

CIES 2023 Submission Instructions for Pre-Conference Workshop Proposals

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

What is a Pre-Conference Workshop?

Workshops are designed to offer a space for attendees to engage with experts on issues and questions related to research, policy, and practice in the field of comparative and international education. The vision for the workshops is to provide an interactive learning space through which attendees can enhance their skills, knowledge, and understanding of distinctive topics and their application to practice, training in curricular and pedagogical approaches, research methods, and data analysis.

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 Pre-Conference 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 a Book Launch, Pre-Conference Workshop, or Visual Art Exhibit**".

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 "**Pre-Conference Workshop**".

[Book Launch](#)

[Pre-Conference Workshop](#)

[Visual Art Exhibits](#)

Step 5: Select “Yes” to the proposal submission policies, enter **Session Title, Description of Session, Bios, Maximum number of attendees**, and select **Duration, Keyword(s), Mode of Presentation. Language other than English, Abstract in another language** 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 “Workshop Organizer”. 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 co-presenter(s), chair(s), discussant(s) and/or workshop 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’.

The screenshot displays the proposal submission interface with several key elements highlighted in red boxes:

- Role/Individual Submission Type:** A dropdown menu showing “*Workshop Organizer” with a right-pointing arrow.
- Action:** A button labeled “Remove”.
- Step 1:** “Add Papers/Contributions.” with a note: “Papers cannot be added to this type of session.”
- Step 2:** “Add other participants (Workshop Organizers).” with a search box for “Last Name” and a “Search by Last Name” button.
- Step 3:** “Accept and continue.” with an “Accept and Continue” button.
- Choose From List of Potential Participants:** A section with a table of potential participants. The table has columns for #, Personal Profile, Email, Emloyment, Keyword, Geographic Descriptor, and Action. The Action column contains links: “Add Chair”, “Add Discussant”, “Add Presenter”, and “Add Workshop Organizer”.
- Participant not listed?** A note at the bottom: “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 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 Pre-Conference 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!