

CIES 2025 Submission Instructions for Refereed Roundtable Presentation Proposals

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

What is a Refereed 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.

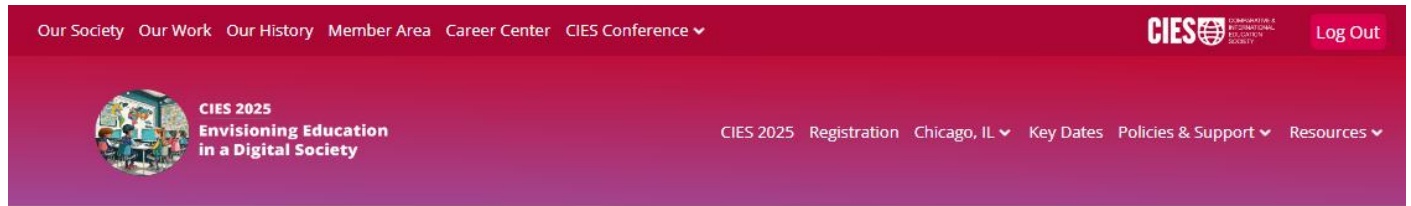
Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and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

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

Instructions for Submitting a Refereed Roundtable Presentation Proposal for CIES 2025

Step 1: To login: Click [here](#)

1.1. Click on “Submit Your Proposal”



How to Submit

The Call for Submissions for the CIES 2025 Annual Meeting is now open! Please note, the submission deadline is **September 10, 2024, at 11:59 pm ET. No extensions will be granted**, so it's crucial to adhere to this timeline.

The All Academic portal must be used for all submissions for consideration by reviewers. Please review the information included here and follow the 4 easy steps below for submitting your proposal:

1. Review the [Call for Submissions](#)
2. Review the **Submission Information** below including types of submissions.
 - a. **Important:** Each member of a co-authored paper or group presentation (panel or roundtable), must create their own membership account at members.cies.us/general/register_member_type.asp **before**



Ready to Submit?

[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”

Comparative and International Education Society

Sign In

[Forgot your password? Click here.](#)

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”

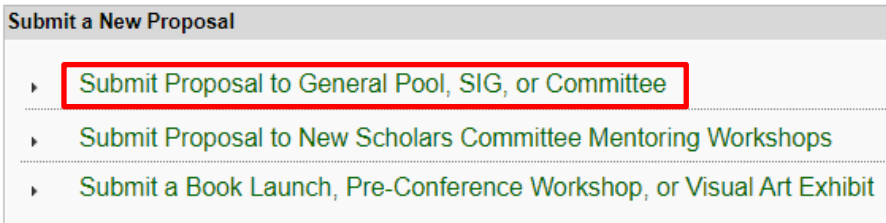
Comparative and International Education Society

Forgot your password? [Click here.](#)

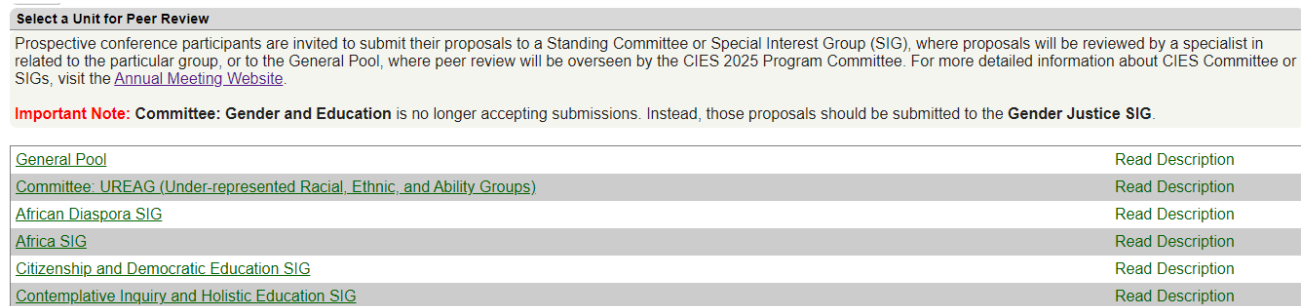
Step 2: Select **“Submit or Edit a Proposal”**.



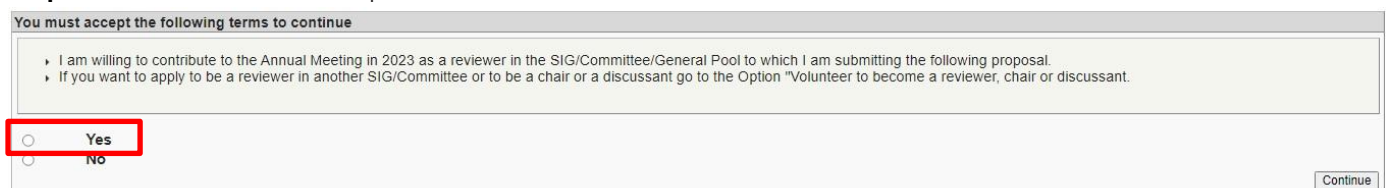
Step 3: Select **“Submit Proposal to General Pool, SIG, or Committee”**.



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 "Refereed Roundtable Presentation".

Select Proposal Type

Please click on one of the links below to select the type of proposal you wish to submit.

