

CIES 2023 Submission Instructions for Formal Panel Session Proposals

Online Submission Deadline: August 8, 2022, 23:59 hrs. EDT.

What is a Formal Panel Session?

A Formal Panel session is a group of individuals who want to submit all of their paper proposals together for consideration by the Unit Planner as a prearranged session. Formal Panel sessions must have a minimum of three papers and a maximum of 5.

Formal Panels could have chair(s) (mandatory), session organizer(s) and discussant(s), they are not mandatory but is highly recommended.

If you would like to submit more than one **panel whose themes have continuity**, meaning the second, third, etc. panel is a continuation of the first one, please submit them as separate panel proposals through the same SIG, Committee or General Pool. The titles should be the same for all panels indicating the order (Part 1, Part 2, etc.).

Labeling the panels as mentioned above is important for those panels to be evaluated jointly and not as separate sessions. Hence, if they are accepted into the conference program, all of these panels will be scheduled in chronological order: Part 1 then Part 2, etc. Please keep in mind that we cannot guarantee that the panels will be held one immediately after the other or in the same room. However, we will ensure that Part 1 is held before Part 2, and so on.

Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and you will receive an email.

You will be able to edit the proposal until the deadline of **August 8, 2022, 23:59 hrs, EDT.**

Instructions for Submitting a Formal Panel Session Proposal for CIES 2023

Step 1: To login: Click on the link <https://cies.lasaweb.org/proposals/>.

If you have a current CIES membership, please click on the button “Login with CIES account”, and complete the information with your **User Name** and **Password**.

If you do not have a current CIES membership, please either renew your CIES membership by clicking the “renew” link or create a Submitter Only Account by clicking the “create a “Submitter Only” account” link. Then, please click on the button “Login with CIES account”, and complete the information with your **User Name** and **Password**. Note that there may be a delay while the new account synchronizes to the submission system.

[CIES 2023](#) [SUBMISSIONS](#) [REGISTRATION](#) [ONLINE MEETING HUB](#) [PARTNERSHIPS](#) [RECEIPTS](#) [CERTIFICATES](#) [LOGIN](#)

You must be logged in to access the submission system. Please login to continue.

You must have a current CIES membership or a CIES “Submitter Only” account-type to login. Please renew your membership or create a “Submitter Only” account.

LOGIN WITH CIES ACCOUNT

Then, click on “Access the Proposal System” button.

ACCESS THE PROPOSAL SYSTEM

Step 2: Select “Submit a Proposal”.

Submitter Menu	
<input type="checkbox"/>	Submit a Proposal
<input checked="" type="checkbox"/>	Become a voluntary Reviewer, Chair, and/or Discussant
<input type="checkbox"/>	Message Center Read messages sent from this site.

Step 3: Select “Submit Proposal to General Pool, SIG, or Committee”.

Submit a New Proposal	
▶	Submit Proposal to General Pool, SIG, or Committee
▶	Submit Proposal to New Scholars Committee Mentoring Workshops
▶	Submit a Book Launch, Pre-Conference Workshop, or Visual Art Exhibit

Step 4: Select General Pool, a SIG or a Committee.

Select a Unit for Peer Review	
Prospective conference participants are invited to submit their proposals to a Standing Committee or Special Interest Group (SIG), where proposals will be reviewed by a specialist in related to the particular group, or to the General Pool, where peer review will be overseen by the CIES 2023 Program Committee. For more detailed information about CIES Committee or SIGs, visit the Annual Meeting Website .	
Important Note: Committee: Gender and Education is no longer accepting submissions. Instead, those proposals should be submitted to the Gender Justice SIG .	
General Pool	Read Description
Committee: New Scholar	Read Description
Committee: UREAG (Under-represented Racial, Ethnic, and Ability Groups)	Read Description
African Diaspora SIG	Read Description
Africa SIG	Read Description
Citizenship and Democratic Education SIG	Read Description

Step 5: Select "Yes" to accept Reviewer Volunteer role.

You must accept the following terms to continue

- I am willing to contribute to the Annual Meeting in 2023 as a reviewer in the SIG/Committee/General Pool to which I am submitting the following proposal.
- If you want to apply to be a reviewer in another SIG/Committee or to be a chair or a discussant go to the Option "Volunteer to become a reviewer, chair or discussant."

