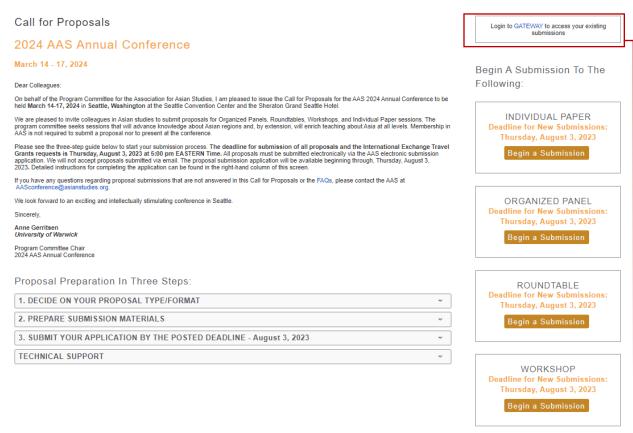
# Roundtable Session: Step-by-Step Proposal Application Walkthrough

### Below is the Main Call for Proposals Submission page

https://asianstudies.comfex.com/asianstudies/2024/cfp.cgi





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

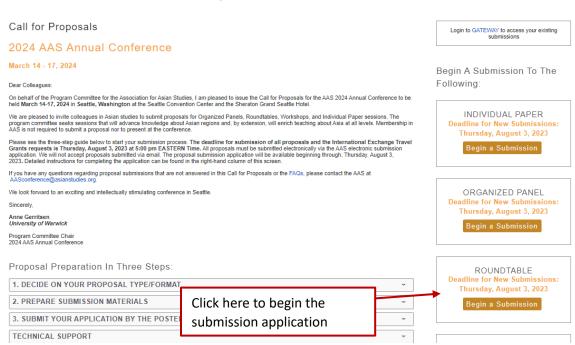
**Please note:** You do not need to create an account to submit a proposal. Once you begin the application process, your contact information will be collected, and an *Initial Submission* email will be sent to the email address provided with a link back to the Gateway where you can return to your submission, if needed. If you return at a later time, the system will then ask to create an account based on the email used to 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 Roundtable section.

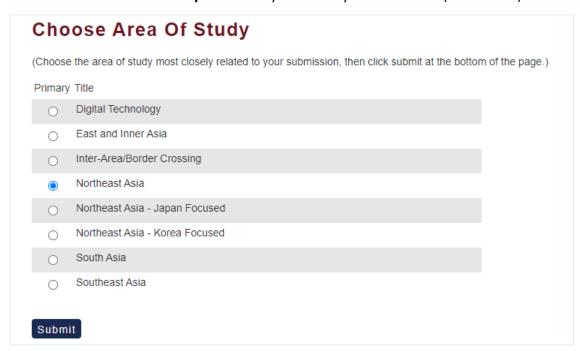
Association for Asian Studies

SEATTLE, WA



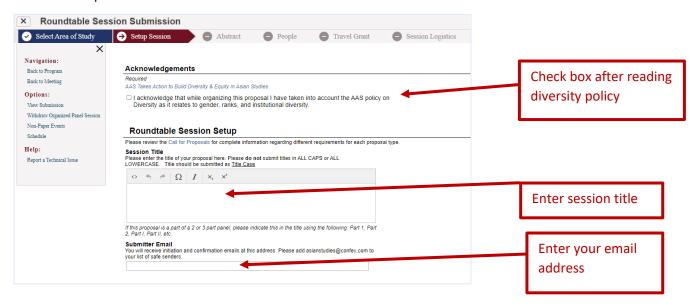
## Step 2 – Complete information for each tab of your submission.

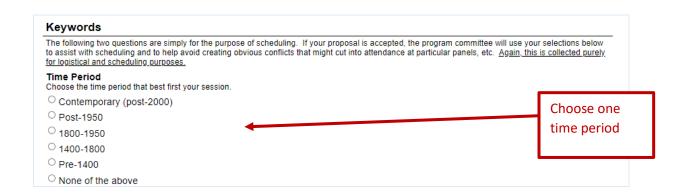
Select the Area of Study most closely related to your submission (Choose one):

