

CIES 2022 Submission Instructions for Visual Art Exhibit Proposal

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

What is a Virtual Art Exhibit?

Submissions are invited for artistic exhibits related to the conference theme. Proposals may be submitted by an individual or group.

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 an Art Exhibit 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

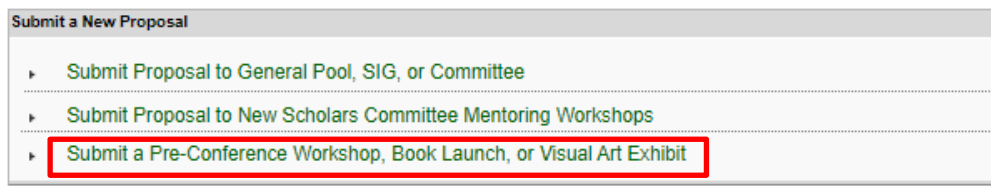
Then, click on “Proposal Submission Site” button

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 “Visual Art Exhibits”.

Book Launch

Pre-Conference Workshop

Visual Art Exhibits

Step 5: Select “Yes” to the proposal submission policies, enter *Session Title*, *Description of Session*, *Aproximate Size of the Piece* and *Instructions* and select *Keyword(s)* (mandatory). *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: Add other Participants (*Chairs, Discussants, Presenters*) if necessary by writing their last name (or part of it) in the box and clicking on “Search by Last Name” (Step I) and selecting their role: “Add Discussant”, “Add Chair” and/or “Add Presenter”, (Step II). Continue until you have all the participants with their roles properly assigned.

The screenshot shows the 'Add other participants' section of the proposal submission form. It includes instructions for adding participants and a table of potential participants. A red box highlights the 'Last Name' search box and the 'Search by Last Name' button, labeled 'Step I'. Another red box highlights the 'Add Discussant', 'Add Organizer', and 'Add Presenter' buttons in the 'Action' column of the table, labeled 'Step II'.

#	Personal Profile	Email	Employment	Keyword	Action
1				Anti Colonialism	Add Discussant Add Organizer Add Presenter
2	Ruscalleda, Mara - AOS	mrusca@gmail.com	AOS		Add Discussant Add Organizer 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 Visual Art exhibit participants, 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 Visual Art Exhibit 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!