Yes
 No

[Continue](#)

Note: New for CIES 2023, a requirement to serve as a reviewer for one of the available sub units has been enacted in order to help evenly allocate the reviewer workload.

Step 6: Select "Formal Panel Session".

Select Proposal Type

Please click on one of the links below to select the type of proposal you wish to submit.

Note on Submission Limit: In order to promote wide participation, prospective presenters may submit only one proposal through the AII Academic system for either an individual presentation (formal paper, round-table paper, or poster) or for group presentation (formal panel or round-table session). After you have submitted your proposal, the online submission system will automatically disable the option to submit additional papers, panels, roundtables or posters. However, submissions in [other formats](#) do not count towards the submission limit. Participants may also be listed more than once in the conference program as a co-author (non-presenter), chair, organizer or discussant. If you have questions about submission via the online system, please contact cies2023@cies.us.

Individual Presentation	Description
Formal Paper Presentation	Formal papers are submitted by individuals, then reviewed and formed into a panel session by Annual Meeting Organizers (either through a CIES SIG, CIES Standing Committee, or the CIES 2023 Program Committee). In these 90-minute sessions, presenters briefly discuss their research, followed by audience discussion. Between 4-5 presenters will be assigned to each panel, and each presenter will have 12-15 minutes to present. In the case of multi-authored studies, more than one person may present within these 12-15 minutes. Each session is assigned a chair who moderates and monitors time; a discussant may also be assigned by Annual Meeting Organizers to offer commentary and critique and to elicit discussion. Submissions for a formal paper presentation include an abstract of up to 1000 words.
Refereed Roundtable Presentation	Round-tables allow for enhanced research collaboration and substantive discussion among participants. Proposals for round-table contributions are submitted by individual authors and then formed into a round-table discussion by Annual Meeting Organizers (either through a CIES SIG, CIES Standing Committee, or the CIES 2023 Program Committee) based on their discussion of common themes or shared research interests. These 90-minute sessions feature 3 or 4 presenters as well as conference attendees seated around large round-tables. After each presenter gives a short presentation on their study, collective discussion by presenters and attendees follows, providing an interactive setting for those who seek to engage in discussion about their work. Audio-visual equipment is not provided for round-table sessions. Submissions for individual round-table presentations include an abstract of up to 500 words.
Poster Presentation	Posters combine a visual summary of the findings of a paper/study with the opportunity for individualized and informal discussion of the presenter's work. On site presenters will set up displays representing their papers/studies in a large area with other presenters. Posters will be set up in a prominent space throughout the day, while dedicated 90-minute poster sessions will facilitate interaction between poster presenters and interested Annual Meeting Participants. Audio-visual equipment is not provided for poster sessions, but presenters may choose to distribute handouts. Boards and pins will be provided for poster display. Submissions for poster sessions include an abstract of up to 500 words.
Group Submission	Description
Formal Panel Session	Formal panels provide an opportunity for coordinated interaction and exchange among presenters working on a common set of themes, questions, or problems related to either research or practice. Proposals for these 90-minute sessions are submitted by a group of presenters (at least 3) who designate their own chair and discussants (who must also register for the Annual Meeting). Panel sessions follow the format of individual paper presentations followed by discussant comments and audience discussion. Submissions for formal panel sessions include an abstract of up to 1000 words, as well as abstracts of up to 500 words for each of the individual formal papers included.
Refereed Roundtable Session	This is similar to an individual submission for a round-table presentation, but one organizer submits three or four summaries of individual round-table contributions. The individual presenters' contributions should be united by a common topic or theme. In this 90-minute session, each presenter gives a short presentation, followed by collective discussion with other conference attendees. Round-table session proposals should also designate a chair whose role is to facilitate interaction and participation. Audio-visual equipment is not provided for round-table sessions. Submissions for group round-table paper sessions include an abstract of 1000 words describing the overall theme and objectives of the discussion, as well as abstracts of up to 500 words for each of the individual presentations.

Step 7: Select "Yes" to the proposal submission policies, enter **Title** and **Proposal**, and select **Thematic Guiding Questions, Keyword(s), Type of Research, and Mode of Presentation** (mandatory). **Language other than English, Abstract in another language, Geographic Descriptors, Other Geographic Descriptor** and **Additional Information** are optional. Then click on "Accept and Continue" when finished. The title must be in mixed case (not all caps).

