# Individual Paper Proposal – Step-by-Step Application Walkthrough

## Main Proposal Submission Login page:



Abstract Scorecard® | (closes 11:59 PM EST on Tuesday, August 10, 2021) — Conference Details | Technical Support

The Association for Asian Studies (AAS) will host the 2022 Annual Conference in Honolulu, Hawaii, and virtually online. This hybrid conference will take place March 24-27, 2022. We are pleased to invite colleagues in Asian studies to submit Organized Panel, Roundtable, and Workshop proposals, as well as Individual Paper proposals for committee consideration. Selected Individual Paper proposals will be grouped together to form additional Organized Panel sessions. Sessions and presentations will be scheduled to take place either in-person in Honolulu or online via our virtual platform.

The program committee seeks sessions that will engage panelists and audiences in the consideration of ideas, information, and interpretations that will advance knowledge about Asian regions and, by extension, will enrich teaching about Asia at all levels.

### All proposals must be submitted by August 10, 2021 at 5:00pm E.T. DEADLINE

REMINDER: Session organizers/submitters will need the following information for each participant listed on the proposal in order to submit a complete proposal:

- First Name and Last/Family Name
- Current city, state, or country (full mailing addresses are not required)
- Affiliation
- Current Email Address
- Rank (Prof., Student, Independent Scholar, etc.)
- Paper Titles and Paper Abstracts (Organized Panel Proposals & Individual Paper Proposals only)

Please make sure the proposals adhere to all minimums and maximums as posted in the Call for Proposals. These include abstract word counts, number of paper presenters, and discussants allowed per proposal submission.

NEW 2022 Hybrid Conference: All submitters must indicate if participants have agreed to present in-person or virtually. Please make sure to discuss the options with individuals participating on proposals.

Note: All submitters must create a new account in this application system before beginning a new submission. AAS member login credentials will not work in this submission portal. If you have submitted a proposal in a previous year, you must still create a new account; each conference year proposal applications are separate websites.

### Log in to the Proposal Application

**New Users**
Click 'Create an Account' to begin your first submission.

**All submitters must first create an account**

Create an Account

**Already a User?**
Email Address *

ACCESS KEY *          Show

Lost your access key?

Login to existing account

Questions? Proposal Assistance: Robyn Jones - AASConference@asianstudies.org / (734) 665-2490

At any time, you may click **'Tasks** to go back to the task list.

Home / Proposal / Tasks /

# STEP 1 – Select 'click here to begin a new proposal'.



At any time, you may click **'Tasks** to go back to the task list.

Home  /  Proposal  /  Tasks  /

# STEP 2: Start A New Proposal

1. Enter the Proposal title.

2. Select the Proposal Type from the dropdown menu.

3. Click 'Continue'.



At any time, you may click **'Tasks** to go back to the task list.

# STEP 3 – Task List.

The next page will display a Task List. You may complete these tasks in any order, but ALL tasks must be completed with a green check mark before the proposal may be submitted.

Proposal ID: 500422
IP Sample Numer 2
Proposal Type: Individual Paper
Proposal Status: Active

Ready to Submit Proposal

1. Abstract
Click here to enter your Individual Paper abstract.

Completed task will display a green check mark.

2. Author(s)
Click here to add author information.

3. Discipline(s)
Selection of 1 discipline is required.

All incomplete tasks will display in full color.

After tasks are completed, the image will display in black and whitewith a green check mark

4. Keywords

5. Session Logistics
Click here to view and submit session logistics information.

6. Verification
Please complete the form

Ready to Submit Proposal

At any time, you may click 'Tasks to go back to the task list.

Home / Proposal / Tasks /

# <mark>Abstract Task</mark>



## 1. Abstract
Click here to enter your Individual Paper abstract.

a. Select the Geographic Area of Study

b. Enter the Abstract for the paper

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**ABSTRACT**                                                  [ Continue ]

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

You may click '*Submission Editor*' at any time to Go Back.

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**Geographic Area of Study**

[ Select one ... ▾ ] *

**Abstract**

Please **DO NOT** also include the title in the box below.  Enter only the paper abstract.

