

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

Below is the Main **Call for Proposals** Submission page  
<https://asianstudies.confex.com/asianstudies/2025/cfp.cgi>



## Call for Proposals 2025 AAS Annual Conference

March 13 - 16, 2025

Dear Colleagues:

On behalf of the Program Committee for the Association for Asian Studies, I am pleased to issue the Call for Proposals for the AAS 2025 Annual Conference to be held **March 13-16, 2025** in **Columbus, Ohio** at the Greater Columbus Convention Center, Hilton Columbus Downtown, and the Hyatt Regency Columbus.

We are pleased to invite colleagues in Asian studies to submit proposals for Organized Panels, Roundtables, Workshops, Lightning Sessions as well as Individual Papers and Poster Presentations. The program committee seeks sessions that will advance knowledge about Asian regions and, by extension, will enrich teaching about Asia at all levels. Membership in AAS is not required to submit a proposal nor to present at the conference.

Please see the three-step guide below to start your submission process. **The deadline for submission of all proposals and the AAS/Luce International Connectivity Travel Grants requests is Wednesday, August 7, 2024 at 5:00 pm EA STERN Time.** All proposals must be submitted electronically via this submission platform. We will not accept proposals submitted via email. The proposal submission application will be available beginning through, Wednesday, August 7, 2024. Detailed instructions for completing the application can be found in the right-hand column of this screen.

If you have any questions regarding proposal submissions that are not answered in this Call for Proposals or the FAQs, please contact the AAS at [AASconference@asianstudies.org](mailto:AASconference@asianstudies.org).

We look forward to an exciting and intellectually stimulating conference in Columbus.

Sincerely,

**Durba Ghosh**  
Cornell University  
Program Committee Chair  
2025 AAS Annual Conference

### Proposal Preparation In Three Steps:

1. DECIDE ON YOUR PROPOSAL TYPE

2. PREPARE SUBMISSION MATERIALS

3. SUBMIT YOUR APPLICATION BY THE POSTED DEADLINE - August 7, 2024

TECHNICAL SUPPORT

Login to GATEWAY to access your existing submissions

Begin A Submission To The Following:

#### ORGANIZED PANEL SESSION

Deadline for New Submissions:  
Wednesday, August 7, 2024

Begin a Submission

ROUNDTABLE SESSION  
Deadline for New Submissions:  
Wednesday, August 7, 2024

Begin a Submission

WORKSHOP SESSION  
Deadline for New Submissions:  
Wednesday, August 7, 2024

Begin a Submission

LIGHTNING SESSIONS  
Deadline for New Submissions:  
Wednesday, August 7, 2024

Begin a Submission

INDIVIDUAL PAPER  
Deadline for New Submissions:  
Wednesday, August 7, 2024

Begin a Submission

This homepage provides links to each type of proposal submission for the 2024 Annual Conference.

**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 Individual Paper section.



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Click here to begin the submission application

**Step 2** – Complete information for each tab of your submission.

Individual Paper Submission

Select Area of Study

**Choose Area Of Study**

(Choose the area of study most closely related to your submission, then click submit at the bottom of the page.)

Title

- Digital Technology
- East and Inner Asia
- Inter-Area/Border Crossing
- Northeast Asia
- Northeast Asia - Japan Focused
- Northeast Asia - Korea Focused
- South Asia
- Southeast Asia

[Submit](#)

Choose one Area of Study

- Select the **Area of Study** of your individual paper in the first tab to begin.

- In the **Individual Paper Setup** Tab, add the Paper Title, your email, keywords, discipline and participation with AAS history:

**Individual Paper Setup**

Please review the Call for Proposals for complete information regarding different requirements for each proposal type.

**Paper Presentation Title**  
Please use title case when entering your title; that is capitalize on the first letter of the first word after a colon, and any proper nouns or abbreviations. If the paper title contains a journal, book, movie, etc., please italicize as needed. The total length of the title should be no more than 200 characters, not including spaces.

↩ ↪ Ω I x₂ x²

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

**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 fits 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).

### Participant History

Have you, or a co-author, presented an Individual Paper at an AAS Regional Conference?

- Yes
- No

Have you, or a co-author, presented an Individual Paper at an AAS Annual Conference?

- Yes
- No

Year of Ph.D.

Ph.D. received or expected in (enter "none" if not pursuing)

none

Save

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

- In the **Abstract** tab, enter the paper abstract. The maximum word count is 250 words.

