CIES 2025 Submission Instructions for Formal Panel Session Proposals

Online Submission Deadline: September 10, 2024, 23:59 hrs. ET.

What is a Formal Panel Session?

A Formal Panel session is a group of individuals who want to submit all of their paper proposals together for consideration by the Unit Planner as a prearranged session. Formal Panel sessions must have a minimum of three papers and a no maximum.

Formal Panels could have chair(s) (mandatory), session organizer(s) and discussant(s), they are not mandatory but is highly recommended.

If you would like to submit more than one **panel whose themes have continuity**, meaning the second, third, etc. panel is a continuation of the first one, please submit them as separate panel proposals through the same SIG, Committee or General Pool. The titles should be the same for all panels indicating the order (Part 1, Part 2, etc.).

Labeling the panels as mentioned above is important for those panels to be evaluated jointly and not as separate sessions. Hence, if they are accepted into the conference program, all of these panels will be scheduled in chronological order: Part 1 then Part 2, etc. Please keep in mind that we cannot guarantee that the panels will be held one immediately after the other or in the same room. However, we will ensure that Part 1 is held before Part 2, and so on.

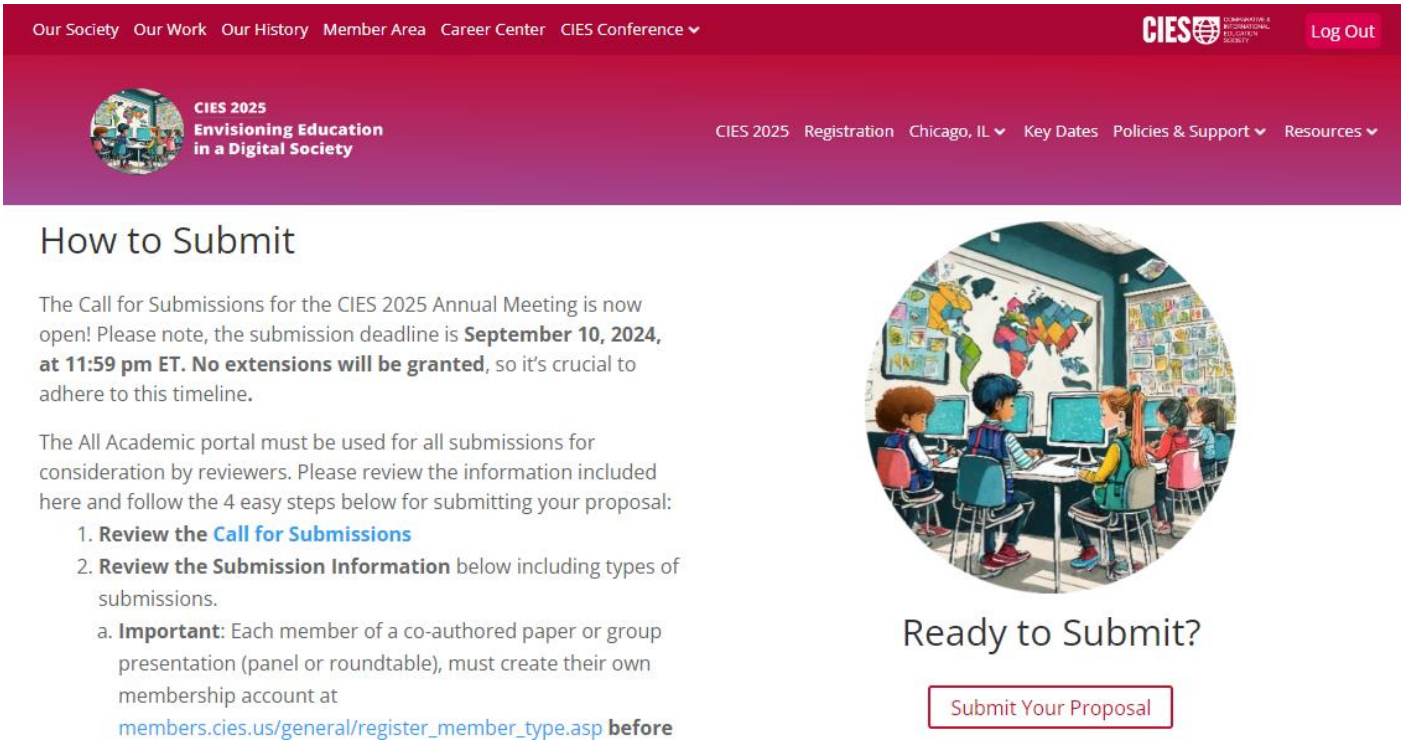
Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and you will receive an email.

