

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.

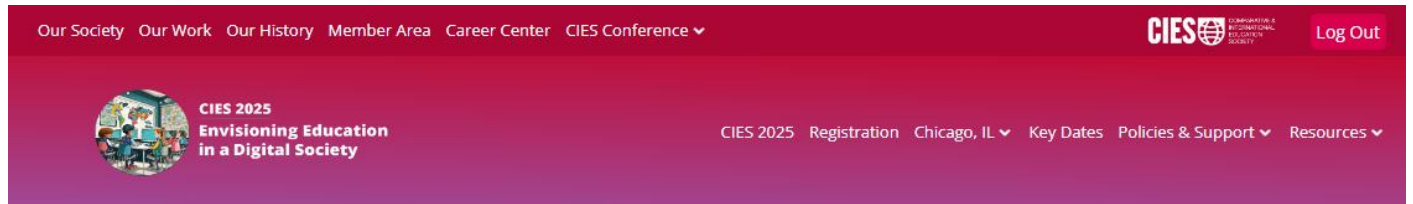
Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and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



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

CIES COMPARATIVE & INTERNATIONAL EDUCATION SOCIETY
 JOIN A SIG PRINT PAGE REPORT ABUSE SIGN IN MEMBER REGISTRATION
 Home Our Society Our Work Our Events Our History
 OR
 Sign in using your credentials
 Username: mcabrera
 Password: [masked]
 Remember Me
 SIGN IN
 Forgot your password? [Click here to reset your password.](#)
 Have you registered yet? [Click here to Member Registration](#)

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”

Individual \$100
 CIES COMPARATIVE & INTERNATIONAL EDUCATION SOCIETY
 JOIN A SIG PRINT PAGE REPORT ABUSE SIGN IN MEMBER REGISTRATION
 Home Our Society Our Work Our History
 If your CIES membership has expired, please do not create a second/duplicate account.
 For membership questions, contact: membership@cies.us
 Individual Membership
 Student Membership
 CIES Emeritus Membership
 Submitter Only (Non-Member temporary account)
 CONTINUE >

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

USERNAMETEST|
 [masked]
 Sign In

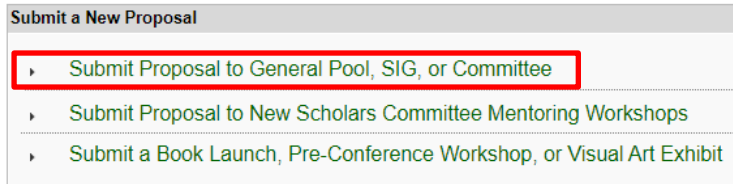
[Forgot your password? Click here.](#)

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



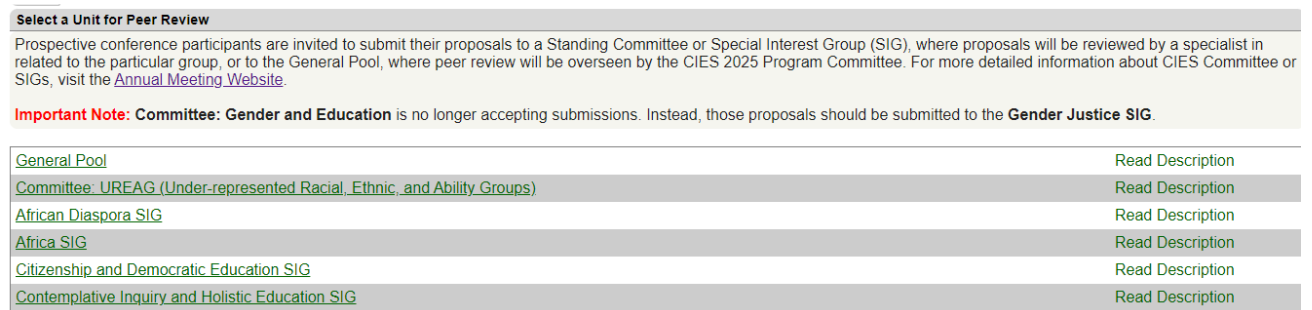
The screenshot shows a 'Submitter Menu' with three items: 'Submit or Edit a Proposal' (highlighted with a red box), 'Become a voluntary Reviewer, Chair, and/or Discussant', and 'Message Center' with a sub-link 'Read messages sent from this site.'

