

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

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

<https://asianstudies.confex.com/asianstudies/2023/cfp.cgi>

Call for Proposals

2023 AAS Annual Conference (March 16 - 19, 2023)

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 2023 Annual Conference to be held March 16-19, 2023 in Boston, Massachusetts at the Hynes Convention Center and the Boston Sheraton Hotel.

The AAS will additionally hold a VIRTUAL component to the annual conference on February 17-16, 2023. All sessions accepted for virtual presentations will be take place only during the virtual component in February.

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 9, 2022 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 Thursday, June 30 through Thursday, August 9, 2022. 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 Boston.

Sincerely,

Mary Zurbuchen  
Senior Advisor, Henry Luce Foundation  
Program Committee Chair  
2023 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 9, 2022

TECHNICAL SUPPORT

Login to GATEWAY to access your existing submissions

Begin A Submission To The Following:

- INDIVIDUAL PAPER  
Deadline for New Submissions:  
Tuesday, August 9, 2022  
Begin a Submission
- ORGANIZED PANEL  
Deadline for New Submissions:  
Tuesday, August 9, 2022  
Begin a Submission
- ROUNDTABLE  
Deadline for New Submissions:  
Tuesday, August 9, 2022  
Begin a Submission
- WORKSHOP  
Deadline for New Submissions:  
Tuesday, August 9, 2022  
Begin a Submission

This homepage provides links to each type of proposal submission for the 2023 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.

Call for Proposals

2023 AAS Annual Conference (March 16 - 19, 2023)

Login to GATEWAY to access your existing submissions

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 9, 2022 AT 5PM EASTERN
- TECHNICAL SUPPORT

Begin A Submission To The Following:

- INDIVIDUAL PAPER  
Deadline for New Submissions: Tuesday, August 9, 2022  
Begin a Submission
- ORGANIZED PANEL  
Deadline for New Submissions: Tuesday, August 9, 2022  
Begin a Submission
- ROUNDTABLE  
Deadline for New Submissions: Tuesday, August 9, 2022  
Begin a Submission
- WORKSHOP  
Deadline for New Submissions: Tuesday, August 9, 2022  
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.

**Workshop Session Submission** ID: 1047

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.

**Workshop 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

*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 initiation 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 Workshop Session abstract. The maximum word count is 350 words.

## Abstract

### Session Abstract

Please enter the abstract of this **Workshop 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 large empty text area for entering the abstract.

- 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

First Name \*  Middle Initial  Family/Last Name \*

Email Address \*

Rank \*

AAS Contact ID (If Known)

Accessibility For This Participant  
If this participant requires special accommodations, please indicate what kind of assistance is needed:

- Sign language interpreters
- Papers in advance
- Real-time captioning
- Wheelchair access
- Assistive listening device
- N/A
- Other

Please check the type of accommodation needed if the speaker requires a special accommodation. If none is needed, please select N/A.

AFFILIATION(S) IN USE EDIT /VIEW AFFILIATION INFORMATION

- AAS

Affiliation \*   
(Add affiliation name here if not found in search)

Address 1

City \*

State

Country \*

[\[Add a New Affiliation\]](#)

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			

[Add new person](#)

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	IMPERSONATE
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

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.

**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 2023 Conference.

**Special Circumstances**  
Please include any additional information you feel the AAS should consider.

Save

Add the participant's name, 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 AAS 2023 conference will take place in Boston, MA March 16-19. We will also hold a separate online event approximately 4 weeks prior to this date. We are accepting a limited number of sessions to be presented virtually at the pre-conference online event.

The AAS is unable to support Hybrid sessions, in which, part of the presenters are virtual and the other part is in-person. Session organizers must confirm participant preference for an in-person session or a 100% virtual session. Unlike the 2022 conference, organizers may not change formats after acceptance.

**Please indicate if you are submitting for an IN-PERSON Session or a VIRTUAL Session**

In-Person Session Presentation:  
(All speakers will present in Boston)

Virtual Session Presentation:  
(All speakers will present virtually)

**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.

Ω [Rich Text Editor Icons]

←

Include any scheduling conflicts here. If you do not have any conflicts, please state none.

**Accessibility for this session**  
If a participant in your session requires special accommodations, please indicate what kind of assistance is needed:

Sign language interpreters

Papers in advance

Real-time captioning

Wheelchair access

Assistive listening device

N/A

Other [ ]

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

Save

For session logistic purposes, please indicate if any of your panelists require special accommodations. Please select all that apply.

- If Virtual Session Presentation is selected, an additional question will appear to select the best timeframe for your panel to be held during:

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

Please select the best timeframe for your panel to be held.

- The next step applies to Panel Sponsorship. Please select Yes or No:

**Panel Sponsorship**

**Sponsored Panels** Session proposals may be sponsored by various organized groups such as committees and affiliates. Sponsorship may or may not entail financial support, but primarily indicates a level of pre-vetting and assurance of the panel's quality and importance by the sponsoring group or institution. Sponsored panels **are not** guaranteed acceptance and must undergo normal competitive review. If accepted, the sponsoring organizations name will appear in the program as the sponsoring organization. Please do not submit the name of a sponsoring organization without the approval of that organization. If sponsorship is "pending", you may contact the AAS after acceptance to update the information.

**Is this session sponsored?**

Yes  
 No

Save

- If Yes is selected, please complete the additional information needed and save:

**Group Name**

**Group Contact**

**Contact Email**

Save

### 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.’

Workshop Session Submission
ID: 1056

✓ Select Area of Study
✓ Setup Session
✓ Abstract
✓ People
✓ Travel Grant
✓ Session Logistics
✓ Panel Sponsorship
➔ Confirmation

**Options:**

[View Submission](#)

[Withdraw Workshop Session](#)

**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 Workshop Session control panel.

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

**Area of Study:**  
Digital Technology

**Workshop Session Title:**  
Test Workshop

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

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

**Keywords:**  
Anthropology, Archaeology

**Discipline(s):**  
Anthropology, Archaeology, Art/Art History and Asian American Studies

**Session Abstract:**  
Test

**Innovative Panel Format:**  
Yes

**Directions in the Social Sciences:**  
Yes

**International Exchange Travel Grant:**  
No

**Presentation Format:**  
Virtual Session Presentation

**Virtual Time Selections:**  
7am - 10am Eastern

**Scheduling Conflicts:**  
None

**Submit**

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

**Successful Workshop 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 workshop session between now and the deadline of **Tuesday, August 9, 2022**.

To access your workshop 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 workshop 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).