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 2024 AAS Annual Conference to be held March 14-17, 2024 in Seattle, Washington at the Seattle Convention Center and the Edgewater 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, enrich teaching about Asia at all levels. Membership in AAS is not required to submit a proposal nor to present at the conference.

Please use the three-step guide below to start your submission process. The deadline for submission of all proposals and the International Exchange Travel Grant 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.

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

Sincerely,

Annie 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

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.

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.

Check box after reading diversity policy

Enter session title

Enter your email address

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

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

Select one or more disciplinary approaches, maximum of four (4).
- Next below the session abstract, please answer the following questions related to ‘Innovative Format’ and ‘Social Sciences’:

  ![Innovative Panel Format](image1)

  ![Directions in the Social Sciences](image2)

  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](image3)

  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.
When adding/editing a speaker’s contact information, the following screen appears:

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

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

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.

Select to add additional speakers.

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.

  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.

### Session Logistics

**Presentation Format:** In-Person or Virtual

The 2023 AAS Annual Conference will take place in Seattle, WA, March 14-17, 2023.

Virtual sessions will take place separately on March 1, 2024.

The AAS is unable to support hybrid sessions. In other words, if you are presenting in person, all your virtual presentations will also take place live in Seattle, WA.

If you are submitting for an In-Person or Virtual Session, please indicate your preference for in-person or virtual presentation.

- In-Person Session Presentation: All speakers will present in person.
- Virtual Session Presentation: All speakers will present virtually.

This AAS 2023 virtual component will contain a minimal number of virtual sessions. Please share 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 that the AAS can offer technical assistance during the sessions. Please take a moment to determine the time zone 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

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.

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 panel by clicking ‘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.

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).