Workshop 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 2025 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 Workshop section.

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.)

  - Digital Technology
  - East and Inner Asia
  - Inter/Area/Border Crossing
  - Northeast Asia
  - Northeast Asia - Japan Focused
  - Northeast Asia - Korea Focused
  - South Asia
  - Southeast Asia

- 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.

- Enter session title
- Enter your email address
- Choose one time period
- Check box after reading diversity policy
Select a primary and secondary keyword, limit two (2) total.
In the **Abstract** tab, enter the full Workshop 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’:

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.

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.

<table>
<thead>
<tr>
<th>First Name *</th>
<th>Middle Initial</th>
<th>Family/Last Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angie</td>
<td></td>
<td>Bermudez</td>
</tr>
<tr>
<td>Email Address *</td>
<td></td>
<td><a href="mailto:angieterest@test.com">angieterest@test.com</a></td>
</tr>
<tr>
<td>Rank *</td>
<td>Other</td>
<td>AAS Contact ID (if known)</td>
</tr>
</tbody>
</table>

[Select] [Select and Edit]
- 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 added the new presenter will appear in the list of people for the session.

Select to add additional speakers.

Select yes or no. If selecting yes, additional questions will appear.
Once the Travel Grant tab is complete, the **Session Logistics** Tab will become available.

- List if there are any scheduling conflicts for your panel. If there are none, please write none.

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.

Include any scheduling conflicts here. If you do not have any conflicts, please state none.
Step 3 – Submit your Workshop 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 will receive a confirmation message:

* 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).