Roundtable/Workshops -Step by Step Proposal Application Walkthrough

Main Proposal Submission Login page:

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

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

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

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<mark>STEP 2:</mark> 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.

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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.

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

Logistics Task

2. Session Format & Logistics
Click here to view and submit session logistics information.

_____

Presentation Format - In-Person or Virtual
The AAS 2022 conference will take place In-person in Honolulu, Hawaii, and also online with a limited number of virtual sessions. We are accepting proposals for either In-person or Virtual Sessions. HYBRID Sessions are not allowed. This means the entire session must be presented either 100% In-Person or 100% Virtually and all presenters on sessions must agree as a group to present in one (1) format.

Audio/Visual Equipment
All accepted in-person sessions will include an LCD Projector, Screen, and Microphone. You do not need to request equipment.

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 YOU SUBMISSION.**

* indicates a required field

Please indicate if you are submitting for an IN-PERSON Session or a VIRTUAL Session. *
All presenters on sessions must agree to ONE FORMAT - either IN-PERSON or VIRTUAL. The AAS will not support hybrid sessions; i.e. individual zooming into sessions taking place in Hawaii. A limited number of virtual sessions will be presented on the program.

-- Select one -- ⌄

Video Recording of Session *
All virtual sessions will be recorded for on-demand viewing. If your session will take place In-Person in Honolulu, please indicate if you are open to the AAS recording your session for on-demand viewing for virtual attendees. This information will not affect the review process and is being collected to assist the AAS with room assignments. Recorded sessions (per your approval) will only be made available to registered attendees of the annual conference, will only be viewable shortly after the date and time when the session was scheduled/presented and will be available for viewing on-demand. Should you check yes to this question more information on the recording of sessions will be shared with participants of accepted sessions at a later date. Organizers and participants may change their mind at this later date should you not agree with the further instructions.

-- Select one -- ⌄

Scheduling Conflicts *
If there are no scheduling conflicts, enter N/A for not applicable. Note: Virtual Sessions will be scheduled in the same time zone and time slots as the events taking place in Honolulu. If submitting a proposal for 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.

<mark>ABSTRACT TASK</mark>

3. Abstract
Click here to enter your workshop abstract.

_____

1. Select the Geographic Area of Study that best relates to your proposal.

Geographic Area of Study

Select one ... ▾ *****

| Select one ... |
| China and Inner Asia |
| Japan |
| Korea |
| South Asia |
| Southeast Asia |
| Inter-area/Border Crossing |

2. Complete the 'Innovative Format' and 'Social Sciences' questions.

Would you like this proposal to be considered an "Innovative Panel Format"?

(See full Call for Proposals for details)

Select one ... ▾ *****

Do you wish your panel to be considered for the new "Directions in the Social Sciences" category?

(See full Call for Proposals for details)

Select One ▾ *****

3. Enter the proposal abstract.

Each proposal submission <u>must include an abstract describing the overall session proposal</u>.

- Organized Panel Sessions should include a 250 word session abstract.
- Roundtable and Workshop proposals should include a 350 word session abstract.
- Individual Paper Proposals should include a 250 word abstract.

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

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PARTICIPANTS TASK

4. Participants

Click here to add participants to your workshop.

_____

FIRST,

- Enter the First Name, Family/Last name and email for a participant
- Select a role for the participant.
- Click 'Add Participant'.
- Repeat this step for each participant on the session.

Do not click Save Participants yet. This should only be clicked once all participant's contact data has been entered. You will receive an error message and instruction to complete the data.

SEE NEXT STEP

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

Add New Participant

First Name *	Last Name *	Email *	Role(s)	
			☐ Chair	Add Participant
			☐ Paper Presenter	
			☐ Discussant	
			☐ Co-Author	

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

- 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.

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

PARTICIPANTS TASK continued…

SECOND,

After each name is entered, you will see a **red X** next to each name. The **red X** indicates the personal contact data still needs to be completed.

Below is sample error message which will appear if the SAVE PARTICIPANTS button is clicked before the contact data is entered.

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

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PARTICIPANTS TASK continued…

Third,

Enter the Contact Data for each participant listed.

Complete the profile for each participant listed. By clicking their name or the button

1. Click on the name of a participant
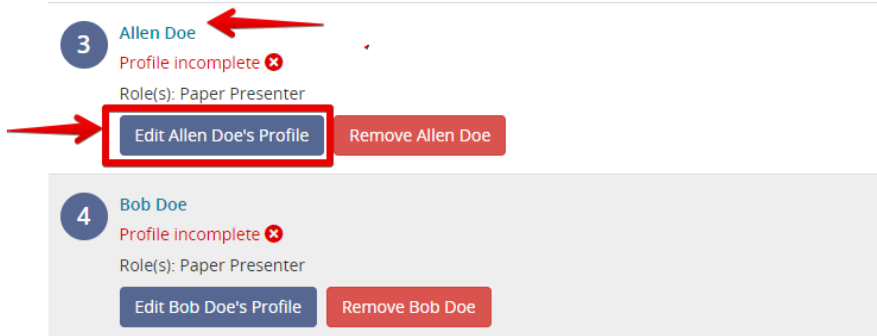
2. Complete the contact data for each participant. Click Continue.

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

PARTICIPANTS TASK continued…

3. <u>Completed</u> participant records will display a GREEN check mark.

