CIES 2025 Submission Instructions for New Scholars Committee Workshop Proposals

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

What is a New Scholars Committee Workshop?

The New Scholars Committee (NSC) offers two workshops for doctoral students, recent doctoral graduates, and early career professionals.

The New Scholars Dissertation Mentoring Workshop (NSDMW) is a unique opportunity for doctoral students (Ph.D. and Ed.D.) to discuss their dissertation research in small groups of experienced scholars as well as with peers with similar topical or methodological interests. Participants receive feedback on the design, data collection and/or analysis of their dissertation, followed by an opportunity for all participants to meet and exchange ideas.

The New Scholars Publication Mentoring Workshop (NSPMW) is a unique opportunity for final stage and recent Ph.D. and Ed.D. graduates as well as early career professionals to discuss a paper that they have developed for publication and would like to refine with experienced scholars and peers. Participants will be provided feedback, particularly on the paper sections related to theoretical framework, methodology and findings, along with an opportunity to strengthen links among peers.
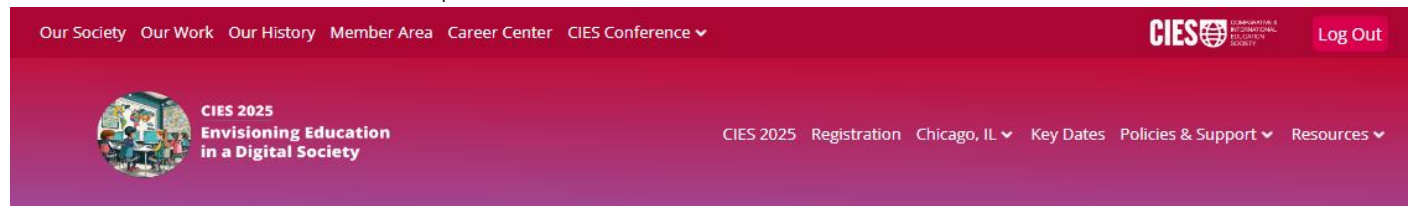
Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and 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 New Scholars Committee Workshop 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"
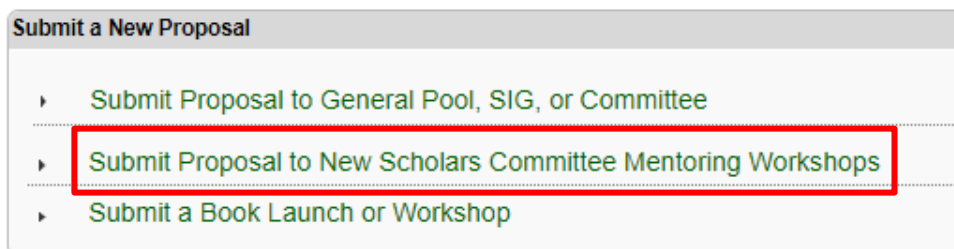
Step 2: Select *"Submit or Edit a Proposal"*.

Step 3: Select *"Submit Proposal to New Scholars Committee Mentoring Workshops"*.
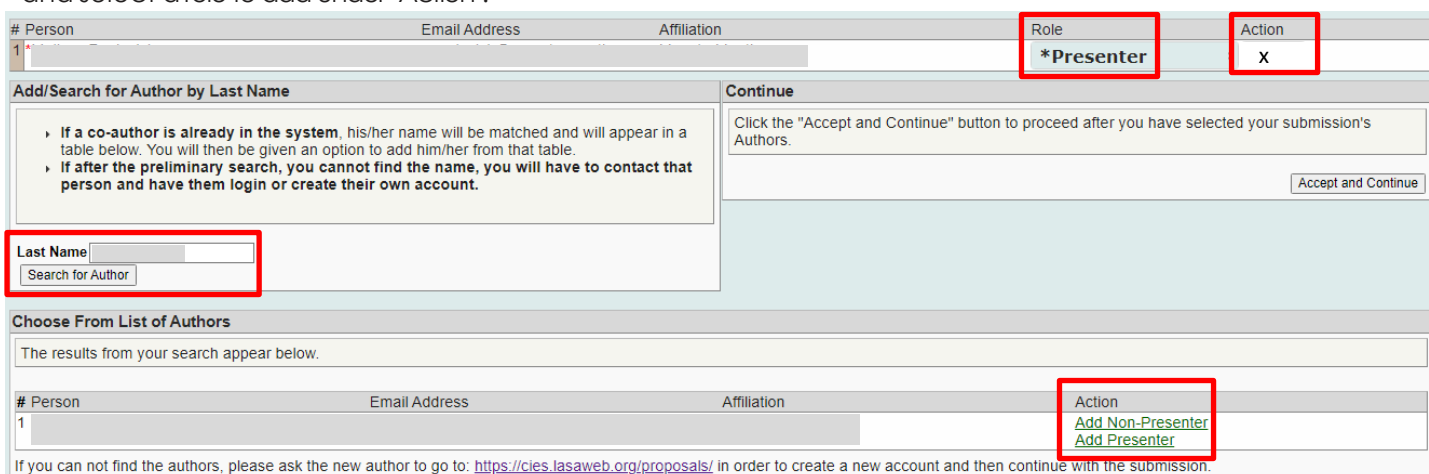

Step 4: Select either "***Publication Workshop"*** or "***Dissertation Workshop***".

Step 5: 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 6: You should automatically be the selected as a *"Presenter"*. You can change the role by selecting the arrow to the right of the 'Role' or remove this role by selecting "x". To find co-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 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 7: 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 New Scholars Committee Workshop 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!