

CIES 2023 Submission Instructions for New Scholars Committee Workshop Proposals

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

What is a New Scholars Committee Workshop?

The New Scholars Committee (NSC) offers two workshops for doctoral students, recent doctoral graduates, and early career professionals.

The New Scholars Dissertation Mentoring Workshop (NSDMW) is a unique opportunity for doctoral students (Ph.D. and Ed.D.) to discuss their dissertation research in small groups of experienced scholars as well as with peers with similar topical or methodological interests. Participants receive feedback on the design, data collection and/or analysis of their dissertation, followed by an opportunity for all participants to meet and exchange ideas.

The New Scholars Publication Mentoring Workshop (NSPMW) is a unique opportunity for final stage and recent Ph.D. and Ed.D. graduates as well as early career professionals to discuss a paper that they have developed for publication and would like to refine with experienced scholars and peers. Participants will be provided feedback, particularly on the paper sections related to theoretical framework, methodology and findings, along with an opportunity to strengthen links among peers.

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 New Scholars Committee Workshop 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.

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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 New Scholars Committee Mentoring Workshops”.

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 either “Dissertation Workshop” or “Publication Workshop”.

Select a Sub Unit
New Scholars Committee The New Scholars Committee promotes the participation and collegiality among new scholars in CIES through various programs and activities. The activities of the committee are designed to improve the participation of new scholars in the Society, to encourage contributions of new scholars to the Society and to facilitate network opportunities among new scholars and practitioners in the field. Be sure to carefully review the proposal submission guidelines for the New Scholars Committee workshops (Dissertation Workshop or Publication Workshop). For more detailed information, visit the conference website .
Preconference Workshops, Book Launch, Visual Art Exhibit If you are submitting one of these type of submissions, please select the appropriate option below.
Dissertation Workshop
Publication Workshop

Step 5: 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** and **Additional Information** are optional. Then click on “Accept and Continue” when finished. The title must be in mixed case (not all caps).

Step 6: You should automatically be selected as a “Presenter”. You can change the role by selecting the arrow to the right of the ‘Role’ or remove this role by selecting “remove”. To find co-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 Last Name”, look for the participant's name under his/her last name and select a role to add under ‘Action’.

The screenshot displays the author management interface. At the top, a table lists the current author with columns for '# Person', 'Email Address', 'Affiliation', 'Role', and 'Action'. The 'Role' column shows '*Presenter' and the 'Action' column shows 'Remove'. Below this is a section titled 'Add/Search for Author by Last Name' which includes instructions and a search box labeled 'Last Name' with a 'Search for Author' button. To the right is a 'Continue' section with an 'Accept and Continue' button. Below the search section is a 'Choose From List of Authors' section showing search results. A table below this lists authors with columns for '# Person', 'Email Address', 'Affiliation', and 'Action'. The 'Action' column for the first author shows 'Add Non-Presenter' and 'Add Presenter' options. A footer note provides a URL for creating a new account: <https://cies.lasaweb.org/proposals/>.

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 7: 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 New Scholars Committee Workshop 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!