Organized Session: Step-by-Step Proposal Application Walkthrough

Below is the Main **Call for Proposals** Submission page
https://asianstudies.confex.com/asianstudies/asia2024/cfp.cgi

This homepage provides links to each type of proposal submission for the 2024 AAS-in-Asia Call for Proposals.

Please note: You do not need to create an account to submit a proposal. Once you begin the application process, your contact information will be collected, and an *Initial Submission* email will be sent to the email address provided with a link back to the Gateway where you can return to your submission, if needed. If you return at a later time, the system will then ask to create an account based on the email used to being your submission.

You may use also find a link to the Gateway at the top right side of the page.

Step 1 – In the right side buttons, select 'Begin a Submission' in the Organized Panel section.

Step 2: Select the **Area of Study** most closely related to your submission (Choose one):
- Once selected, click 'Submit.' The next tab will appear.

Step 3: In the **Setup Session** Tab, add the Session Title, email, keywords, discipline and acknowledge AAS policies.

Options:
View Submission
Withdraw Organized Panel Session

Abstracts:
Print

Help:
Report a Technical Issue

Acknowledgements
Required
Please review the full information diversity requirement here.
☑ I acknowledge that while organizing this proposal I have taken into account the AAS policy on Diversity as it relates to gender, ranks, and institutional diversity.

Check box after reading diversity policy

Organized Panel Session Setup
Please review the Call for Proposals for complete information regarding different requirements for each proposal type.
Session Title
Please enter the title of your proposal here. Please **do not** submit titles in ALL CAPS or ALL LOWERCASE. Title should be submitted as Title Case

↶ ↷ Ω I x₂ x²

Enter session title

If this proposal is a part of a 2 or 3 part panel, please indicate this in the title using the following: Part 1, Part 2, Part I, Part II, etc.

Submitter Email
You will receive initiation and confirmation emails at this address. Please add asianstudies@confex.com to your list of safe senders.

Enter your email address

Keywords

The following two questions are simply for the purpose of scheduling. If your proposal is accepted, the program committee will use your selections below to assist with scheduling and to help avoid creating obvious conflicts that might cut into attendance at particular panels, etc. Again, this is collected purely for logistical and scheduling purposes.

Time Period
Choose the time period that best first your session.

○ Contemporary (post-2000)
○ Post-1950
○ 1800-1950
○ 1400-1800
○ Pre-1400
○ None of the above

Choose one time period

Keywords
Select a primary and secondary keyword, in that order, that best fits your session (Limit of 2 choices).
☐ Anthropology
☐ Archaeology
☐ Cinema/Television/Electronic Media/Film
☐ Digital Humanities
☐ Economic History/Economics/Business
☐ Education/Teaching
☐ Environment/Ecology
☐ Food/Drink
☐ Gender Studies
☐ Geography/Space
☐ Global
☐ Indigenous Studies
☐ International Relations/Security Studies/Foreign Policy
☐ Law
☐ Library/Information Sciences
☐ Linguistics/Language Pedagogy
☐ Literature
☐ Manchu Studies/Qing Dynasty
☐ Material Culture/History
☐ Middle Class/Consumption Advertising
☐ Music and Sound
☐ Performance (Theatre, Dance)
☐ Philosophy
☐ Politics
☐ Popular Culture
☐ Print Culture/History
☐ Religion (Islam, Christianity, Buddhism, Hinduism, "Folk)
☐ Rural/Agarian Studies
☐ Science/Technology/Medicine
☐ Sociology
☐ Translation
☐ Urban Studies
☐ Visual Arts/Visual Cultures and Art History
☐ War and Military

Select a primary and secondary keyword, limit two (2) total.

Discipline(s)

Please select one or more disciplinary approaches. (At least one discipline is required – Maximum of four allowed)

Discipline
Please select one or more disciplinary approaches. (At least one discipline is required – Maximum of four allowed)

- ☐ Anthropology
- ☐ Archaeology
- ☐ Art/Art History
- ☐ Asian American Studies
- ☐ Bibliography
- ☐ Business Management
- ☐ Cinema Studies/Film
- ☐ Communications
- ☐ Economics
- ☐ Education
- ☐ Gender & Sexuality
- ☐ Geography
- ☐ History
- ☐ Information Technology
- ☐ International Relations
- ☐ Language
- ☐ Law
- ☐ Library Science
- ☐ Linguistics
- ☐ Literature
- ☐ Music/Musicology
- ☐ Performing Arts
- ☐ Philosophy
- ☐ Political Science
- ☐ Population Studies
- ☐ Psychology
- ☐ Religion
- ☐ Sociology
- ☐ Translation
- ☐ Urban Studies
- ☐ Woman Studies

Select one or more disciplinary approaches maximum of four (4).

