

# CIES 2022 Submission Instructions for Roundtable Presentation

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

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## What is an individual roundtable presentation?

Roundtable sessions allow for enhanced research collaboration and substantive discussion among participants. Proposals for roundtables submitted by individual authors may be formed into a roundtable discussion with other submitters.

Individual proposals are evaluated by a blind peer review, and if they are accepted, the Unit Planners combine them with other individual roundtable submissions to create a roundtable 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.**

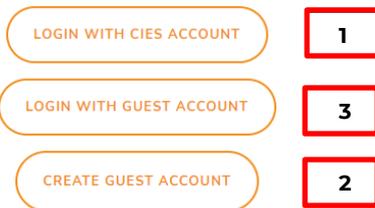
## Instructions for Submitting a Refereed Roundtable Presentation for CIES 2022

**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.



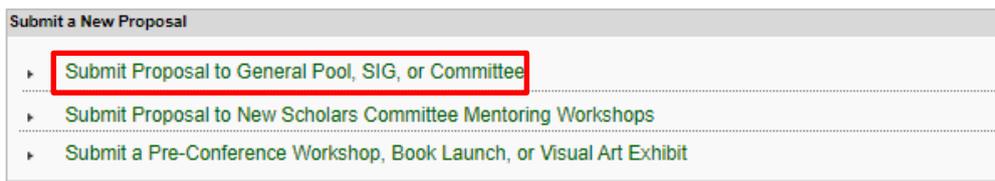
Then, click on “Proposal Submission Site” button



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



**Step 3:** Select “Submit Proposal to 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 “Individual Presentation”, select “Refereed Roundtable Presentation”.

Individual Presentation

- Formal Paper Presentation
- Refereed Roundtable Presentation

**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 Roundtable presentation title must be in mixed case (not all caps).

**Step 7:** You should automatically be the selected author of the paper for a roundtable and should be a “Presenter”. You can remove it in case you were not the presenter just by selecting “remove”. To find co-presenters or Non-presenting author of the paper, 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).

▶ 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.

Click the “Accept and Continue” button to proceed after you have selected your submission’s Authors.

Step I

Step III

(Accept and Continue)

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**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				<a href="#">Add Non-Presenter</a> <a href="#">Add Presenter</a>
2	Ruscalleda, Mara	mrusca@gmail.com	AOS	<a href="#">Add Non-Presenter</a> <a href="#">Add Presenter</a>

Author not listed?

Step II

(Accept and Continue)

**Note:** If you do not find the person in the list, this is because he/she is a new submitters. 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 8:** Review the information, edit as necessary, and then click on “*Accept and Continue*”.

**You have now submitted a Refereed Roundtable Presentation 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!