You will be able to edit the proposal until the deadline of **September 10, 2024, 23:59 hrs, ET**.

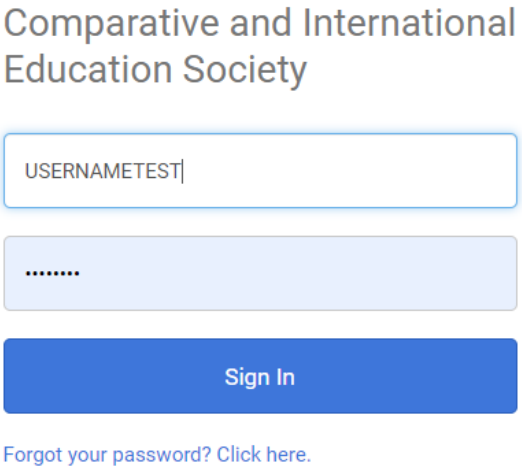
Instructions for Submitting a Formal Panel Session Proposal for CIES 2025

Step 1: To login: Click **here**

1.1. Click on "Submit Your Proposal"

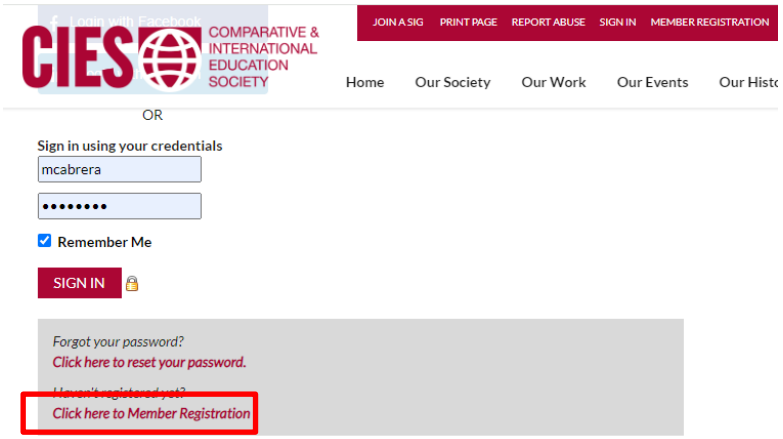


1.2. If you have a CIES membership account, please complete the information with your ***User Name*** and ***Password*** and click on "Sign In"

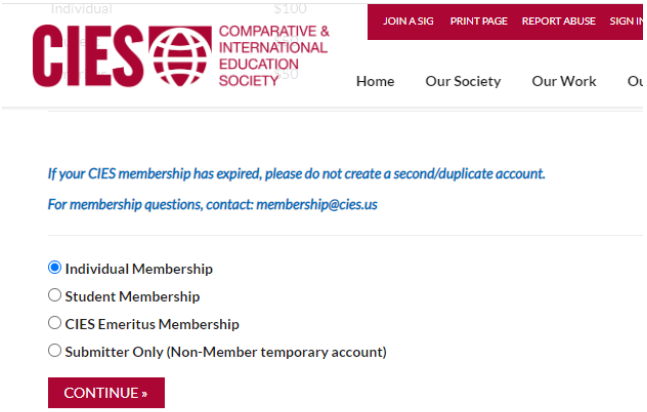


1.3. If you do not have a "CIES membership" account or a "Submitter Only" account, please create an account first by clicking **here**, then **"Login"** on the top right of the current page.