Save

Once all sections on this tab are completed, click save to move on to the next tab.

Step 4: In the ==Abstract== tab, enter the full Organized Panel Session abstract. The maximum word count is 250 words.

Abstract

Session Abstract

Please enter the abstract of this **Organized Panel Session Proposal**. You may type the abstract or copy and paste the information below. There is a 250 word count maximum.

Type or paste abstract here

Next, below the session abstract, please answer the following questions related to 'Innovative Format':

Innovative Panel Format

Would you like this proposal to be considered an "Innovative Panel Format"? (See full Call for Proposals for details)

○ Yes

● No

The Program Committee supports innovative formats that will encourage bold thinking, lively dialogue, and audience involvement. We urge session organizers to explore ways in which ideas can be communicated most effectively and ways in which the audience can contribute to the liveliness of the dialogue. We encourage a variety of presentation formats.

Save

Once both sections in this tab are completed, click the save button to move on to the next section.

Step 5: On the ==People== tab,
1. Enter the email address of a participant on the panel
2. Select a role for the person
3. Click Search

The system will first search to see if the panelist already exists in the database. Add a name and their role.

✓ Select Area of Study	✓ Setup Session	✓ Abstract	→ People

Search For A Person

Before adding a new name, search the database to see if that name and contact information have already been entered.
- The search is not case sensitive and returns only exact matches.
- Do not use wildcard characters such as *.
- You may use accented characters but it is not necessary to do so.
- If the name is not found, enter it in the data entry form that appears next.
- Select each relevant role option, if applicable. This will add that person to each role.

You must add:
- at least ONE Organizer (no more than two)
- ONE Chair
- no more than TWO Discussants
- at least THREE Paper Presenters (no more than five); you will be prompted to add a unique Presentation Title per Paper Presenter

Email Address: [_____]

Role:
☐ Organizer
☐ Chair
☐ Discussant
☐ Paper Presenter

[Search]

If the individual is already in the system, their name will appear in the search results. If the name and affiliation are accurate, click 'Select' to add the name to the proposal. If edits are needed, you may click 'Select and Edit' or choose to edit later.

Search Results

Please select the appropriate name from the list below, or go back and search again.

○ **Robyn Jones** - University of Michigan ←

Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

[Select] [Select and Edit] ←

If they are not in the system, you will immediately be taken to a screen to create a record for the individual.

Contact Information

No matches found. Please complete the form below. ⬅

* — Indicates required field.

First Name *

Middle Initial

Gender Identity *
Please select the most fitting gender identity from the options provided.
- ○ Female/Woman
- ○ Male/Man
- ○ Non-binary
- ○ Agender
- ○ Other / Identity Outside Above

Email Address *

angietest@test.com

UPDATING OR ADDING AFFILIATIONS

Affiliation
Search the name of the affiliation.
The search will take a moment to process available affiliations for your selection. **Begin typing the affiliation here**
The system will display options based
on the information typed

University ⬅

Affiliation *
(Add affiliation name here if not found in search)

Address 1

If the speaker has a different affiliation and you are aware that the affiliation has changed follow these steps.

1. Click the radio button next to Add a New Affiliation

⊙ ▷ [Add a New Affiliation]

click here to add a new affiliation

2. Click the arrow to open the drop down menu to enter the new affiliation

⊙ ▼ [Add a New Affiliation]

Affiliation
Search the name of the affiliation.
The search will take a moment to process available affiliations for your selection.

Complete all sections of the Contact Information screen and select Save and Continue to add the next person to the proposal

Save and Continue

Once saved the next screen will prompt you to continue to add a new person. Repeat the steps noted above until all individuals are added to the proposal.

