

CIES 2022 Submission Instructions for New Scholars Committee Workshops

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

What is a New Scholars Committee Workshop?

The New Scholars Committee (NSC) offers two workshops for doctoral students, recent doctoral graduates, and early career professionals.

The New Scholars Dissertation Mentoring Workshop (NSDMW) is a unique opportunity for doctoral students (Ph.D. and Ed.D.) to discuss their dissertation research in small groups of experienced scholars as well as with peers with similar topical or methodological interests. Participants receive feedback on the design, data collection and/or analysis of their dissertation, followed by an opportunity for all participants to meet and exchange ideas.

The New Scholars Publication Mentoring Workshop (NSPMW) is a unique opportunity for final stage and recent Ph.D. and Ed.D. graduates as well as early career professionals to discuss a paper that they have developed for publication and would like to refine with experienced scholars and peers. Participants will be provided feedback, particularly on the paper sections related to theoretical framework, methodology and findings, along with an opportunity to strengthen links among peers.

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**.

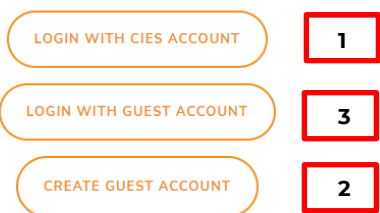
Instructions for Submitting a New Scholars Committee Workshops for CIES 2022

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.



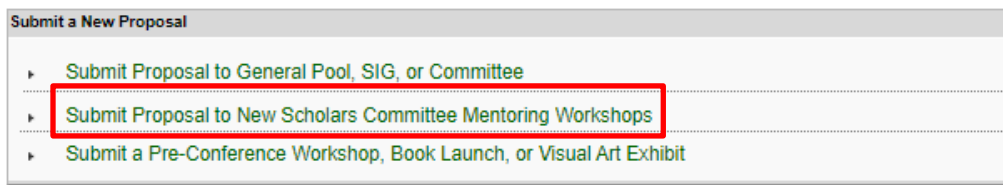
Then, click on “Proposal Submission Site” button



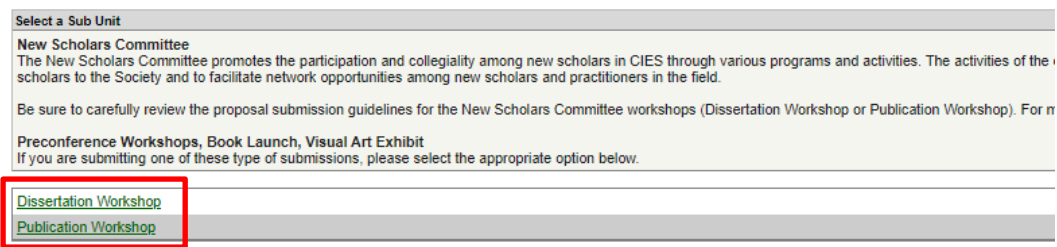
Step 2: Select “Submit a Proposal”.



Step 3: Select “Submit Proposal to New Scholars Committee Mentoring Workshops”.



Step 4: Select one of the two options: “Dissertation Workshop” or “Publication Workshop”.



Step 5: 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 New Scholar Workshops title must be in mixed case (not all caps).

Step 6: You should automatically be the selected “**Presenter**” of your Workshop. You can remove it in case you were not a presenter just by selecting “**remove**”. To find co-presenters or Non-presenters, write their last names (or part of it) in the box, and click on “**Search for Author**” (Step I), look for the co-author under his/her last name, and select “**Add Non-Presenter**” or “**Add Presenter**” close to the name (Step II). When completed, click on “**Accept and Continue**” (Step III).

The screenshot shows the submission interface with three steps highlighted:

- Step I:** A search box for the author's last name, containing "ruscallede".
- Step II:** A table of authors with actions for "Add Non-Presenter" and "Add Presenter".
- Step III:** An "Accept and Continue" button.

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

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: When you have finished adding all the workshop presenters click on “**Accept and Continue**”.

Step 8: Review the information, edit as necessary, and then click on “**Accept and Continue**”.

You have now submitted a New Scholar Committee Workshop Proposal for CIES 2022. You will receive a confirmation message on your screen and a confirmation email for your submission. If you do not receive an email, please contact cies2022@cies.us to verify the submission went through before **October 20th, 2020, 23:59 hrs, EDT**.

Thank you for your interest in CIES 2022!