CIES 2023 Submission Instructions for Refereed Roundtable Session Proposals

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

What is a Refereed Roundtable Session?

A roundtable includes a space for groups or research teams already formed or formed ad hoc to debate and present their progress or results on research or on topics of concern.

One organizer submits three or four individual roundtable contributions in one submission. The individual presenters’ contributions should be united by a common topic or theme. In this session, each presenter gives a short presentation, followed by collective discussion with other conference attendees. Roundtable group session proposals should also designate a chair whose role is to facilitate interaction and participation. The organizer is not mandatory, but highly recommended.

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 Refereed Roundtable 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.

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

Step 2: Select “Submit a Proposal”.

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

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

Step 5: Select “Yes” to accept Reviewer Volunteer role.
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 “Refereed Roundtable Session”.

**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’.

**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 Refereed Roundtable session must have at least 3 papers and no more than 4 in order to be submitted.

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’.

Note: If you do not find the person in the list, you have to ask the new participant to go to https://cies.iasaweb.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 Refereed Roundtable 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!