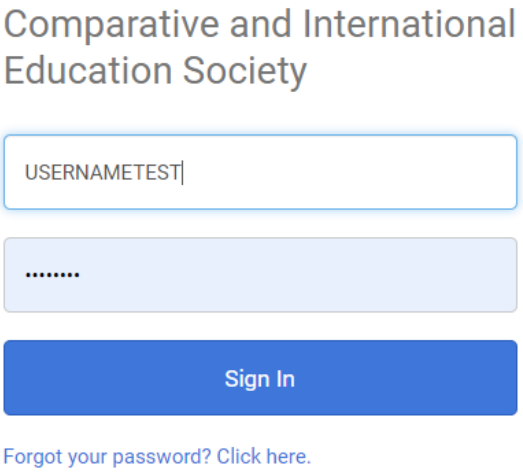
Then, click on "Click here to Member Registration" near the bottom of the page



Then, select the account type that is most appropriate. You can join CIES and create a member account (Individual, Student or Emeritus) or create a non-member "Submitter Only Account"

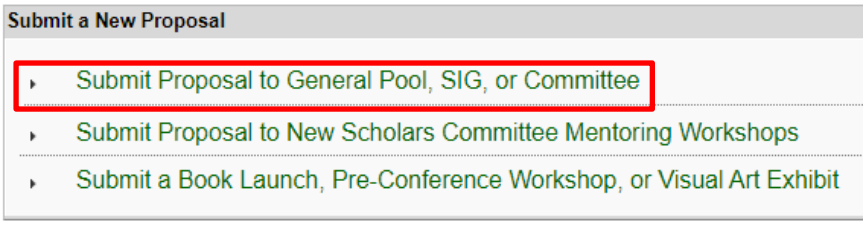


1.4. Now, you can return to 1.2. and complete the information with your ***User Name*** and ***Password*** and click on "Sign In"

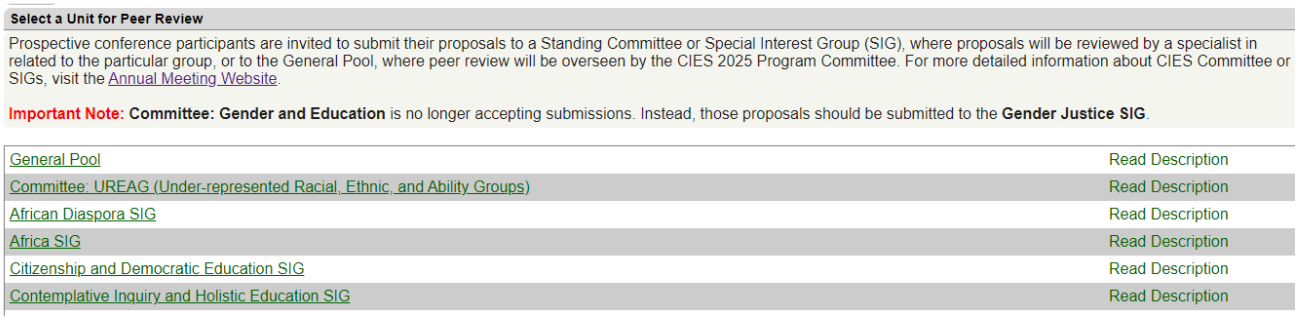


Step 2: Select ***"Submit or Edit a Proposal"***.

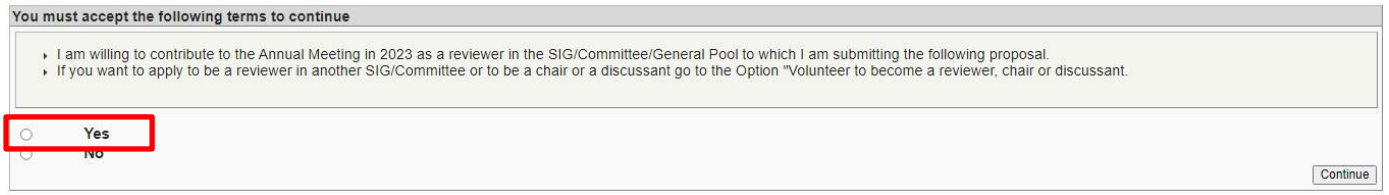
Step 3: Select ***"Submit Proposal to General Pool, SIG, or Committee"***.



