

CIES 2022 Submission Instructions for Formal Panel Proposals

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

What is a Formal Panel Session?

A Formal Panel session is a group of individuals who want to submit all of their paper proposals together for consideration by the Unit Planner as a prearranged session. Formal Panel sessions must have a minimum of three papers.

Formal Panels could have chair(s) (mandatory), session organizer(s) and discussant(s), they are not mandatory but is highly recommended.

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 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 it until the deadline of **October 20th, 2021 at 23:59 hrs, EDT.**

If you would like to submit more than one **panel whose themes have continuity**, meaning the second, third, etc. panel is a continuation of the first one, please submit them as separate panel proposals through the same SIG, Committee or General Pool. The titles should be the same for all panels indicating the order (Part 1, Part 2, etc.).

Labeling the panels as mentioned above is important for those panels to be evaluated jointly and not as separate sessions. Hence, if they are accepted into the conference program, all of these panels will be scheduled in chronological order: Part 1 then Part 2, etc. Please keep in mind that we cannot guarantee that the panels will be held one immediately after the other or in the same room. However, we will ensure that Part 1 is held before Part 2, and so on.

Instructions for Submitting a Formal Panel Session 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

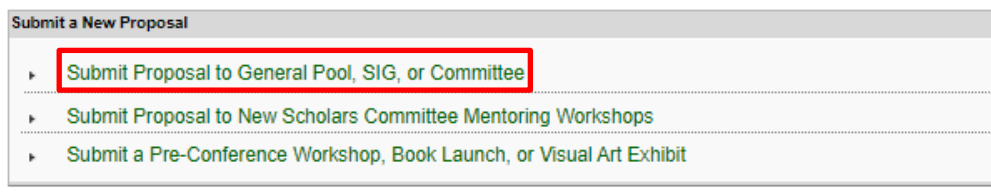
Then, click on “Proposal Submission Site” button

PROPOSAL SUBMISSION SITE

Step 2: Select “*Submit a Proposal*”.



Step 3: Select “*Submit Proposal to General Pool, SIG, or Committee*”.



Step 4: Select “General Pool”, a SIG, or a Committee.

- General Pool
- Committee: Gender & Education
- Committee: UREAG (Under-represented Racial, Ethnic, and Ability Groups)
- African Diaspora SIG
- Africa SIG
- Citizenship and Democratic Education SIG
- Contemplative Inquiry and Holistic Education SIG
- Cultural Contexts of Education and Human Potential SIG
- Early Childhood Development SIG
- East Asia SIG
- Economics and Finance of Education SIG
- Education, Conflict, and Emergencies SIG
- Environmental and Sustainability Education SIG
- Eurasia SIG
- Globalization & Education SIG
- Global Literacy SIG
- Global Mathematics Education SIG
- Global Migration SIG
- Higher Education SIG
- Inclusive Education SIG
- Indigenous Knowledge and the Academy SIG
- Information and Communication Technologies for Development (ICT4D) SIG

Step 5: Under “Group submission”, select “Formal Panel Session”.



Step 6: Select “Yes” to the proposal submission policies, enter paper *Title* and *Proposal* information, and select *Central Concepts* (if you select one or more than one of the four first options, do not select the fifth one), *Keyword(s)*, *Type or research* and *Mode of Presentation* (that information is mandatory). *Language other than English*, *Abstract in another language*, *Geographic Descriptors*, *Other Geographic Descriptor* and *Additional Information* are optional. Then click on “Accept and Continue” when finished. The panel title must be in mixed case (not all caps).

Step 7: You should automatically be the selected as a “Chair”. In case you have any other role, you can change it, selecting the correct role (case I) or in case you do not have any role, you can remove your name just by selecting “remove” (case II).

Step 8: Click “Add a Paper” to start adding the paper information. Remember you must include at least three papers per panel.

Session Participants:

Selected "Roles" are preceded by a red asterisk *

#	Person/Individual Submission	Role/Individual Submission Type	Action
No Participants Listed			

Step 1. Add Papers.
To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue."

Step 9: Add the *Title* and *Proposal*, and select *Keyword(s)* of each paper, a *Geographic Descriptors* is optional. Click on **"Accept and Continue"**. The paper title must be in mixed case (not all caps).

Step 10: Include the presenter, co-presenter(s) or non-presenter(s) co-author(s) for each paper, write their last names (or part of it) in the box, and click on **"Search for Author"** (Step I), look for the presenter, co-presenter or non-presenter under his/her last name, and select **"Add Author"** close to the name (Step II). When completed, click on **"Accept and Continue"** (Step III).

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Step III

► If a co-author is already in the conference database, his/her name will be matched and will appear in a table below. You will then be given an option to add him/her from that table.
► If a co-author is NOT already in the conference database, you will still need to type his/her name in the search box as a precaution against duplicate submissions. After the preliminary search, an option to enter a new co-author into the database will appear.

Last Name: ← Step I

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name.

#	Person	Email Address	Affiliation	Action
1				Add Non-Presenter Add Discussant Add Organizer
2	Ruscalleda, Mara	mrusca@gmail.com	AOS	Add Non-Presenter Add Presenter

Author not listed? → Step II

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.

Repeat steps 8 to 10, according to the number of papers.

Step 11: Add the chair (mandatory), discussant and/or organizer(s) (not mandatory, but highly recommended) by writing their last name (or part of it) in the box and click on **"Search by Last Name"** (Step I) and selecting their role: **"Add Chair"**, **"Add Discussant"** or **"Add Organizer"**, (Step II). Continue until you have all the participants with their roles properly assigned.

Step 1. Add Papers/Contributions.
To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session. → Step I

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue."

Choose From List of Potential Participants

Use this form to add a person to your session who is NOT attached to a paper. You must first search for the person in the association database. If you find the person you may add them to your session by clicking the "Add" link in the "Action" column. If the person is not in the association database, you will need to use the "Add an Unlisted Participant" function that will appear at the bottom of this page after you search.

#	Personal Profile	Email	Employment	Keyword	Action
1				Anti-Colonialism	Add Chair Add Discussant Add Organizer
2	Ruscalleda, Mara - AOS	mrusca@gmail.com	AOS		Add Chair Add Discussant Add Organizer

Participant not listed? → Step II

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 12: When you have finished adding all the panel participants, click on ***“Accept and Continue”***.

Step 13: Review the information, edit as necessary, and then click on ***“Accept and Continue”***.

You have now submitted a Formal Panel Proposal for CIES 2022. You will receive a confirmation message on your screen and a confirmation email. If you do not receive an email for your submission, please contact 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!