organizer will be responsible for figuring out how to virtually include any panelists who are not onsite (they must also register). It will be up to the panel organizer to use their own zoom account to

bring in panelists as might have been the case in prior years at meetings. It is unfortunately too expensive for us to provide technical support to such mixed panels. Please also be aware that all onsite sessions will only be limited to onsite attendees.

Learn more [here](#).

### **I'm getting ready to submit my Refereed Round-Table Presentation (Individual Submission) proposal, how will onsite and online selections be grouped?**

For our online sessions, individual papers for Round-Tables will be grouped with other online papers. If you select "ONSITE" you will be grouped with other "ONSITE" papers. In other words, the two modes will be either onsite or online and will NOT be mixed. Please also be aware that all onsite sessions will only be limited to onsite attendees.

Learn more [here](#).

### **We're getting ready to submit our Refereed Round-Table Presentation (Group Submission) proposal, what are our presentation options?**

For our online sessions, if you are proposing a panel, the following options are available:

1. You and your panelists can all be onsite, and if you select "ONSITE" we will schedule your session at the meeting hotel.
2. You and your panelists can all be online and you can select one of the two Online Panel slots and you will be scheduled virtually.
3. Some panelists are onsite and others are online – in this case, the panel organizer will be responsible for figuring out how to virtually include any panelists who are not onsite (they must also register). It will be up to the panel organizer to use their own zoom account to bring in panelists as might have been the case in prior years at meetings. It is unfortunately too expensive for us to provide technical support to such mixed panels. Please also be aware that all onsite sessions will only be limited to onsite audience members.

Learn more [here](#).

### **When will I be notified if my proposal submission is accepted?**

Hard to predict by this point, as it is largely up to how fast individual reviewers can handle thousands of submissions and get back with their review results to the program or SIG committee. Notices will be sent via email around October 2022, if not sooner. You can access the letter by logging in to [All Academic](#). You will find all communications of the CIES2023 Meeting Team in the "Message Center" under "Main Menu". (Check your spam folder and mark [All Academic](#) emails as safe. It is important that [All Academic](#) communications reach you safely in the future.)

### **When will I be notified if my pre-meeting workshop, book launch, or art exhibit is accepted?**

Notices will be sent via email in around October 2022, if not sooner. You can access the letter by logging in to [All Academic](#). You will find all communications of the CIES2023 Meeting Team in the "Message Center" under "Main Menu". (Check your spam folder and mark [All Academic](#) emails as safe. It is important that [All Academic](#) communications reach you safely in the future.)

## **I have not received an acceptance (or nonacceptance) letter yet. What do I do?**

[Log in to All Academic](#) with your credentials (username and password). In the “Message Center” under “Main Menu” you will find all communications of the CIES 2023 Meeting Team with you. (**Reminder:** Make sure to check your spam folder and mark All Academic emails as safe. It is important that All Academic communications reach you in the future.)

## **Registration for CIES 2023**

### **How much will registration cost?**

Registration fees will soon be updated once they are decided by the Board of Directors for CIES 2023.

### **Do I have to register for pre-conference workshops separately in addition to my registration for CIES 2023?**

Yes. If you plan to attend a pre-conference workshop (or two or three) you should include that on your online registration.

### **Why isn't the meeting free for online participants?**

It costs money to put on a meeting – even an online meeting. There are costs associated with the submission system, websites, and storage for recorded sessions, Zoom licenses, and many other things.

### **Do you need to be a CIES member to present, discuss or chair at CIES 2023?**

Yes. All presenters, discussants and chairs of CIES 2023 must be CIES members for 2023. You need to sign up or renew your CIES membership to present at CIES 2023, in addition to your registration for CIES 2023. Make sure you don't miss its deadline on Monday, January 3, 2023.

Other attendees who are not presenting, discussing or chairing may attend and pay the non-CIES member registration fee for CIES 2023, although it is financially beneficial to join CIES and register as a member.

### **When will registration open?**

Registration for attending the meeting onsite and virtually opens on Wednesday, October 26, 2022.

### **Can I purchase a one-day pass to attend the meeting?**

No, as there is no way to really monitor one-day access to the meeting, given our limited resources.

