

# CIES 2022 Submission Instructions for Book Launch

Online Submission Deadline: October 20th, 2021, 23:59 hrs. EDT.

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## What is a Book Launch?

Authors of books published between March 1, 2021, and March 31, 2022, are invited to submit proposals for book launches. Book launch sessions provide an opportunity for members of our field to present recently published monographs and edited volumes in an interactive session.

Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and you will receive an email. You will be able to edit the proposal until the deadline of **October 20th, 2021, 23:59 hrs, EDT.**

## Instructions for Submitting a Book Launch Proposal for CIES 2022

**Step 1:** To login: Click on the link <https://cies.lasaweb.org/proposals/>.

If you have a current CIES membership please click on the button “Login with CIES account” (1) and complete the information with your *User Name* and *Password*, If you do not have a current CIES membership please create a Guest Account clicking on “Create Guest Account” (2) complete the form and “Submit”, then click on “Submit a Proposal” (on the top of the screen) and then on “Login with guest account” (3), and complete the information with your Guest account credentials: *User Name* and *Password*.

You must be logged in to access the submission system. Please login to continue.

Select "Login with CIES Account" if you have a current CIES membership.  
Select "Login with Guest Account" if you have already created a Guest account.  
Select "Create Guest Account" if you do not have a current CIES membership.

LOGIN WITH CIES ACCOUNT 1

LOGIN WITH GUEST ACCOUNT 3

CREATE GUEST ACCOUNT 2

Then, click on “Proposal Submission Site” button



**Step 2:** Select “Submit a Proposal”.

Submitter Menu

- Submit a Proposal
- Volunteer to become a Chair, Discussant, or Reviewer
- Message Center  
Read messages sent from this site.

**Step 3:** Select “Submit a Pre-Conference Workshop, Book Launch, or Visual Art Exhibit”.

Submit a New Proposal

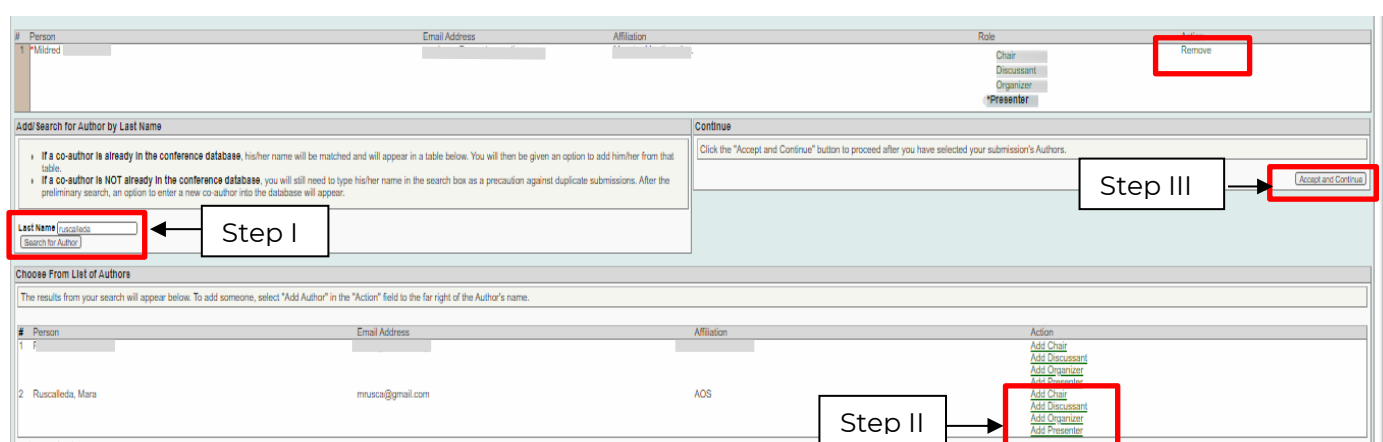
- Submit Proposal to General Pool, SIG, or Committee
- Submit Proposal to New Scholars Committee Mentoring Workshops
- Submit a Pre-Conference Workshop, Book Launch, or Visual Art Exhibit

**Step 4:** Select “Book Launch”.

- Book Launch
- Pre-Conference Workshop
- Visual Art Exhibits

**Step 5:** Select “Yes” to the proposal submission policies, enter *Session Title, Publisher, Date of Publication, Proposal/Description* and *Table of Contents*, and select *Keyword(s)* (mandatory). *Language other than English, Abstract in another language* and *Additional information* are optional. Then click on “Accept and Continue” when finished. The title must be in mixed case (not all caps).

**Step 6:** You should automatically be selected as a “Book Launch Presenter”. You can remove it in case you were not the presenter just by selecting “remove”. To find co-presenter(s), co-authors non presenter(s), chair(s), discussant(s) and/or organizer of the Book Launch, write their last names (or part of it) in the box, and click on “Search for Author” (Step I), look for the participant name under his/her last name and select “Add chair”, “Add Discussant”, “Add Organizer” and/or “Add Presenter” close to the name (Step II). When completed, click on “Accept and Continue” (Step III).



**Note:** If you do not find the person in the list, this is because he/she is a new submitter. In that case, you have to ask the new participant to go to <https://cies.lasaweb.org/proposals/> and create the new account. When the account has been created you can continue with the submission.

**Step 7:** Review the information, edit as necessary, and then click on “Accept and Continue”.

**You have now submitted a Book Launch proposal for CIES 2022.** You will receive a message confirmation on your screen and an email confirmation for your submission. If you do not receive an email, please contact [cies2022@cies.us](mailto:cies2022@cies.us) to verify the submission went through before **October 20th, 2021, 23:59 hrs, EDT.**

Thank you for your interest in CIES 2022!