

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

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

<https://asianstudies.confex.com/asianstudies/2024/cfp.cgi>



## Call for Proposals

### 2024 AAS Annual Conference

March 14 - 17, 2024

Dear Colleagues:

On behalf of the Program Committee for the Association for Asian Studies, I am pleased to issue the Call for Proposals for the AAS 2024 Annual Conference to be held March 14-17, 2024 in Seattle, Washington at the Seattle Convention Center and the Sheraton Grand Seattle Hotel.

We are pleased to invite colleagues in Asian studies to submit proposals for Organized Panels, Roundtables, Workshops, and Individual Paper sessions. The program committee seeks sessions that will advance knowledge about Asian regions and, by extension, will enrich teaching about Asia at all levels. Membership in AAS is not required to submit a proposal nor to present at the conference.

Please see the three-step guide below to start your submission process. The deadline for submission of all proposals and the International Exchange Travel Grants requests is Thursday, August 3, 2023 at 5:00 pm EASTERN Time. All proposals must be submitted electronically via the AAS electronic submission application. We will not accept proposals submitted via email. The proposal submission application will be available beginning through Thursday, August 3, 2023. Detailed instructions for completing the application can be found in the right-hand column of this screen.

If you have any questions regarding proposal submissions that are not answered in this Call for Proposals or the FAQs, please contact the AAS at [AASconference@asianstudies.org](mailto:AASconference@asianstudies.org).

We look forward to an exciting and intellectually stimulating conference in Seattle.

Sincerely,

Anne Gerritsen  
University of Warwick

Program Committee Chair  
2024 AAS Annual Conference

### Proposal Preparation In Three Steps:

1. DECIDE ON YOUR PROPOSAL TYPE/FORMAT
  2. PREPARE SUBMISSION MATERIALS
  3. SUBMIT YOUR APPLICATION BY THE POSTED DEADLINE - August 3, 2023
- TECHNICAL SUPPORT

Login to GATEWAY to access your existing submissions

Begin A Submission To The Following:

INDIVIDUAL PAPER  
Deadline for New Submissions:  
Thursday, August 3, 2023

Begin a Submission

ORGANIZED PANEL  
Deadline for New Submissions:  
Thursday, August 3, 2023

Begin a Submission

ROUNDTABLE  
Deadline for New Submissions:  
Thursday, August 3, 2023

Begin a Submission

WORKSHOP  
Deadline for New Submissions:  
Thursday, August 3, 2023


Begin a Submission

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  
**AAS2024**  
ANNUAL CONFERENCE  
SEATTLE, WA  
MARCH 14-17

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Begin a Submission

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**

- 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.

Roundtable 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

**Acknowledgements**  
*Required*  
 AAS Takes Action to Build Diversity & Equity in Asian Studies

I acknowledge that while organizing this proposal I have taken into account the AAS policy on Diversity as it relates to gender, ranks, and institutional diversity.

**Roundtable Session Setup**  
 Please review the Call for Proposals for complete information regarding different requirements for each proposal type.

**Session Title**  
 Please enter the title of your proposal here. Please do not submit titles in ALL CAPS or ALL LOWERCASE. Title should be submitted as Title Case

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If this proposal is a part of a 2 or 3 part panel, please indicate this in the title using the following: Part 1, Part 2, Part I, Part II, etc.

**Submitter Email**  
 You will receive invitation and confirmation emails at this address. Please add asianstudies@confex.com to your list of safe senders.

Check box after reading diversity policy

Enter session title

Enter your email address

**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 purely for logistical and scheduling purposes.

**Time Period**  
 Choose the time period that best first your session.

Contemporary (post-2000)  
 Post-1950  
 1800-1950  
 1400-1800  
 Pre-1400  
 None of the above

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

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

Save

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

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

## Abstract

### Session Abstract

Please enter the abstract of this **Roundtable Proposal**. You may type the abstract or copy and paste the information below. There is a 350 word count maximum.

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, and table. Below the toolbar is a text area containing the text "Test Roundtable Session".

- 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 roundtable session. The system will first search to see if the panelist already exists in the database. Add a name and their role.

**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  
 - at least THREE Discussants (no more than five)

Email Address:

**Role:**  
 Organizer  
 Chair  
 Discussant

- 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](mailto: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

Form fields for adding/editing a speaker's contact information:

- First Name \*: Angie2
- Middle Initial: [Empty]
- Family/Last Name \*: Bermudez
- Email Address \*: ascoggs@icloud.com
- Rank \*: Other
- AAS Contact ID (If Known): [Empty]

Form for editing affiliation information:

- Affiliation \*: AAS
- Address 1: [Empty]
- City \*: Ann Arbor
- State: Michigan
- Country \*: United States of America
- [Add a New Affiliation]
- [Save and Continue]

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:

**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			





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**

You must add each of the following before you can proceed to the next step:

- at least 3 and no more than 4 Paper Presenters

ROLE	PERSON	EDIT	DELETE
Organizer	Angie Bermudez		
Chair	Angie2 Bermudez		

[Add new person](#)

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

- 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.

**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**

**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.

[Save](#)

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.

## 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 are in-person. 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 reason for 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.

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None

### Audio/Visual Equipment

All accepted sessions will include an LCD Projector, Screen and Microphone. You do not need to request equipment.

Include any scheduling conflicts here. If you do not have any conflicts, please state 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

**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

**Roundtable Session Title:**  
Test Roundtable

**Submitter Email:**  
ascoggs@icloud.com

**Time Period:**  
Contemporary (post-2000)

**Keywords:**  
Anthropology, Archaeology

**Discipline(s):**  
Anthropology and Archaeology

**Session Abstract:**  
Test Roundtable Session

**Innovative Panel Format:**  
Yes

**Directions in the Social Sciences:**  
Yes

**International Exchange Travel Grant:**  
No

**Presentation Format:**  
In-Person Session Presentation

**Scheduling Conflicts:**  
None

**Accessibility for this session:**  
N/A

**Sponsor:**  
No

panel by clicking 'Submit.'

**Submit**

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

#### Successful Roundtable Session Submission.

Click [here](#) to print this page.

Thank you for your abstract submission; we've sent you an email confirmation.

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If necessary, you can make changes to your roundtable session between now and the deadline of **Thursday, August 3, 2023**

To access your roundtable 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 roundtable 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).