### **Why are the registration prices different for online and onsite participation?**

The prices are higher for the onsite registration as those in Washington, D.C. will have access to all onsite sessions, events, and opportunities, in addition to online ones. However, online attendees will NOT have access to onsite-only sessions. The differences reflect what we can

calculate based on data available on onsite and online participations, with a spirit equally valuing onsite and online attendees.

### **I may need to cancel. What is the refund policy?**

To be eligible for a refund, cancellation requests must be made in writing to [cies2023@cies.us](mailto:cies2023@cies.us) no later than Monday, January 16, 2023, indicating in your subject line: "Cancellation & Refund Request". A cancellation fee of \$35 will apply.

For individuals registered at Low Income Country rates, the cancellation fee will be waived if the request is made by January 16, 2023.

Refunds will be issued in the same form in which they were received. In the case of wire transfer refunds, a \$20 wire transfer fee will be withheld from refund amount. **No refunds will be issued to requests after January 16, 2023.**

### **Which countries are considered Low Income or Lower-Middle Income countries?**

Discounted registration is available to those from the [World Bank classifications](#) of "low-income" and "lower-middle-income economies." To be eligible for registration at these CIES Member rates, you (1) must have residency in-, (2) must be currently living in-, and (3) must be a citizen of- a qualifying country. **ALL three requirements** must be met in order to receive the discounted rate.

### **What time zone is on the All Academic program?**

The Program on All Academic allows you to set your time zone based on your location. Please note that the times listed for your session(s) are in your local time and Washington, D.C. (Eastern Daylight Time UTC-04:00).

### **Can I get a discount for registration?**

The CIES Board of Directors will offer a limited number of discounts on meeting registration fees. The CIES Board of Directors will communicate information regarding the application process via the Weekly Announcements and we will share the information when it becomes available. Unfortunately, no discounts on membership fees are available.

### **If I've paid my registration and am unable to attend, can I transfer my registration to someone else?**

Yes. You may be able to transfer your registration but not your membership. You have to request the registration transfer in writing to [cies2023@cies.us](mailto:cies2023@cies.us) as soon as possible, indicating in your subject line: "Registration Transfer Request: Recipient's Full Names". The recipient's membership and presentation statuses will be verified, individually. The deadline for transfer request is Monday, January 16, 2023.

## **Attending CIES 2023**

### **I'm presenting onsite in Washington, D.C., what technology will be available?**

Each onsite meeting room will be equipped with a large screen, laptop, and WiFi access. Tech support will **not** be available. It is unfortunately too expensive to provide onsite technical support.

**Our panel will be presenting onsite in Washington, D.C., yet one of our registered panelists will be online, can they still present?**

Yes, but will depend on if the chair or one of your onsite panelists can provide the online presenter a personal Zoom link. The session chair will be responsible for figuring out how to virtually include any panelists who are not onsite. Tech support will **not** be available. It is unfortunately too expensive for us to provide technical support to such mixed panels. Please be reminded again all presenters must register for CIES 2023, no matter presenting onsite or online.

**I registered as an onsite attendee, what meeting components do I have access to?**

As an onsite attendee, you can have access to all meeting components, including both onsite and online ones.

**Who has access to the Online Concurrent Sessions?**

All registered onsite and online attendees and participants will have access to the Online Concurrent Sessions.

**I registered as an online attendee (or presenter), what meeting components do I have access to?**

Those registered on the online format will have access to all online sessions in addition to livestreamed onsite plenary sessions, such as opening and closing events, the Presidential Address, Keynote Speakers, the State of the Society, etc.

**I plan to present as an online presenter and I have my own interpreter with me for my session, can your Online Meeting Hub enable the function of Language Interpretation?**

If you plan to be an online presenter, our Online Meeting Hub can enable simultaneous language interpretation for you and your session, as long as you can bring in your own simultaneous interpreter. However, CIES 2023 CAN'T provide an interpreter for you and your online session. Please be reminded that your presentation time in such a setting will remain the same as that for those who do not use simultaneous interpretation.

**I have to change my mode of presentation (from onsite to online or from online to onsite), what can I do?**

Due to limited resources and support we have, change requests will not be accepted in general. Under exceptional circumstances, you must write to [cies2023@cies.us](mailto:cies2023@cies.us) well before the meeting dates, indicating in your subject line: "Change Request from Onsite to Online" or "Change Request from Online to Onsite". There is no guarantee that your request will be accepted, and if accepted your change is **final**.