Step 4: Select General Pool, a SIG or a Committee.

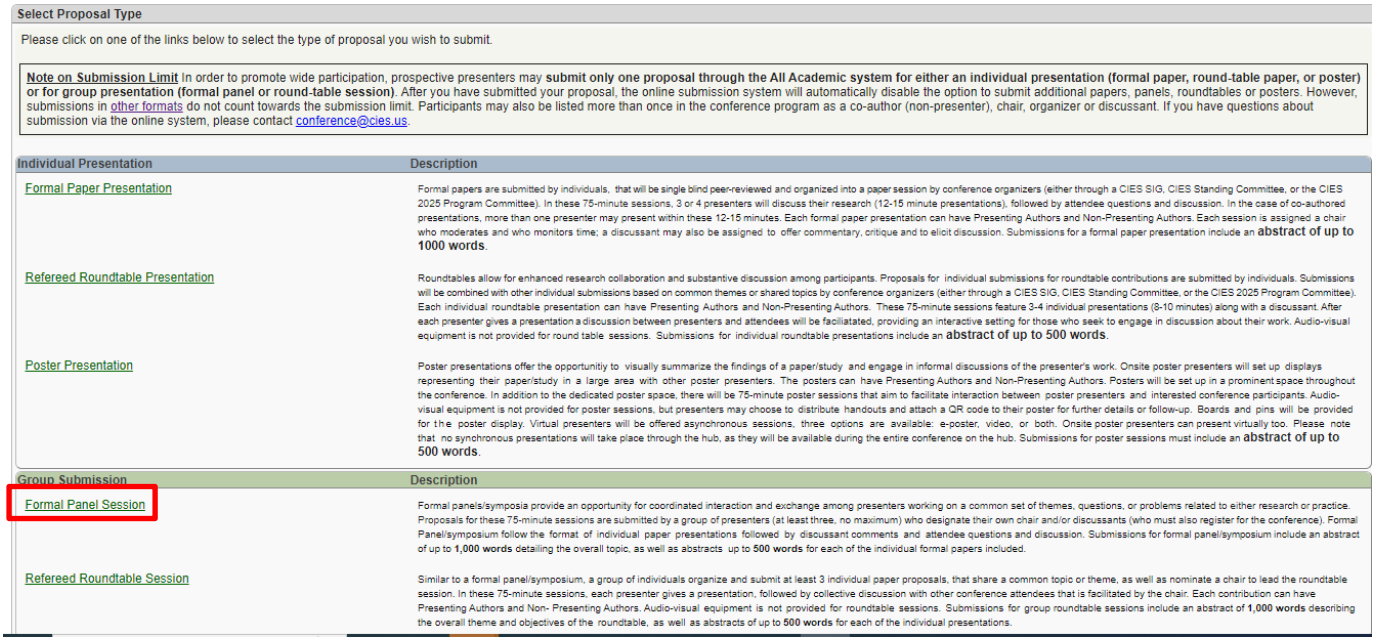


Step 5: Select ***"Yes"*** to accept Reviewer Volunteer role.