Organized Panel Session Submission

✓ Select Area of Study	✓ Setup Session	✓ Abstract	➡ People

Add/Edit People

You must add each of the following before you can proceed to the next step:
- **1 Chair**
- **at least 3 and no more than 5 Paper Presenters**

ROLE	PERSON
Organizer	Robyn M Jones

Add new person ⬅

Step 5.2 Adding Paper Presenters

When adding Paper Presenters name, during the search step you will also be prompted to add the Paper Title.

Role:
☐ Organizer
☐ Discussant
☑ Paper Presenter ⬅

Enter Paper Presenter Presentation Title (required):
Presentation Titles must be unique per presenter.

[   ]

Search ⬅

If the individual is already in the database, their name will be added with the title to the session **however, you will still need to ADD THE ABSTRACT in a separate step.**

Presentation Title	Presenter	Abstract Text	Delete
Test Paper #1 ✔	Robyn Jones	📝✖	🗑

ADD A CO-AUTHOR
The instructions to add a co-author are noted on the PEOPLE tab page.

Once the minimum number of speakers for the session has been added and each item is complete, the next tab for Session Logistics information will appear. Please note, there is a maximum of 5 paper presenters allowed.

- **PLEASE NOTE:** The green check mark ✔ **must** appear next to the <u>Presentation Title</u> and <u>Abstract Text</u> to be able to move onto the next step.

Presentation Title	Presenter	Abstract Text
Mickey's Paper ✔	Mickey Mouse	📝 ✔
Barak's Paper ✔	Barak Obama	📝 ✔
Robyn's Paper ✔	Robyn M Jones	📝 ✔
Jane's Paper ✔	Jane Testrecord	📝 ✔
Angie's [Paper ✔	Angie Bermudez	📝 ✔

Next step: Session Logistics

Step 6: Session Logistics

- Once the Travel Subsidy tab is complete, the **Session Logistics** Tab will become available.
- Please review the instructions and include if your panel has any scheduling conflicts in the space provided.

Session Logistics

Scheduling Conflicts
Submitting a proposal is a commitment to participate and attend the conference if the proposal is accepted. However, the committee will consider VALID scheduling conflicts while planning the program. Please include any scheduling conflicts you would like the Program Committee to consider. These include: work conflicts, travel conflicts, conflicts with other panels, etc. Please summarize the conflicts, for example; Panelists not available on Monday morning. **Note: Panel scheduling is determined during the final review and selection process; once panels are scheduled we are unable to make any changes. PLEASE CHECK WITH YOUR PARTICIPANTS REGARDING ANY SCHEDULING CONFLICTS PRIOR TO COMPLETING YOUR SUBMISSION.**

None

Include any scheduling conflicts here. If you do not have any conflicts, please state none.

Audio/Visual Equipment
All accepted sessions will include an LCD Projector, Screen and Microphone. You do not need to request equipment.

Save

Step 7 – Submit your Organized Panel Session proposal.

Now you are on the final **Confirmation** tab. Proof all entered information before submitting.

Scroll to the bottom to SUBMIT THE PROPOSAL! **DO NOT FORGET TO CLICK SUBMIT**

| ✓ Setup Session | ✓ Abstract | ✓ People | ✓ Travel Subsidy | ✓ Session Logistics | ✓ Panel Sponsorship | → Confirmation |

Conclude Submission

Please PROOF what you have entered.

If all of the information looks OK, then click 'Submit' at the bottom of this page. What you see is what we have in our database for this presentation.

To change anything, click on a link in the Organized Panel Session control panel.

Area of Study:
Inter-Area/Border Crossing

Organized Panel Session Title:
Robyn Michelle's Organized Panel Test

Submitter Email:

- The option to print the page is also available.
- Once the information is fully proofed, submit your panel by clicking the '**Submit**' button found at the bottom of the page:

| Submit | Print this page |

- Following submission, you and will receive a confirmation message:

Click here **to print this page.**

Thank you for your abstract submission; we've sent you an email confirmation.

If necessary, you can make changes to your roundtable session between now and the deadline of Tuesday, October 31, 2023

To access your roundtable session submission in the future, login to Gateway.
Or Contact Technical Support if you need technical assistance accessing Gateway.

Any changes that you make will be reflected instantly in what will be seen by reviewers. You DO NOT need to go through all of the submission steps in order to change one thing. If you want to change the title, for example, just click the "Setup Session" step in the roundtable session control panel and submit the new title.