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.

Click here to begin the submission application

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

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

Choose Area Of Study

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

Primary 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

Select one Area of Study
- 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.

![Organized Panel Session Submission](image)

- **Enter session title**
- **Enter your email address**
- **Choose one time period**
- **Check box after reading diversity policy**
Select a primary and secondary keyword, in that order, that best fits your session (Limit of 2 choices).

1. Archaeology
2. Cinema/Television/Electronic Media/Film
3. Digital Humanities
4. Economic History/Economics/Business
5. Education/Teaching
6. Environment/Ecology
7. Food/Drink
8. Gender Studies
9. Geography/Space
10. Global
11. Indigenous Studies
12. International Relations/Security Studies/Foreign Policy
13. Law
14. Library/Information Sciences
15. Linguistics/Language Pedagogy
16. Literature
17. Material Culture/History
18. Middle Class/Consumption Advertising
19. Music and Sound
20. Performance (Theatre, Dance)
21. Philosophy
22. Politics
23. Popular Culture
24. Print Culture/History
25. Religion (Islam, Christianity, Buddhism, Hinduism, "Folk"
26. Rural/AGRA/Asian Studies
27. Science/Technology/Medicine
28. Sociology
29. Translation
30. Urban Studies
31. Visual Arts/Visual Cultures and Art History
32. War and Military
In the Abstract tab, enter the full Organized Panel Session abstract. The maximum word count is 250 words.

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.
• Next below the session abstract, please answer the following questions related to ‘Innovative Format’ and ‘Social Sciences’:

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.

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".

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:

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

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.

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

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.

• 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:

You may return to this page and edit speaker information by selecting the edit icon.

To add co-authors:

- Click the hyperlinked name of the Presenter.
- In the pop-up window, click Add Person.
- Search for the person via email address. If they are not already in the system, you will be asked to fill in their information.
- Once found, select the co-author and save.
- 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 **Presentation Title** and **Abstract Text** to move onto the next step.
• On the **Travel Grant** tab, you may view the grant guidelines.

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

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.

• 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.

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.

The option to print the page is also available.

Step 3 – Submit your Organized Panel Session proposal.

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

Include any scheduling conflicts here. If you do not have any conflicts, please state none.
Once the information is fully proofed, submit your panel by clicking ‘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).