[ **B** *I* U | ⋮≡ ▾ ⋮≡ ▾ | ∞ 🔗 | x₂ x² | Ω 🔳 | ]                                                      *

|                                                          |
| 0 Words (250 max) |

[ Continue ]

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At any time, you may click **'Tasks** to go back to the task list.

Home  /  Proposal  /  Tasks  /

# Author(s) Task

## 2. Author(s)
Click here to add author information.

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## Add New Participant

| First Name * | Last Name * | Email * | Role(s) |
|---|---|---|---|
|  |  |  | ☐ Chair |

**Role(s)**
- ☐ Chair
- ☐ Paper Presenter
- ☐ Discussant
- ☐ Co-Author

**Add Participant**

1. Enter participants name and email here.

2. Select the serssion role fo each participant then click Add Participant

## Participant List

You must add at least 3 participants and no more than 9.

**1** **Jane Testrecord**
My Company
Profile incomplete ✖
Role(s): Organizer

**Edit Jane Testrecord's Profile**    **Remove Jane Testrecord**

↑ ↓

At any time, you may click **'Tasks** to go back to the task list.

**If all required fields are complete, click 'Continue'**

**Once record is updated a green check mark will appear.**



At any time, you may click **'Tasks** to go back to the task list.

Home / Proposal / Tasks /

# Disciplines Task



**3. Discipline(s)**
Selection of 1 discipline is required.

- Each proposal must have at least one (1) primary discipline. You may enter an additional discipline.  If there is only one discipline, do not enter it more than once.

- Click 'Continue' to save.



**1** **Discipline Approach: ***

Select one ...  ▼

**2** **Discipline Approach:**

Select one ...  ▼

At any time, you may click **'Tasks** to go back to the task list.

# Keyword(s) Task



4. Keywords

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- Please complete as it best applies to your proposal. This data will be used to assist in scheduling and to help limit any obvious conflicts.

- Click 'Continue' to save.

**1** Choose the time period that best fits your session. *

Select one ... ▼

**2** Select a primary keyword that best fits your session. *

Select one ... ▼

**3** Select a secondary keyword that best fits your session.

Select one ... ▼

Continue

At any time, you may click **'Tasks** to go back to the task list.

# SESSION LOGISTICS TASK

### 5. Presentation Format & Logistics

Click here to view and submit session logistics information.

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Individual papers will be accepted as follows:

**In-Person Presentation within a Session in Honolulu:** If accepted, your paper will be organized in a session and will take place in Honolulu

**Virtual Presentations**: If accepted, your paper will be presented virtually as a pre-recorded presentation and will be posted on the virtual platform for on-demand viewing.

**Select your preferred presentation format.**

**Please indicate if you are submitting for an IN-PERSON presentation or a VIRTUAL presentation.** *
The AAS 2022 conference will take place In-person in Honolulu, Hawaii, and also online with a limited number of virtual presentations. We are accepting proposals for individual papers for either In-person or Virtual Sessions. This means you must agree to present in an in-person Individual Paper Session or present your individual paper presentation in the virtual format.

-- Select one -- ⌄

**Scheduling Conflicts** *
Note: Virtual sessions and presentions will be scheduled in the same time zone and time slots as the events taking place in Honolulu. If submitting a proposal do virtual presentation only, you may indicate a preferred time of day.

At any time, you may click '**Tasks** to go back to the task list.

Home / Proposal / Tasks /

# VERIFICATION TASK

**6. Verification**
Please complete the form

_____

Please read and sign the verification page.

## AAS 2022 Program Policies set forth by the Annual Conference Program Committee:

- I acknowledge that the information provided in this proposal is accurate and up to date and the names of the presenter(s) as entered here are as they should appear in the Print Program and online schedule. (I have confirmed the correct spelling, correct affiliation and correct email of all listed participants). *The AAS will not be responsibile for incorrect information listed in final program.*

- I acknowledge that all individuals listed on this proposal have agreed to the rules and regulations as set forth in the official Call for Proposals.

- I acknowledge that all individuals listed on the proposal have agreed to the session format selected (In-Person or Virtual)

- I acknowledge that the individuals included in this proposal are not in conflict with the **AAS One Appearance rule**; and are not also participating on another session proposal.

- All participants must register by posted deadlines in order to appear in the official program guide (including print program, online itinerary and mobile app). As the organizer of the proposal I will ensure participants are aware of these deadlines.