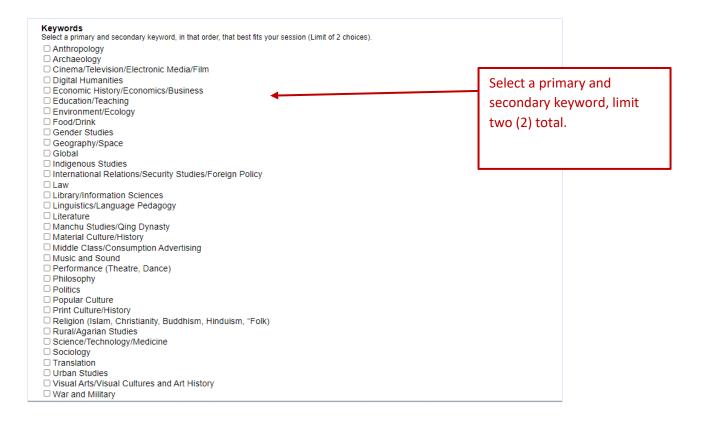


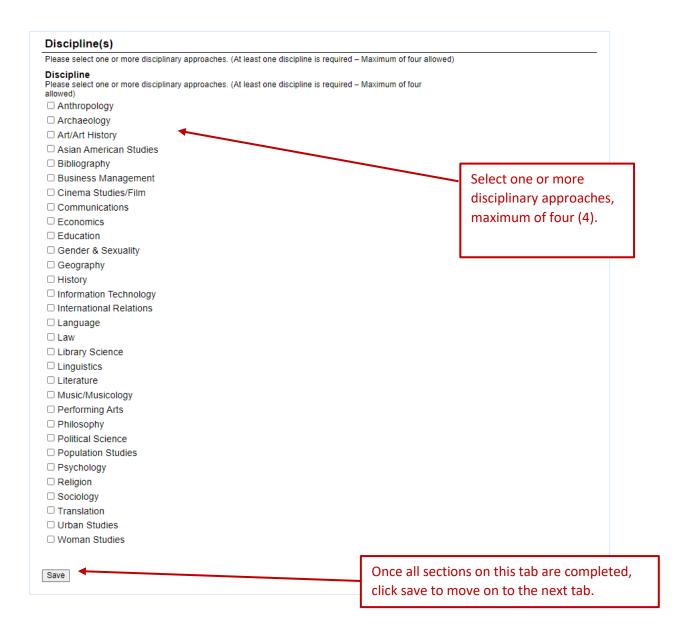
Once selected, click 'Submit.' The next tab will appear.

• In the **Setup Session** Tab, add the Session Title, email, keywords, discipline and acknowledge AAS policies.

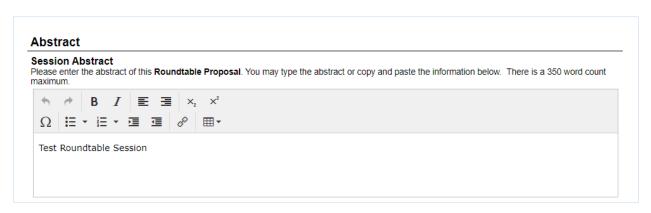








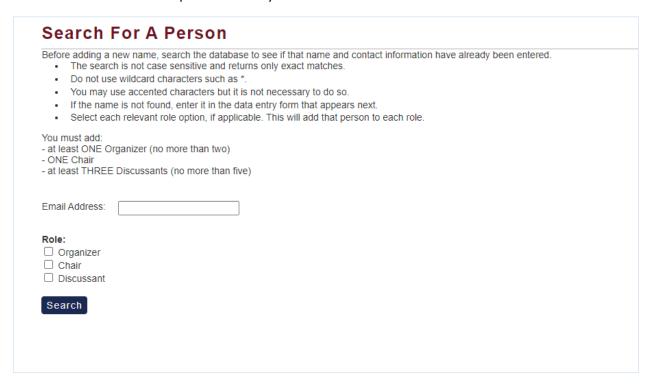
• In the **Abstract** tab, enter the full Roundtable Session abstract. The maximum word count is 350 words.



• 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,
Save	click save to move on to the next section.

• On the **People** tab, enter the names of participants on the roundtable session. 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".

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

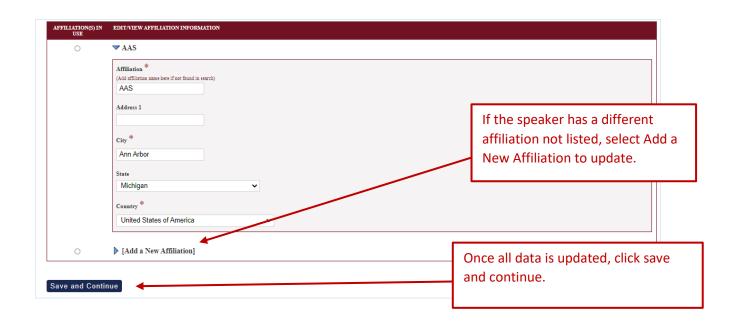
Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

Select Select and Edit

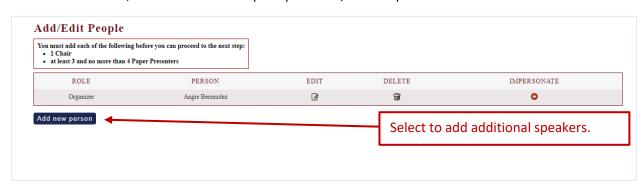
When adding/editing a speaker's contact information, the arms.