Note on Submission Limit In order to promote wide participation, prospective presenters may submit only one proposal through the AII Academic system for either an individual presentation (formal paper, round-table paper, or poster) or for group presentation (formal panel or round-table session). After you have submitted your proposal, the online submission system will automatically disable the option to submit additional papers, panels, roundtables or posters. However, submissions in other formats do not count towards the submission limit. Participants may also be listed more than once in the conference program as a co-author (non-presenter), chair, organizer or discussant. If you have questions about submission via the online system, please contact conference@cies.us.

| Individual Presentation | Description |
|---|---|
| Formal Paper Presentation | Formal papers are submitted by individuals, that will be single blind peer-reviewed and organized into a paper session by conference organizers (either through a CIES SIG, CIES Standing Committee, or the CIES 2025 Program Committee). In these 75-minute sessions, 3 or 4 presenters will discuss their research (12-15 minute presentations), followed by attendee questions and discussion. In the case of co-authored presentations, more than one presenter may present within these 12-15 minutes. Each formal paper presentation can have Presenting Authors and Non-Presenting Authors. Each session is assigned a chair who moderates and who monitors time; a discussant may also be assigned to offer commentary, critique and to elicit discussion. Submissions for a formal paper presentation include an abstract of up to 1000 words . |
| Refereed Roundtable Presentation | Roundtables allow for enhanced research collaboration and substantive discussion among participants. Proposals for individual submissions for roundtable contributions are submitted by individuals. Submissions will be combined with other individual submissions based on common themes or shared topics by conference organizers (either through a CIES SIG, CIES Standing Committee, or the CIES 2025 Program Committee). Each individual roundtable presentation can have Presenting Authors and Non-Presenting Authors. These 75-minute sessions feature 3-4 individual presentations (8-10 minutes) along with a discussant. After each presenter gives a presentation a discussion between presenters and attendees will be facilitated, providing an interactive setting for those who seek to engage in discussion about their work. Audio-visual equipment is not provided for round table sessions. Submissions for individual roundtable presentations include an abstract of up to 500 words . |
| Poster Presentation | Poster presentations offer the opportunity to visually summarize the findings of a paper/study and engage in informal discussions of the presenter's work. Onsite poster presenters will set up displays representing their paper/study in a large area with other poster presenters. The posters can have Presenting Authors and Non-Presenting Authors. Posters will be set up in a prominent space throughout the conference. In addition to the dedicated poster space, there will be 75-minute poster sessions that aim to facilitate interaction between poster presenters and interested conference participants. Audio-visual equipment is not provided for poster sessions, but presenters may choose to distribute handouts and attach a QR code to their poster for further details or follow-up. Boards and pins will be provided for the poster display. Virtual presenters will be offered asynchronous sessions, three options are available: e-poster, video, or both. Onsite poster presenters can present virtually too. Please note that no synchronous presentations will take place through the hub, as they will be available during the entire conference on the hub. Submissions for poster sessions must include an abstract of up to 500 words . |
| Group Submission | Description |
| Formal Panel Session | Formal panels/symposia provide an opportunity for coordinated interaction and exchange among presenters working on a common set of themes, questions, or problems related to either research or practice. Proposals for these 75-minute sessions are submitted by a group of presenters (at least three, no maximum) who designate their own chair and/or discussants (who must also register for the conference). Formal Panel/symposium follow the format of individual paper presentations followed by discussant comments and attendee questions and discussion. Submissions for formal panel/symposium include an abstract of up to 1,000 words detailing the overall topic, as well as abstracts up to 500 words for each of the individual formal papers included. |
| Refereed Roundtable Session | Similar to a formal panel/symposium, a group of individuals organize and submit at least 3 individual paper proposals, that share a common topic or theme, as well as nominate a chair to lead the roundtable session. In these 75-minute sessions, each presenter gives a presentation, followed by collective discussion with other conference attendees that is facilitated by the chair. Each contribution can have Presenting Authors and Non-Presenting Authors. Audio-visual equipment is not provided for roundtable sessions. Submissions for group roundtable sessions include an abstract of 1,000 words describing the overall theme and objectives of the roundtable, as well as abstracts of up to 500 words for each of the individual presentations. |

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 "Presenting Author". 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 for Author", look for the participant's name under his/her last name and select a role to add under 'Action'. When you finish including all the co-authors, click on "Accept and Continue" button.

Selected authors for this proposal are listed in the table below.

ADD AN AUTHOR
To add an author, use the search box below the words "Add/Search for Author by Last Name." In order to help us prevent duplicate submissions, **you must conduct a search for any co-authors you would like to add, even if you assume that they have not yet been entered into the system. If after the preliminary search, you cannot find the name, you will have to contact that person and have them login into this submission system (if they already have an account) or create their own account as a "Submitter only" and then login into this submission system.**

IDENTIFY AUTHOR ROLES
The role for each author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role.

ESTABLISH AUTHOR ORDER
Change the author order by clicking "Up" or "Down" in the "Display Order" field. The authors should be listed in the order they will appear in the final program. To remove an author, click "Remove" in the "Action" column.

CONFIRM AUTHOR(S)
Once you have completed the process of adding authors click "Accept and Continue."

Icon Definitions: Order Participants Remove Up Down

| # | Person | Email Address | Affiliation | Role | Action |
|---|--------|---------------|-------------|---------------------------|--------|
| | | | | *Presenting Author | |

Add/Search for Author by Last Name

- If a co-author is already in the system, 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 after the preliminary search, you can not find the name, ask the new participant to go to: <https://conference.cies.us/proposal> and login if he/she has an account or to create a new account as a "submit only" and continue with the submission

Last Name:

Continue
Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Choose From List of Authors
The results from your search appear below.

| # | Person | Email Address | Affiliation | Action |
|---|--------|---------------|-------------|--|
| | | | | <input type="button" value="Add Non Presenter"/> <input type="button" value="Add Presenting Author"/> |

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: 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 Refereed Roundtable Presentation 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!