### Abstract Text

[Click here to show/hide instructions.](#)

0 words entered. You may not exceed 250.

The screenshot shows a rich text editor interface. At the top, there is a toolbar with icons for undo, redo, bold (B), italic (I), bulleted list, numbered list, link, unlink, and table. Below the toolbar is a large, empty text area for entering the abstract.

You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.

**Save and Continue**

Next step: **Session Logistics**

- Once the abstract has been added, click 'Save and Continue' to move on to the **Author** tab
- On the **Author** tab, input your information as the paper presenter. The system will first search to see if the panelist already exists in the database. Add a name and their role.

### 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.

- If the name is already in the system, it will appear in the search results. If they are not in the system, a 'Not Found' option appears that may be selected to enter their name.

### Search Results

Please select the appropriate name from the list below, or select "Name Not Found".

- Angie Bermudez, angietest@test.com - AAS ; AAS
- Not Found - Enter a new name

**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 the correct person appears, but their affiliation or email is incorrect, choose Select and Edit to update their information.

- When adding/editing a speaker's contact information, the following screen appears:

The screenshot shows a form with the following fields:

- First Name \*: Angie2
- Middle Initial: (empty)
- Family/Last Name \*: Bermudez
- Email Address \*: ascoggs@icloud.com
- Rank \*: Other (dropdown menu)
- AAS Contact ID (If Known): (empty)

- Below the contact information section is the Affiliation Information. An affiliation must be included to save the speaker.

The screenshot shows the 'AFFILIATION(S) IN USE' section with the following fields:

- AAS (radio button)
- Affiliation \*: AAS (text input)
- Address 1: (empty)
- City \*: Ann Arbor
- State: Michigan (dropdown menu)
- Country \*: United States of America
- [Add a New Affiliation] (button)
- Save and Continue (button)

Annotations:

- Red box: "If the speaker has a different affiliation not listed, select Add a New Affiliation to update." (points to the [Add a New Affiliation] button)
- Red box: "Once all data is updated, click save and continue." (points to the Save and Continue button)

- Once saved, the next screen will prompt to Add/Edit People presenting the paper:

### Add/Edit People

ROLE	PRESENTER	PERSON	EDIT	DELETE	MOVE
Presenter	<input checked="" type="checkbox"/>	Angie Test			Save
Author	<input type="checkbox"/>	Angie2 Bermudez			Save

Add new person

Select to add additional authors.

- When adding a new person, you will be prompted through the same steps to search for an existing account and if it does not exist, then adding a new person.
- You may return to this page and edit speaker information by selecting the edit icon.
- To add co-authors:



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

Individual Paper Submission ID: 1059

Title Abstract Text Author Session Logistics Confirmation

**Conclude Submission**

Please **PROOF** what you have entered.

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

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

Click [here](#) to print this page now.

**Abstract Text:**

test

**Paper Presentation Title:**

Na

**Submitter's Email:**

ascoggs@icloud.com

**Time Period:**

Contemporary (post-2000)

**Keywords:**

Anthropology, Archaeology

**Discipline(s):**

Anthropology, Archaeology, Art/Art History and Asian American Studies

**Presented Previously at an AAS Regional Conference:**

No

**Presented Previously at an AAS Annual Conference:**

No

**Year of Ph.D.:**

none

**Presentation Format:**

In-Person Session Presentation

**Scheduling Conflicts:**

Test

**Accessibility for this session:**

N/A

First Author

Angie2 Bermudez

Email: ascoggs@icloud.com -- Will not be published

AKB

Canton MI

USA

- The option to print the page is also available.
- Once the information is fully proofed, scroll to the bottom of the page and submit your paper by clicking 'Submit.'

**Submit**

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

## Your Individual Paper Submission Has Been Received

[Print this page](#)

You have submitted the following individual paper to 2024 AAS Annual Conference. Receipt of this notice does not guarantee that your submission was complete or free of errors.

If necessary, you can make changes to your individual paper submission between now and the deadline of [Wednesday, August 7, 2024](#)

To access your submission in the future, login to [Gateway](#).

Or [Contact Technical Support](#) if you need technical assistance accessing Gateway. Your submission ID is: 6394.

Any changes that you make will be reflected instantly in what is seen by the 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 "Title" in the individual paper control panel and submit the new title.

\* Please note: For urgently needed technical support, phone +1 (401) 334-0220 between the hours of 8:30 AM and 6:00 PM Monday through Friday, US Eastern Standard Time (GMT - 05:00).