**What is the online platform for CIES 2023?**

The platform, known as the [Online Meeting Hub](#), will be available to all registered attendees before the Annual Meeting on Feb. 14-22. Once you receive our notice near the meeting dates, you will have access to the online platform – make sure you log in at your earliest convenience after the notice, so that you can familiarize yourself with the online platform and the training video for better preparation. You don't want to risk no timely help available to you if you only log in at the last minute, as there may be more attendees waiting for help at that peak time.

**Will there be a printed program? How do I make a personal schedule?**

There will NOT have a printed program available for CIES 2023 for the increasing concerns about our environment and planet. You can create a Personal Schedule for everything you want to attend by logging in to [All Academic](#).

**Will childcare be available at Grand Hyatt Washington?**

Unfortunately, due to COVID-19 protocols by the hotel, childcare will not be available.

**Will you be giving out tote bags in Washington, D.C.?**

No. With increasing concerns of our environment and our planet, CIES 2023 will not give out tote bags in Washington, D.C. You are encouraged to bring your own bag.

**Do I need to submit or upload my presentation in advance?**

By February 10th, if you're presenting a Poster onsite or online, click [here](#).

By February 10th, if you're part of a Book Launch, and want to upload a video, click [here](#).

Other presentations do not have to be submitted or uploaded in advance.

**When are the Pre-Conference Workshops?**

Online Pre-Conference Workshops will be held on Tuesday, February 14, and On-site ones will be on Wednesday, February 18<sup>th</sup>.

**I have a disability. How do I request accommodations?**

Please email us at [cies2023@cies.us](mailto:cies2023@cies.us) as soon as possible, indicating in your subject line: "Disability Support". We will do our best to accommodate you.

**What kinds of disability accommodations will be available?**

For online sessions, the automatic closed captioning in Zoom can be used. If other accommodation is required, please contact us at [cies2023@cies.us](mailto:cies2023@cies.us), indicating in your subject line: "Disability Support".

**Hotel**

**Is there a deadline to reserve a hotel room at the Grand Hyatt Washington?**

The deadline to [reserve a guest room](#) with CIES special rates is Tuesday, January 24, 2023. Reservation requests received after the cut-off date will be based on availability at the hotel's prevailing rate.

### **Where is the meeting hotel located?**

The meeting hotel is the Grand Hyatt Washington. Located in downtown Washington, D.C. at 1000 H St NW, Washington, D.C. Hotel information can be found [here](#). Click [here](#) to reserve your room.

### **When can I reserve a guest room at the Grand Hyatt Washington?**

Hotel booking will be open together with the meeting registration! Click [here](#) to reserve your room.

### **How do I reserve a guest room at the Grand Hyatt Washington?**

The Grand Hyatt Washington has created an exclusive reservation link for CIES 2023. Guest room meeting rates and registration are located [here](#).

### **What are the Hyatt's COVID-19 priorities?**

COVID-19 information for the Grand Hyatt Washington is located [here](#).

COVID-19 information on the Hyatt's Global Care & Cleanliness Commitment is located [here](#).

### **What if I need to cancel my hotel reservation?**

Cancellations must be made to the hotel 72 hours prior to date of arrival to avoid a one night's fee. You must contact the Grand Hyatt Washington DIRECTLY to cancel your guest room reservation.

### **Will childcare be available at Grand Hyatt Washington?**

Unfortunately, due to COVID-19 protocols by the hotel, childcare will not be available.

## **Local Transportation and Travel**

### **As an international traveller to Washington, D.C., what information can I get for my trip and stay?**

Both the Grand Hyatt Washington and the city provide official information prepared for your trip and stay. For details, please click the [Grand Hyatt Washington](#) and [Washington, D.C.](#)

### **What transportation centers and transit centers are near the Grand Hyatt Washington?**

- Union Station: 2 miles
- Ronald Reagan Washington National Airport: 5 miles
- Dulles International Airport: 27 miles
- Metro Center train station → Access to Dupont Circle, Georgetown, Foggy Bottom, the National Mall, the Smithsonian Institution, the National Gallery of Art, the Pentagon, Rock Creek Park, Alexandria
- G8 Avondale bus at 11th St NW & New York Ave NW → Access to The Shaw
- 64 Fort Totten bus from NW H St & NW 11th St → Access to Logan Circle
- X2 Minnesota Ave Station bus from NE H St & NE 12th St → Access to H Street.

