CIES 2025 Submission Instructions for Refereed Roundtable Session Proposals

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

What is a Refereed Roundtable Session?

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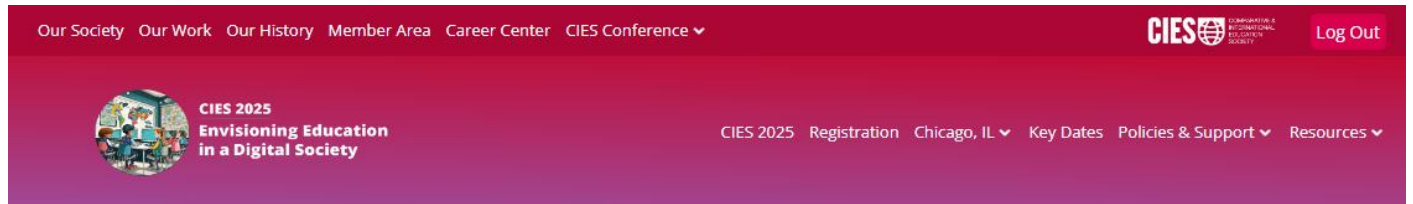
Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and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

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

Instructions for Submitting a Refereed Roundtable 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"
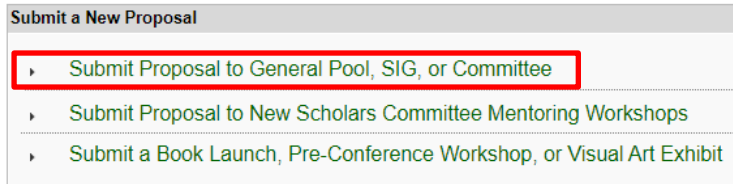
Step 2: Select *"Submit or Edit a Proposal"*.
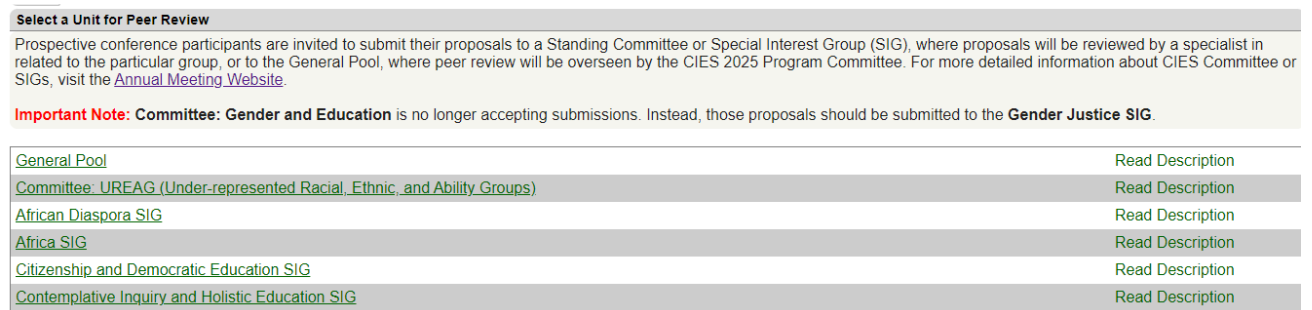
Submitter Menu

- ✎ Submit or Edit a Proposal
- ✔ Become a voluntary Reviewer, Chair, and/or Discussant
- ✉ Message Center
  Read messages sent from this site.

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

Submit a New Proposal

- ▸ Submit Proposal to General Pool, SIG, or Committee
- ▸ Submit Proposal to New Scholars Committee Mentoring Workshops
- ▸ Submit a Book Launch, Pre-Conference Workshop, or Visual Art Exhibit
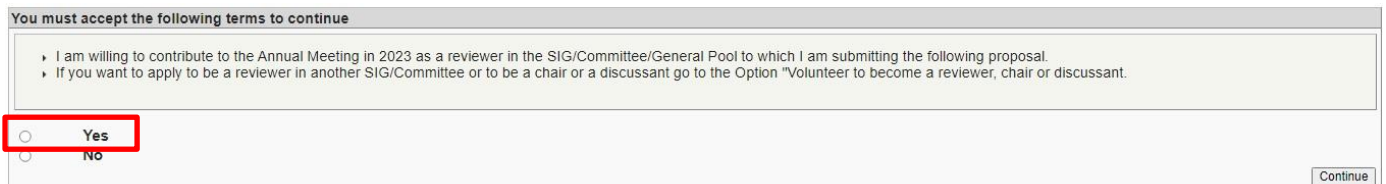
Step 4: Select General Pool, a SIG or a Committee.

Select a Unit for Peer Review

Prospective conference participants are invited to submit their proposals to a Standing Committee or Special Interest Group (SIG), where proposals will be reviewed by a specialist in related to the particular group, or to the General Pool, where peer review will be overseen by the CIES 2025 Program Committee. For more detailed information about CIES Committee or SIGs, visit the Annual Meeting Website.

Important Note: **Committee: Gender and Education** is no longer accepting submissions. Instead, those proposals should be submitted to the **Gender Justice SIG**.

General Pool	Read Description
Committee: UREAG (Under-represented Racial, Ethnic, and Ability Groups)	Read Description
African Diaspora SIG	Read Description
Africa SIG	Read Description
Citizenship and Democratic Education SIG	Read Description
Contemplative Inquiry and Holistic Education SIG	Read Description

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

You must accept the following terms to continue

- ▸ I am willing to contribute to the Annual Meeting in 2023 as a reviewer in the SIG/Committee/General Pool to which I am submitting the following proposal.
- ▸ If you want to apply to be a reviewer in another SIG/Committee or to be a chair or a discussant go to the Option "Volunteer to become a reviewer, chair or discussant".

○ Yes
○ No

[Continue]

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 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 Refereed Roundtable 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'.

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 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 Refereed Roundtable 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!