Organized Session: Step-by-Step Proposal Application Walkthrough

Below is the Main **Call for Proposals** Submission page
https://asianstudies.confex.com/asianstudies/2024/cfp.cgi

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 begin 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 – **Complete information for each tab of your submission.**

- Select the **Area of Study** most closely related to your submission (Choose one):

- Once selected, click 'Submit.' The next tab will appear.
- In the **Setup Session** Tab, add the Session Title, email, keywords, discipline and acknowledge AAS policies.

Check box after reading diversity policy

Enter session title

Enter your email address

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

Save

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

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

- 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.

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

Innovative Panel Format
Would you like this proposal to be considered an "Innovative Panel Format"? (See full Call for Papers 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. The following list of potential formats for the panel illustrates a range of styles, but is not meant to confine your options:

Directions in the Social Sciences
Do you wish your panel to be considered for the new "Directions in the Social Sciences" category? (See full Call for Papers instructions for more details).

○ Yes

○ No

[Save] ← Once all sections on this tab are completed, click save to move on to the next section.

- On the **People** tab, enter the names of participants on the panel. The system will first search to see if the panelist already exists in the database. Add a name and their role.

Organized Panel Session Submission

✓ Select Area of Study ✓ Setup Session ✓ Abstract ➡ People ⊖ Travel Grant ⊖ Session Logistics

Navigation:
Back to Program
Back to Meeting

Options:
View Submission
Withdraw Organized Panel Session
Non-Paper Events
Schedule

Help:
Report a Technical Issue

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 four); you will be prompted to add a unique Presentation Title per Paper Presenter

First Name: [   ] ☐ Match "Like" ☐ Starts with

Last Name: [   ] ☐ Match "Like" ☐ Starts with

Email Address: [   ] ☐ Match "Like" ☐ Starts with

Role:
☐ Organizer
☐ Chair
☐ Discussant
☐ Paper Presenter

[Search]

- 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:

First Name *
Angie

Middle Initial

Family/Last Name *
Bermudez

Gender Identity *
Please select the most fitting gender identity from the options provided.
- ○ Female
- ○ Male
- ○ Non-binary

Please select the gender identity for the speaker. This is a required field.

Email Address *
abermudez@asianstudies.c

Rank *
Other

AAS Contact ID (If Known)

AFFILIATION(S) IN USE	EDIT/VIEW AFFILIATION INFORMATION
○	▼ AAS

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

Address 1

City *
Ann Arbor

State
Michigan

Country *
United States of America

○ ▶ [Add a New Affiliation]

If the speaker has a different affiliation not listed, select Add a New Affiliation to update.

Once all data is updated, click save and continue.

Save and Continue

- Once saved, the next screen will prompt to Add/Edit People on the session:

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 4 Paper Presenters

ROLE	PERSON	EDIT	DELETE	IMPERSONATE
Organizer	Angie Bermudez	📝	🗑	⛔

Add new person

Select to add additional speakers.

- 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.

Once added the new presenter will appear in the list of people for the session.

- When adding Paper Presenters, the Paper Title for the presenter must be added at the same time. The list of presenters for the session will appear as follows:

IMPORTANT: Add Paper Abstracts for the Paper Presenter Titles by clicking on the edit icon.

- You may return to this page and edit speaker information by selecting the edit icon.
- To add co-authors:

  o Click the hyperlinked name of the Presenter.
  o In the pop-up window, click Add Person.
  o Search for the person via email address. If they are not already in the system, you will be asked to fill in their information.
  o Once found, select the co-author and save.
  o The co-author will be added as a co-author only. If the individual is also planning to co-present, please click on the hyperlinked names again and check the presenter box for the new co-author name added. The information will automatically save.

- Once the minimum number of speakers for the session has been added and each item is complete, the next tab for Travel Grant information will appear.

- **PLEASE NOTE:** The green check mark ✔ must appear next to the <u>Presentation Title</u> and <u>Abstract Text</u> to move onto the next step.
- On the **Travel Grant** tab, you may view the grant guidelines**.**

Travel Grant

The AAS offers International Exchange travel grant for eligible panel participants.