- Accepted presenters who are not able to attend must contact the AAS Secretariat immediately.

☐ I have read and agree with the statements as listed above.

_____

Please indicate your agreement by typing in your full name above

**Submit Verification**

This acknowledgement is not meant to be a full and complete checklist of all AAS Call for Proposal policies.

At any time, you may click **'Tasks** to go back to the task list.

Home / Proposal / Tasks /

# SUBMIT THE PROPOSAL

Once all tasks are completed each task will turn to gray and a green check box will display.

You are now ready to submit your proposal.

Click '**Ready to Submit'**

---



At any time, you may click **'Tasks** to go back to the task list.

NEXT, click **SUBMIT**.

**PROPOSAL SUMMARY**                                    Submit

Proposal ID: 705206
Edit sample IP - RJ
Proposal Type: **Individual Paper**
Proposal Status: **Active**

Please make sure to Preview your request before submitting. Scroll to the bottom of this page and click the link to PREVIEW. NOTE: You may not submit from the PREVIEW page. AFTER, you have completed your review, click the text < PREVIOUS to be taken back to the submit button.

**Note: You cannot submit from the review page, you must return to this page to Submit**

✔ 1. Abstract
   Completed - Tuesday, June 18, 2019, 8:49 AM

✔ 2. Author(s)
   Completed - Tuesday, June 18, 2019, 8:49 AM

✔ 3. Discipline(s)
   Completed - Tuesday, June 18, 2019, 8:49 AM

✔ 4. Keywords
   Completed - Tuesday, June 18, 2019, 8:50 AM

✔ 5. Session Logistics
   Completed - Tuesday, June 18, 2019, 8:50 AM

✔ 6. Verification
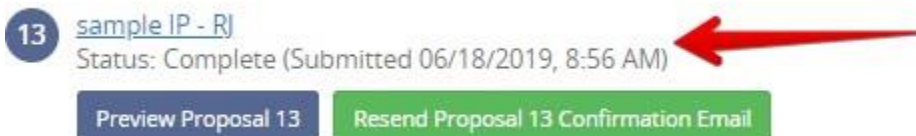   Completed - Tuesday, June 18, 2019, 8:49 AM

Click here for a preview of your proposal.    **click here to review the proposal**

Once submitted, the proposal will change from INCOMPLETE SUBMISSION

IP Sample Paper Title
INCOMPLETE SUBMISSION  PREVIEW

TO display the completed date and time.

13  sample IP - RJ
    Status: Complete (Submitted 06/18/2019, 8:56 AM)

    Preview Proposal 13    Resend Proposal 13 Confirmation Email

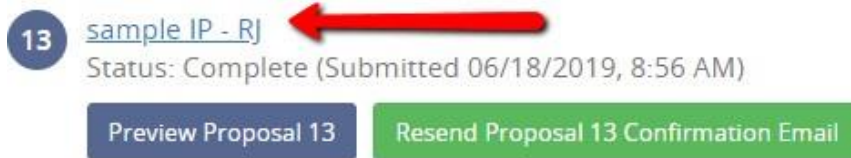At any time, you may click **'Tasks** to go back to the task list.

# SEE NEXT PAGE FOR EDITING and WITHDRAWING SUBMISSIONS

## EDITING A PROPOSAL

At any time before the deadline, the proposal may be edited by the submitter.

Follow these steps:

**Step 1**: Either log back into the proposal or if already in the proposal, click the proposal title
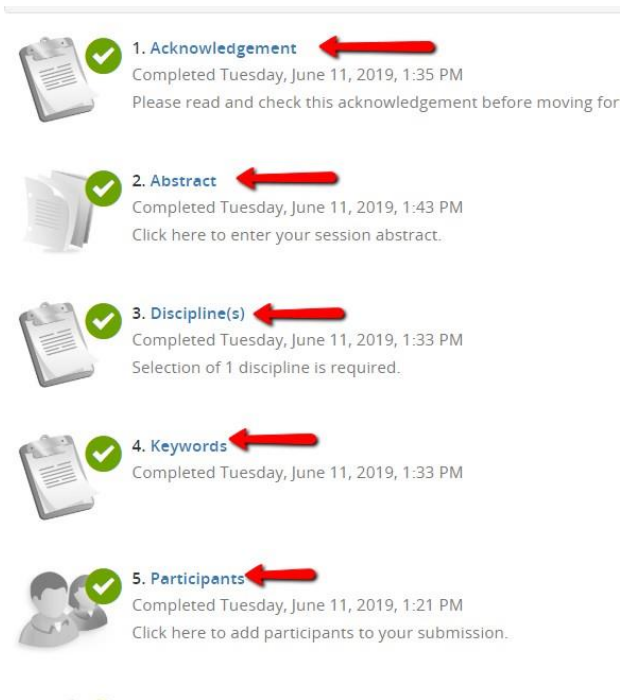
**13** sample IP - RJ
Status: Complete (Submitted 06/18/2019, 8:56 AM)
Preview Proposal 13    Resend Proposal 13 Confirmation Email

**Step 2:** Next, you may click any section that needs editing or updating by simply clicking within that task.

**1. Acknowledgement**
Completed Tuesday, June 11, 2019, 1:35 PM
Please read and check this acknowledgement before moving for

**2. Abstract**
Completed Tuesday, June 11, 2019, 1:43 PM
Click here to enter your session abstract.

**3. Discipline(s)**
Completed Tuesday, June 11, 2019, 1:33 PM
Selection of 1 discipline is required.

**4. Keywords**
Completed Tuesday, June 11, 2019, 1:33 PM

**5. Participants**
Completed Tuesday, June 11, 2019, 1:21 PM
Click here to add participants to your submission.

**Step 3:** Click on ANY Task in need of editing

**Step 4:** Make sure to click **SUBMIT** again to submit the changes.

At any time, you may click '**Tasks** to go back to the task list.
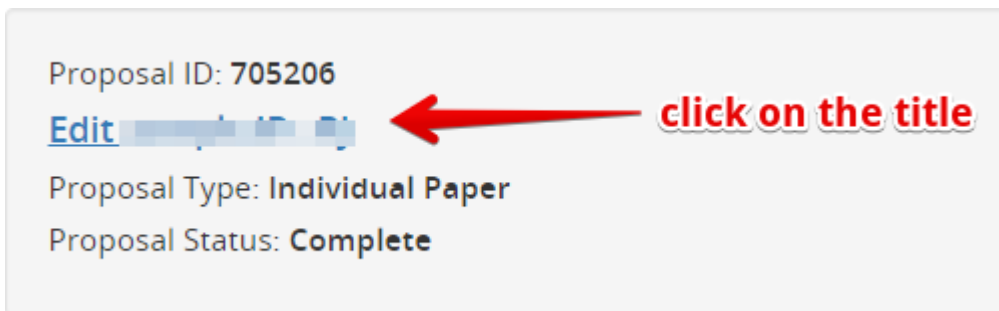
Home  /  Proposal  /  Tasks  /

# WITHDRAWING A PROPOSAL

You may withdraw a proposal any time before the submission deadline.

**Follow these steps:**

Step 1: Either log back into the proposal or if already in the proposal, go to the TASK LIST by clicking on the proposal title.

Step 2: Your proposal will display the status as either ACTIVE (for incomplete proposals) or COMPLETE (for submitted proposals).  Click on the status.

Proposal ID: **705206**

Edit ~~~~~~~~~~~~~~    ← click on the title

Proposal Type: **Individual Paper**

Proposal Status: **Complete**

Step 3: In the Proposal Status dropdown box, select '**Withdrawn**' and click '**Update Proposal**'

**Proposal Status**

| Complete ▼ | * |

Active
Withdrawn
Complete          oposal
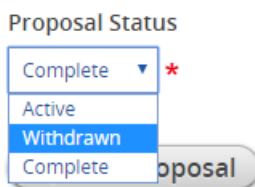
At any time, you may click '**Tasks** to go back to the task list.

Home  /  Proposal  /  Tasks  /

After withdrawing a proposal, **a message** will appear to confirm the withdrawal and the submission will display **in gray**.



At any time, a withdrawn proposal can be resubmitted by simply changing the status from withdrawn to active. Simply click on the title and change the status



At any time, you may click **'Tasks** to go back to the task list.

Home / Proposal / Tasks /