Organized Session: Step-by-Step Proposal Application Walkthrough

Below is the Main Call for Proposals Submission page
https://asianstudies.confex.com/asianstudies/2025/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):

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**
- **Check box after reading diversity policy**
- **Choose one time period**

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**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 merely for logistical and scheduling purposes.

**Time Period**

Choose the time period that best first your session.

- Contemporary (post-2000)
- Post-1950
- 1800-1850
- 1400-1800
- Pre-1400
- None of the above
Select a primary and secondary keyword, in that order, that best fits your session (Limit of 2 choices).
In the **Abstract** tab, enter the full Organized Panel Session abstract. The maximum word count is 250 words.

<table>
<thead>
<tr>
<th>Discipline(s)</th>
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<tbody>
<tr>
<td>Please select one or more disciplinary approaches. (At least one discipline is required – Maximum of four allowed)</td>
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<td>□ Anthropology</td>
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<td>□ Art/Art History</td>
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<tr>
<td>□ Asian American Studies</td>
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<tr>
<td>□ Bibliography</td>
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<td>□ Business Management</td>
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<td>□ Cinema Studies/Film</td>
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<td>□ Gender &amp; Sexuality</td>
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<td>□ Music/Musicology</td>
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<td>□ Translation</td>
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<td>□ Urban Studies</td>
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<td>□ Woman Studies</td>
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</tbody>
</table>

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.
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

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.

![Add/Edit People](image)

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:

![Add/Edit People](image)


• 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.

![Travel Grant Form]

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

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 Wednesday, August 7, 2024.

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).