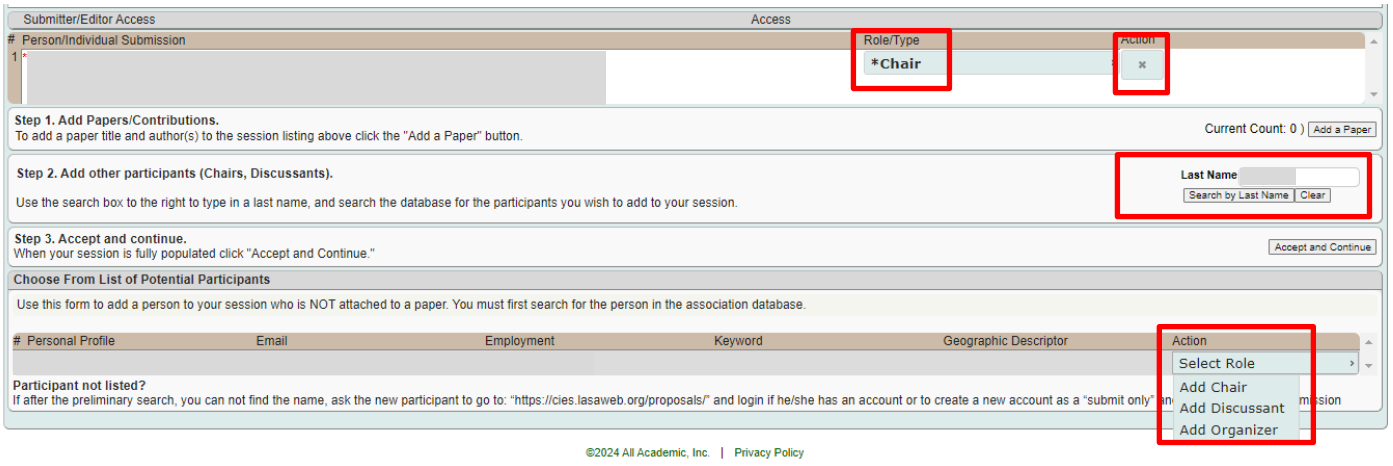
Note: For CIES 2025, a requirement to serve as a reviewer for one of the available sub units has been enacted in order to help evenly allocate the reviewer workload.

Step 6: Select ***"Formal Panel Session"***.



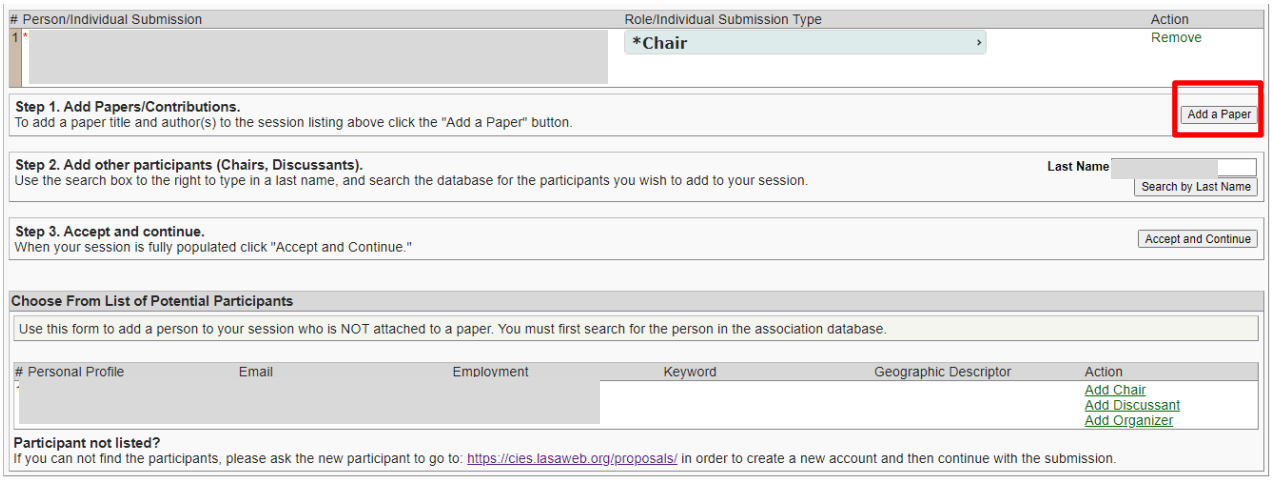
Step 7: Select "***Yes***" to the proposal submission policies, enter ***Title*** and ***Proposal,*** and select ***Keyword(s), Type of Research,*** and ***Mode of Presentation*** (mandatory). ***Language other than English, Abstract in another language, Geographic Descriptors, Other Geographic Descriptor*** and ***Additional Information*** are optional. Then click on "*Accept and Continue*" when finished. The title must be in mixed case (not all caps).

