Workshop Session: Step-by-Step Proposal Application Walkthrough

Below is the Main Call for Proposals Submission page
https://asianstudies.confex.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 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**
- **Check box after reading diversity policy**
- **Choose one time period**
Select a primary and secondary keyword, limit two (2) total.

<table>
<thead>
<tr>
<th>Keywords</th>
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<tbody>
<tr>
<td>○ Anthropology</td>
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<tr>
<td>○ Archaeology</td>
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<tr>
<td>○ Cinema/Television/Electronic Media/Film</td>
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<tr>
<td>○ Digital Humanities</td>
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<tr>
<td>○ Economic History/Economics/Business</td>
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<td>○ Education/Teaching</td>
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<td>○ Environment/Ecology</td>
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<td>○ Food/Drink</td>
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<tr>
<td>○ Gender Studies</td>
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<tr>
<td>○ Geography/Space</td>
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<td>○ Global</td>
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<td>○ Indigenous Studies</td>
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<td>○ International Relations/Security Studies/Foreign Policy</td>
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<td>○ Law</td>
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<td>○ Library/Information Sciences</td>
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<td>○ Linguistics/Language Pedagogy</td>
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<td>○ Literature</td>
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<td>○ Manchu Studies/Qing Dynasty</td>
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<td>○ Material Culture/History</td>
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<td>○ Middle Class/Consumption Advertising</td>
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<td>○ Music and Sound</td>
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<td>○ Performance (Theatre, Dance)</td>
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<td>○ Philosophy</td>
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<td>○ Politics</td>
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<td>○ Popular Culture</td>
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<td>○ Print Culture/History</td>
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<tr>
<td>○ Religion (Islam, Christianity, Buddhism, Hinduism, ‘Folk)</td>
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<td>○ Rural/Agrarian Studies</td>
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<td>○ Science/Technology/Medicine</td>
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<td>○ Sociology</td>
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<td>○ Translation</td>
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<td>○ Urban Studies</td>
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<tr>
<td>○ Visual Arts/Visual Cultures and Art History</td>
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<td>○ War and Military</td>
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</table>
In the Abstract tab, enter the full Workshop Session abstract. The maximum word count is 350 words.

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

Once all sections on this tab are completed, click save to move on to the next tab.
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](image1.png)
  - ![No](image2.png)

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](image3.png)
  - ![No](image4.png)

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

**Search**

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.

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

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.

• 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 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, 2023.

The AAS is unable to support hybrid sessions, in which part of the presentations are online and part are in-person. Please indicate if you are submitting for an IN-PERSON Session or a VIRTUAL Session.

- In-Person Session: Presenters must attend and participate in-person.
- Virtual Session: Presenters do not need to attend in-person.

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 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.’

*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).*