4. Once all participants contact records are completed, as indicated by the GREEN check marks, you may click SAVE PARTICIPANTS.

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

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5. Learning Objectives
Provide 2 learning objectives that are clear, measurable, and achievable.

_____

This task is listed only on Workshop Proposal Applications. Please enter at least 2 learning objectives.

Provide 2 learning objectives that are clear, verifiable, and achievable.
For more information on how to effectively write objectives click here.

1 Answer the following questions for Learning Objective 1

Learning Objective 1 *
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

> Upon completion, participants will be able to ...

0 words (Max 30 words)

2 Answer the following questions for Learning Objective 2

Learning Objective 2 *
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

> Upon completion, participants will be able to ...

0 words (Max 30 words)

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

Keyword(s) Task

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.

Discipline(s) Task

_____

- Each proposal must have at least one (1) primary discipline. You may enter an additional 3 disciplines. If there is only one discipline, do not enter it more than once.

- Click 'Continue' to save.

1 Discipline Approach 1: *

    Select one ... ▾

2 Discipline Approach 2:

    (optional)

    Select one ... ▾

3 Discipline Approach 3:

    (optional)

    Select one ... ▾

4 Discipline Approach 4:

    (optional)

    Select one ... ▾

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

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TRAVEL GRANT REQUEST TASK

ONLY APPLICABLE TO ORGANIZED PANEL, ROUNDTABLE AND WORKSHOP PROPOSALS

Please read the requirements. Only organizers may apply for this grant on behalf of one (1) participant on the session.

- If selecting yes, please complete the remaining questions.
- Click 'Continue' to complete this task

* indicates required

The AAS offers the International Exchange Travel Grant for eligible panel participants.

We are pleased to continue the availability of travel grants for scholars who are citizens of and work in non-high-income, non-OECD nations* of Asia.

*Click here to view the list of OECD nations. In accordance with this list, applications for scholars from these OECD countries will NOT be accepted in addition to the following countries: Hong Kong, Republic of China (Taiwan), and Singapore. Scholars who normally work in an eligible country but will be residing in an ineligible country at the time of the conference may be considered on a case-by-case basis, but requests from scholars traveling from non-high income, non-OECD countries in Asia will be given priority. All applicants must indicate the city/country they will be traveling FROM to attend the conference

Panel organizers should submit their request as part of the online session proposal application by the **August 4 deadline**. **Only one participant per session will be considered for funding.** Awards will be made by a special selection committee after the formal program has been decided by the Program Committee. Attempts will be made to maintain fairness across countries, specializations, disciplines, etc.

If requesting a travel grant, please note the additional questions are required. We require all of the remaining information to fully review the request.

1 Would you like to apply for an AAS International Exchange Travel Grant on behalf of ONE (1) participant on your session? *
If Yes, please provide answers for the remaining questions for completion. If no, this section is complete.

-- Select one -- ▾

2 Participant Name
Enter the first and last name of the session participant to receive the grant. (required)

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

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

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VERIFICATION TASK

8. 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.

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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 '**Proceed to Review & Submit**

At any time, you may click '**Tasks** to go back to the task list.
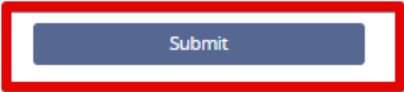
NEXT, You may **PREVIEW** the proposal by clicking at the bottom of the page. You will also be given the opportunity to **PRINT** your submission while in the application page.

When ready, Click the SUBMIT button.

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

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Once submitted, the proposal will change from **INCOMPLETE**

My test Organized Panel
Status: **INCOMPLETE** (Last Edited 06/11/2019, 1:36 PM)

Preview Proposal 2

TO display the completed date and time. You may also resent the application at anytime.

My test Organized Panel
Status: Complete (Submitted 06/11/2019, 1:50 PM)

Preview Proposal 4   Resend Proposal 4 Confirmation Email

SEE NEXT PAGE FOR EDITING and WITHDRAWING SUBMISSIONS

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

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EDITING A PROPOSAL

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

Follow these steps:

Step 1: Click the proposal title.

10 A sample roundtable Table ⬅
Status: Complete (Submitted 05/31/2019, 3:20 PM)

Preview Proposal 10   Resend Proposal 10 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 4: After editing, repeat the steps of submission by
1. **Clicking the Ready to Review & Submit button**, **AND**, on the next page
2. **Clicking the Submit Button**

You must resubmit to save the changes.

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

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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 and click on the proposal title. OR if already in the proposal, go to the TASK LIST.

Step 2: Your proposal will display the status as either ACTIVE (for incomplete proposals) or COMPLETE (for submitted proposals). Click the **EDIT** *"proposal title"* text.

Proposal ID: **684495**
Edit A sample roundtable Table ⬅
Proposal Type: **Roundtable Session**
Proposal Status: **Complete**

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

Proposal Status

Active   ▾ *
Active
Withdrawn
Update Proposal

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

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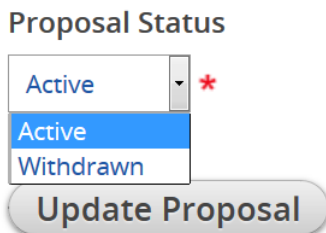
The withdrawn proposal will then display in GREY in the home screen alongside any active or completed proposals.

A sample roundtable Table
Status: Withdrawn

At any time, a withdrawn proposal can be resubmitted by simply changing the status from withdrawn to active.

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

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