Step 8: You should automatically be the selected as a "*Chair*". You can change the role by selecting the arrow to the right of the 'Role/Type' or remove this role by selecting "x". To find chair(s), discussant(s), and/or organizer, write their last names (or part of it) in the search box, and click on "*Search by Last Name*", look for the participant's name under his/her last name and select a role to add under 'Action'.



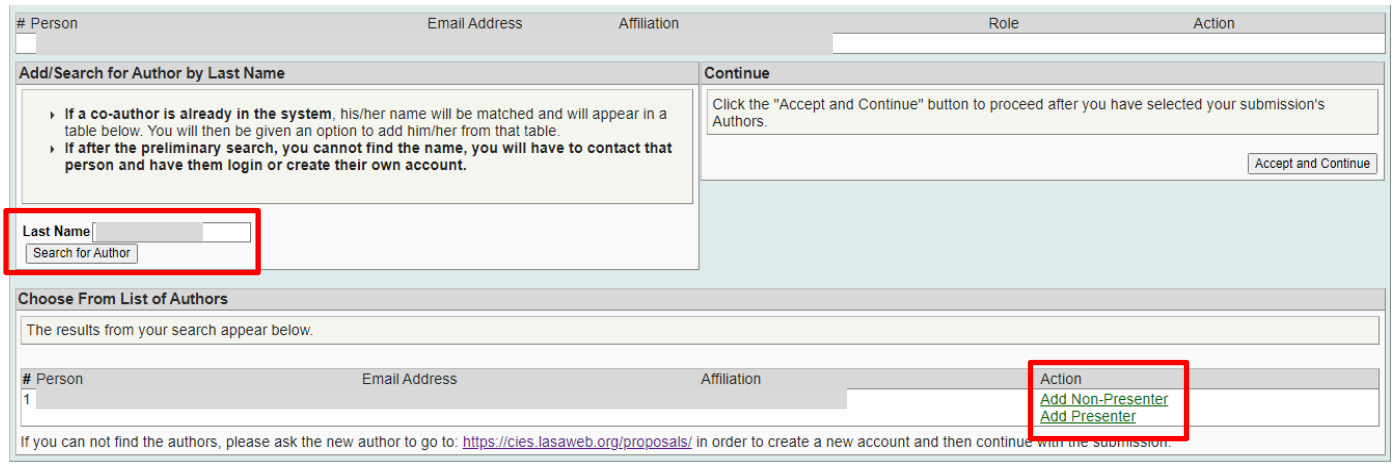
Note: If you do not find the person in the list, you have to ask the new participant to go to https://cies.us and create an account (follow the instruction above: point 1.2.). Once the account is created, you can continue with the submission by logging back into the submission system with your ***User Name*** and ***Password***. Note that there may be a delay while the new account synchronizes with the submission system.

Step 9: To add papers to the session submission, click "*Add a Paper*". A formal panel session must have **at least 3 papers** in order to be submitted.



For each paper: Select "***Yes***" to the proposal submission policies, enter ***Title*** and ***Proposal,*** and select ***Keyword(s),*** and ***Type of Research*** (mandatory). ***Geographic Descriptors*** is optional. Then click on "*Accept and Continue*" when finished. The title must be in mixed case (not all caps).

To find presenter(s) and/or non-presenting co-authors, write their last names (or part of it) in the search box, and click on "*Search by Author*", look for the participant's name under his/her last name and select a role to add under 'Action'.



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Step 10: Review the information, edit as necessary, and then click on "*Accept and Continue*".

Note: You may be required to click "*Accept and Continue*" multiple times to complete the submission.

You have now submitted a Formal Panel Session proposal for CIES 2025. 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 conference@cies.us to verify the submission went through before **September 10, 2024, 23:59 hrs, ET.**

Thank you for your interest in CIES 2025!