

CIES 2023 Submission Instructions for Visual Art Exhibit Proposals

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

What is a Visual Art Exhibit?

Submissions are invited for artistic exhibits related to the annual meeting theme. Proposals may be submitted by an individual or group.

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 Visual Art Exhibit 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 "**Visual Art Exhibit**".

[Book Launch](#)

[Pre-Conference Workshop](#)

[Visual Art Exhibits](#)

Step 5: Select “Yes” to the proposal submission policies, enter **Session Title, Description of Session, Approximate size of the piece, Instructions such as the length of time the piece should remain on display**, and select **Keyword(s)**. **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 “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 co-presenter(s), chair(s), and/or discussant(s), 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. Papers cannot be added to this type of session.

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
1					Add Chair Add Discussant Add Presenter

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 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 Visual Art Exhibit 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!