▷ Click here to view the guidelines.

Would you like to apply for International Exchange Travel Grant on behalf of ONE (1) participant on your session?

○ Yes

○ No

Save

Select yes or no. If selecting yes, additional questions will appear.

Participant Name

Please enter the name of the panel participant you would like to be considered for the LDC travel grant.

Participant Email Address

Add the participant's name, email address, dollar amount requested, City and Country the applicant will be traveling from, along with any additional information the AAS should consider in the Special Circumstances field.

Total Requested

U.S. Dollars-whole dollar, no pennies (Maximum $2,000)

City & Country Grant Applicant Traveling From:

Please indicate the city & country where the participant is traveling FROM to attend the 2024 AAS Annual Conference in Seattle.

Special Circumstances

Please include any additional information you feel the AAS should consider.

None

Save

- Once the Travel Grant tab is complete, the **Session Logistics** Tab will become available.

- Please review the presentation format information and select your session format.

Session Logistics

Presentation Format - In-Person or Virtual

The 2024 AAS Annual Conference will take place in Seattle, WA, March 14-17, 2024.
Virtual sessions will take place separately on March 1, 2024.

The AAS is unable to support hybrid sessions, in which, part of the presentations in one session are virtual and the other presentations. Session organizers must confirm participants preference for a 100% in-person session or a 100% virtual session.

Please indicate if you are submitting for an IN-PERSON Session or a VIRTUAL Session

○ In-Person Session Presentation: (All speakers will present in Seattle)

● Virtual Session Presentation: (All speakers will present virtually)

The AAS 2024 virtual component will contain a minimal number of virtual session. Please share below the selecting a virtual format.

If you selected a virtual presentation format, all virtual sessions will be scheduled in the Eastern Time Zone. This will ensure the AAS can offer technical assistance during the sessions. Please take a moment to determine time frames that will work best, taking into consideration the time zone of all your presenters.

☐ 7am - 10am Eastern
☐ 10am - 1pm Eastern
☐ 1pm - 4pm Eastern
☐ 4pm - 7pm Eastern

> Indicate if you are submitting to be selected for an In-Person OR Virtual Session * Note Virtual will take place on March 1, 2024. A limited number of sessions will be presented at the virtual portion of the conference.

> Please select the best timeframe for your panel to be held.

- If Virtual Session Presentation is selected, an additional question will appear to select the best timeframe for your panel to be held during.

- Next list if there are any scheduling conflicts for your panel. If there are none, please write none.

Scheduling Conflicts

Submitting a proposal is a commitment to participate and attend the annual 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 Friday 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.

[toolbar: ↶ ↷ | B I | ☰ ☰ | X₂ X² | Ω ☰ ☰ ☰ ☰ | 🔗 ⊞]

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.

Step 3 – Submit your Organized Panel Session proposal.

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

- The option to print the page is also available.

- Once the information is fully proofed, submit your panel by clicking 'Submit.'

Navigation:
Back to Area of Study
Back to Program
Back to Meeting

Options:
View Submission
Withdraw Organized Panel Session
Non-Paper Events
Schedule

Abstracts:
Print
Add
Arrange

Help:
Report a Technical Issue

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 Organized Panel Session control panel.

Click **here** to print this page now.

Area of Study:
Northeast Asia

Organized Panel Session Title:
Angie's Test Session

Submitter Email:
abermudez@asianstudies.org

Time Period:
Contemporary (post-2000)

Keywords:
Law, Popular Culture

Discipline(s):
Archaeology, Asian American Studies, Business Management and Economics

Session Abstract:
Test Session Abstract.

Innovative Panel Format:
Yes

Directions in the Social Sciences:
Yes

International Exchange Travel Grant:
Yes

Submit

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

Successful Organized Panel Session Submission.

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 organized panel session between now and the deadline of Thursday, August 3, 2023

To access your organized panel 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 organized panel session 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).