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

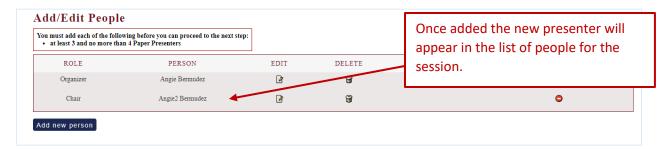




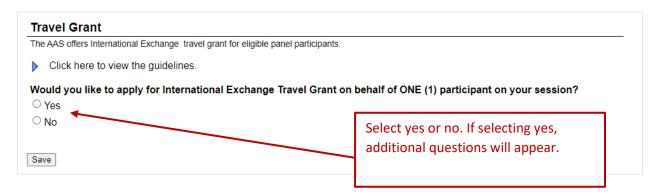
• Once saved, the next screen will prompt to Add/Edit People on the session:

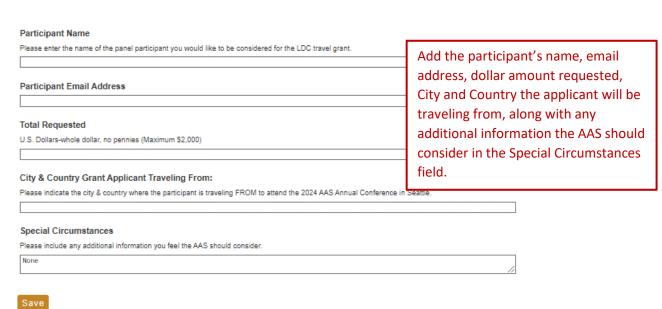


• When adding a new person, you will be prompted through the same steps to search for an existing account and if it does not exist, then adding a new person.

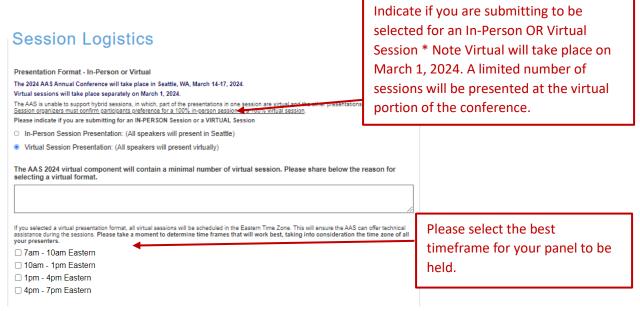


- You may return to this page and edit speaker information by selecting the edit icon.
- Once the minimum number of speakers for the session has been added and are complete, the next tab for Travel Grant information will appear.
- On the **Travel Grant** tab, you may view the grant guidelines.





- 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.



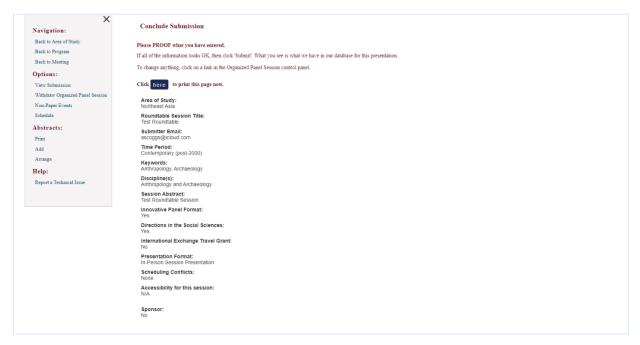
- If Virtual Session Presentation is selected, an additional question will appear to select the best timeframe for your panel to be held during.
- Next list if there are any scheduling conflicts for your panel. If there are none, please write none.



## Step 3 – Submit your Roundtable 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, scroll to the bottom of the page and submit your

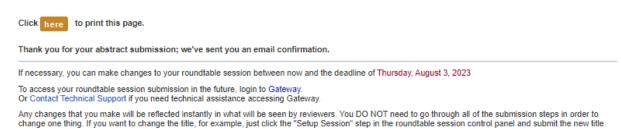


panel by clicking 'Submit.'



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

Successful Roundtable Session Submission.



\* 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).