### **Is there a Visitors Guide and Map of downtown Washington, D.C.?**



Yes, but only limited free copies will be available for you when you check in your hotel room for CIES 2023 at the Grand Hyatt Washington – first come first served! This is because there is no accurate way to predict the total number of onsite attendees who really need them, and CIES 2023 responds positively to the increasing concerns of our environment and planet through our tangible actions. Alternatively, you may order your own free copy of Visitors Guide and Map before your travel to Washington, D.C. by clicking [here](#). Please allow 7-10 business days for your order to ship.

### **What area attractions are near the Grand Hyatt Washington hotel?**

The onsite meeting venue is right in the downtown area of Washington, D.C., and your guest room is just 2,114 steps away from the White House. You can easily walk around the National Mall, various museums, etc., or via the Metro Center station. Please click [here](#) for more details.

### **Do I need travel documents to enter the United States from another country?**

The documents you need and whether your passport needs to be valid for six months after your travel dates depend on the country you are arriving from and your citizenship or status.

### **Do I need to present a negative COVID-19 test to enter the United States?**

Information from the U.S. Department of State and the U.S. Centers for Disease Control (CDC) is located [here](#). Please note that this information can change and you are responsible for your own health and travel requirements, costs, and arrangements.

## **Dining**

### **Is there dining available at the Grand Hyatt Washington?**

Yes! The meeting hotel has onsite options that include Cure Bar & Bistro, CABINET, and Starbucks Reserve® offering vegetarian, vegan, and gluten-free selections. Please click [here](#) for more details.

### **Is Washington, D.C. a great city for food?**

Absolutely! Washington, D.C. food and drink is inspired locally and globally. You'll find many delicious options. Some of those options are located [here](#).

## **Accessibility to CIES 2023**

### **What kinds of accommodations is CIES making available?**

Automated closed caption and live transcription are available in Zoom. If you require other accommodations, please contact [cies2023@cies.us](mailto:cies2023@cies.us). Advance notice is necessary to arrange for some accessibility needs.

### **Is interpretation/translation available?**

No, unfortunately, we do not have the capacity to provide language translation or interpretation. Some sessions will be bilingual, using English and another language.

## COVID-19

### **What are the Hyatt's COVID-19 priorities?**

COVID-19 information for the Grand Hyatt Washington is located [here](#) .

COVID-19 information on the Hyatt's Global Care & Cleanliness Commitment is located [here](#).

### **How may COVID-19 affect CIES 2023?**

CIES 2023 is currently scheduled as an exciting onsite meeting with online components in Washington, D.C. As we monitor local, state, federal, and international guidance we will post CIES 2023 related information to our official website from time to time.

Therefore, in light of COVID-19, please be mindful of precautionary and restrictive measures in place throughout your travel planning, travels to, from and within the United States, and during your stay in Washington, D.C. Services and facilities may be impacted and may revise before, during and after your travels.

### **Are there COVID-19 safety protocols for attending in Washington, D.C. in 2023?**

Highly possible, though it is not predictable at this point when we are preparing CIES 2023, as the pandemic is still ongoing worldwide! In the interests of protecting the health of our community and host city, CIES 2023 will follow related local, state, federal and international guidance next February, with regard to implementing [COVID-19 safety protocols](#) into all components of the in-person meeting.

Our goal is to work together for a healthy and enjoyable reunion, and thank you in advance for your kind consideration and support!

### **Do I need to quarantine and/or present a negative COVID-19 test to enter or travel within the United States?**

Information from the U.S. Department of State and the U.S. Centers for Disease Control (CDC) is located [here](#). You should also contact your mode of travel operators for up-to-date information and requirements. Please note that this information can change, and you are responsible for your own health and travel requirements, costs, and arrangements.

## Contact Us

### **I don't see my FAQ?**

Please send an email to [cies2023@cies.us](mailto:cies2023@cies.us). We'll happily respond as soon as possible.