

CIES 2022 Submission Instructions for Roundtable Session

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

What is a Roundtable?

A roundtable includes a space for groups or research teams already formed or formed ad hoc to debate and present their progress or results on research or on topics of concern.

One organizer submits three or four individual roundtable contributions in one submission. The individual presenters' contributions should be united by a common topic or theme. In this session, each presenter gives a short presentation, followed by collective discussion with other conference attendees. Roundtable group session proposals should also designate a chair whose role is to facilitate interaction and participation. The organizer is not mandatory, but 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 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 Roundtable 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

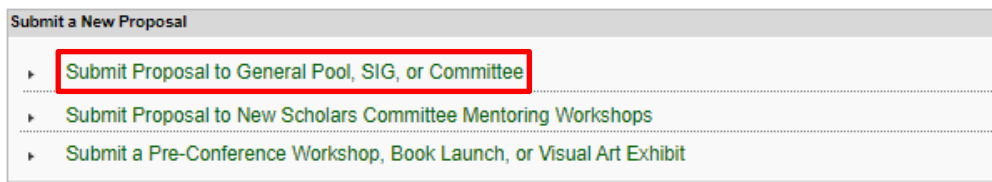
Then, click on “Proposal Submission Site” button

PROPOSAL SUBMISSION SITE

Step 2: Select “*Submit a Proposal*”.



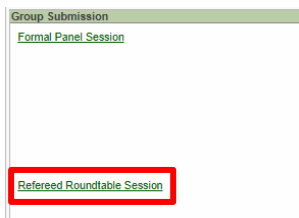
Step 3: Select “*Submit Proposal to General Pool, SIG, or Committee*”.



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 “Refereed Roundtable 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 Roundtable session 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).

The image shows a web interface for managing session participants. At the top, it says "Current Session Participants: Axi". Below that, it says "Chosen 'Roles' are designated by the *". There is a table with the following structure:

#	Person/Individual Submission	Role/Individual Submission Type	Action
1	Mila Mila LAS	Chair Discussant Organizer	Action Remove

Diagrammatic annotations: A box labeled "Case I" has an arrow pointing to the "Chair" role in the table. A box labeled "Case II" has an arrow pointing to the "Action Remove" button.

Below the table, there are two steps:

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

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. Last Name: Search by Last Name

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

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. Add a Paper

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. Search by Last Name

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

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

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).

▶ 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 III → Accept and Continue

Last Name (ruscallea) ← Step I
Search for Author

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
2	Ruscallea, Mara	mrusca@gmail.com	AOS	Add Non-Presenter Add Presenter

Author not listed? Step II → 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.

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

Step 11: Add the chair 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"** 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. Add a Paper

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 → Last Name (ruscallea)
Search by Last Name

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue." 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
2	Ruscallea, Mara - AOS	mrusca@gmail.com	AOS		Add Chair Add Discussant Add Organizer

Participant not listed? Step II → Add Chair
Add Discussant
Add Organizer

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 roundtable 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 Roundtable Session Proposal for CIES 2022. You will receive a confirmation message on your screen and a confirmation email of 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!