

CIES 2022 Submission Instructions for Pre-Conference Workshop Proposal

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

What is a Pre-Conference Workshop Proposal?

Workshops are designed to offer a space for attendees to engage with experts on issues and questions related to research, policy, and practice in the field of comparative and international education. The vision for the workshops is to provide an interactive learning space through which attendees can enhance their skills, knowledge, and understanding of distinctive topics and their application to practice, training in curricular and pedagogical approaches, research methods, and data analysis.

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 Pre-Conference Workshop 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

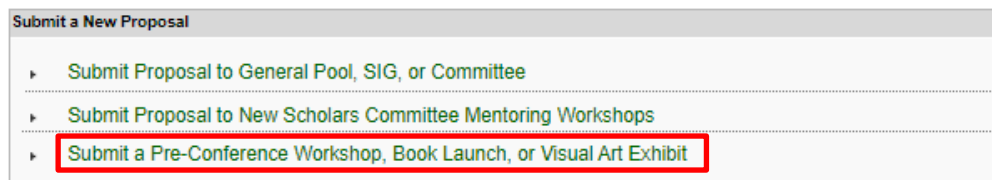
Then, click on “Proposal Submission Site” button

PROPOSAL SUBMISSION SITE

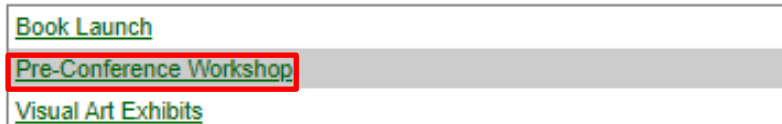
Step 2: Select “Submit a Proposal”.



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



Step 4: Select “Pre-Conference Workshop”.



Step 5: Select **“Yes”** to the proposal submission policies, enter **Session Title, Description of Session, Bios,** select **Duration,** add **Maximum number of attendees,** and select **Keyword(s)** and **Mode of Presentation. Language other than English, Abstract in another language** and **Additional Information** are optional. Then click on **“Accept and Continue”** when finished. The session title must be in mixed case (not all caps).

Step 6: You should automatically be selected as a **“Workshop Organizer”**. You can remove it in case you were not the presenter just by selecting **“remove”**. To find presenter(s), chairs, discussants and/or co-organizer of the Pre-Conference, 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 Pre-conference Organizer”, “Add Chair”, “Add discussant”** and/or **“Add Presenter”** close to the name (Step II). When completed, click on **“Accept and Continue”** (Step III).

The screenshot shows the 'Current Session Participants' page. At the top, there is a table with columns for 'Person/Individual Submission', 'Role/Individual Submission Type', and 'Action'. A participant named 'Micaela' is listed with the role 'Presenter'. A red box highlights the 'Action' column, which contains 'Remove'. Below this, there are three steps: 'Step 1. Add Papers/Contributions', 'Step 2. Add other participants (Workshop Organizers)', and 'Step 3. Accept and continue'. Step 2 includes a search box for last names and a 'Search by Last Name' button, which is highlighted with a red box and labeled 'Step I'. Below Step 2 is a table titled 'Choose From List of Potential Participants' with columns for '#', 'Personal Profile', 'Email', 'Employment', 'Keyword', and 'Action'. The table lists two participants: '1' and '2'. Participant '2' is 'Ruscalleda, Mara - AOS' with email 'mrusca@gmail.com' and employment 'AOS'. The 'Action' column for this participant has three options: 'Add Organizer', 'Add Discussant', and 'Add Presenter', which are highlighted with a red box and labeled 'Step II'. At the bottom of the page, there is an 'Accept and Continue' button, highlighted with a red box and labeled '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 Pre-Conference Workshop 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 to verify the submission went through before **October 20th, 2021, 23:59 hrs, EDT.**

Thank you for your interest in CIES 2022!