Step 8: You should automatically be selected as a "Chair". You can change the role by selecting the arrow to the right of the 'Role/Individual Submission Type' or remove this role by selecting "remove". To find chair(s), discussant(s), and/or organizer, write their last names (or part of it) in the search box, and click on "Search by Last Name", look for the participant's name under his/her last name and select a role to add under 'Action'.

# Person/Individual Submission	Role/Individual Submission Type	Action
1	*Chair	Remove

Step 1. Add Papers/Contributions.
To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.

Last Name: [Search by Last Name](#)

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue."

Choose From List of Potential Participants
Use this form to add a person to your session who is NOT attached to a paper. You must first search for the person in the association database.

# Personal Profile	Email	Emploment	Keyword	Geographic Descriptor	Action
1					Add Chair Add Discussant Add Organizer

Participant not listed?
If you can not find the participants, please ask the new participant to go to: <https://cies.lasaweb.org/proposals/> in order to create a new account and then continue with the submission.

Note: If you do not find the person in the list, you have to ask the new participant to go to <https://cies.lasaweb.org/proposals/> and create an account. Once the account is created, the participant

must log into the submission system in order to synchronize the new record into the submission system. When the account has been created and the new participant has logged into the submission system, you can continue with the submission by logging back into the submission system with your **User Name** and **Password**. Note that there may be a delay while the new account synchronizes with the submission system.

Step 9: To add papers to the session submission, click “Add a Paper”. A formal panel session must have **at least 3 papers and no more than 5** in order to be submitted.

# Person/Individual Submission	Role/Individual Submission Type	Action
1	*Chair	Remove

Step 1. Add Papers/Contributions.
To add a paper title and author(s) to the session listing above click the “Add a Paper” button.

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.

Step 3. Accept and continue.
When your session is fully populated click “Accept and Continue.”

Choose From List of Potential Participants
Use this form to add a person to your session who is NOT attached to a paper. You must first search for the person in the association database.

# Personal Profile	Email	Employment	Keyword	Geographic Descriptor	Action
					Add Chair Add Discussant Add Organizer

Participant not listed?
If you can not find the participants, please ask the new participant to go to: <https://cies.lasaweb.org/proposals/> in order to create a new account and then continue with the submission.

For each paper: Select “Yes” to the proposal submission policies, enter **Title** and **Proposal**, and select **Keyword(s)**, and **Type of Research** (mandatory). **Geographic Descriptors** is optional. Then click on “Accept and Continue” when finished. The title must be in mixed case (not all caps).

To find presenter(s) and/or non-presenting co-authors, write their last names (or part of it) in the search box, and click on “Search by Author”, look for the participant's name under his/her last name and select a role to add under ‘Action’.

# Person	Email Address	Affiliation	Role	Action

Add/Search for Author by Last Name

- ▶ If a co-author is already in the system, his/her name will be matched and will appear in a table below. You will then be given an option to add him/her from that table.
- ▶ If after the preliminary search, you cannot find the name, you will have to contact that person and have them login or create their own account.

Continue
Click the “Accept and Continue” button to proceed after you have selected your submission's Authors.

Last Name
Search for Author

Choose From List of Authors
The results from your search appear below.

# Person	Email Address	Affiliation	Action
1			Add Non-Presenter Add Presenter

If you can not find the authors, please ask the new author to go to: <https://cies.lasaweb.org/proposals/> in order to create a new account and then continue with the submission.

Note: If you do not find the person in the list, you have to ask the new participant to go to <https://cies.lasaweb.org/proposals/> and create an account. Once the account is created, the participant must log into the submission system in order to synchronize the new record into the submission system. When the account has been created and the new participant has logged into the submission system, you can continue with the submission by logging back into the submission system with your **User Name** and **Password**. Note that there may be a delay while the new account synchronizes with the submission system.

Step 10: Review the information, edit as necessary, and then click on “Accept and Continue”.

Note: You may be required to click “Accept and Continue” multiple times to complete the submission.

You have now submitted a Formal Panel Session proposal for CIES 2023. You will receive a message confirmation on your screen and an email confirmation for your submission. If you do not receive an email, please contact cies2023@cies.us to verify the submission went through before **August 8, 2022, 23:59 hrs, EDT.**

Thank you for your interest in CIES 2023!