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



The screenshot shows a 'Submit a New Proposal' menu with three options: 'Submit Proposal to General Pool, SIG, or Committee' (highlighted with a red box), 'Submit Proposal to New Scholars Committee Mentoring Workshops', and 'Submit a Book Launch, Pre-Conference Workshop, or Visual Art Exhibit'.

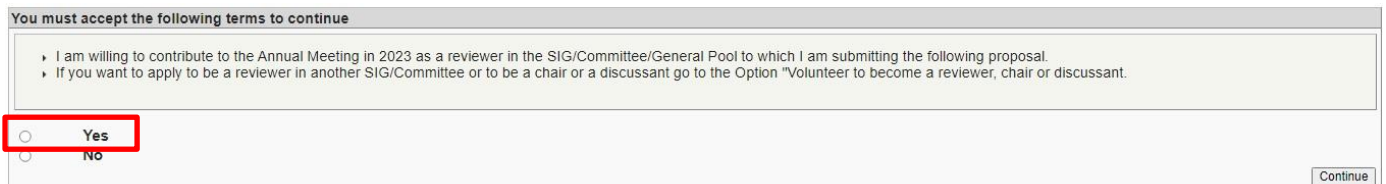
Step 4: Select General Pool, a SIG or a Committee.



The screenshot shows a 'Select a Unit for Peer Review' page. It includes a paragraph of text about prospective conference participants and a link to the 'Annual Meeting Website'. Below this is an 'Important Note' stating that the 'Committee: Gender and Education' is no longer accepting submissions. A table lists various units with links to 'Read Description'.

Unit Name	Action
General Pool	Read Description
Committee: URFAG (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.



The screenshot shows a form titled 'You must accept the following terms to continue'. It contains two bullet points: '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.' and '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.' Below the text are two radio buttons: 'Yes' (selected and highlighted with a red box) and 'No'. A 'Continue' button is located at the bottom right.

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".

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 All 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 Panels/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 "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'.

Submitter/Editor Access

#	Person/Individual Submission	Role/Type	Action
1		*Chair	x

Step 1. Add Papers/Contributions.
To add a paper title and author(s) to the session listing above click the "Add a Paper" button. Current Count: 0 | [Add a Paper](#)

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session. [Search by Last Name](#) [Clear](#)

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue." [Accept and Continue](#)

Choose From List of Potential Participants
Use this form to add a person to your session who is NOT attached to a paper. You must first search for the person in the association database.

#	Personal Profile	Email	Employment	Keyword	Geographic Descriptor	Action
	Participant not listed? If after the preliminary search, you can not find the name, ask the new participant to go to: "https://cies.lasaweb.org/proposals/" and login if he/she has an account or to create a new account as a "submit only" user.					Select Role Add Chair Add Discussant Add Organizer

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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.

# Person/Individual Submission	Role/Individual Submission Type	Action
1	*Chair	Remove

Step 1. Add Papers/Contributions.
To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Step 2. Add other participants (Chairs, Discussants).
Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.

Step 3. Accept and continue.
When your session is fully populated click "Accept and Continue."

Choose From List of Potential Participants
Use this form to add a person to your session who is NOT attached to a paper. You must first search for the person in the association database.

# Personal Profile	Email	Employment	Keyword	Geographic Descriptor	Action
					Add Chair Add Discussant Add Organizer

Participant not listed?
If you can not find the participants, please ask the new participant to go to: <https://cies.lasaweb.org/proposals/> in order to create a new account and then continue with the submission.

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'.

# Person	Email Address	Affiliation	Role	Action

Add/Search for Author by Last Name

Continue

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

Accept and Continue

Last Name
Search for Author

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

# Person	Email Address	Affiliation	Action
1			Add Non-Presenter Add Presenter

If you can not find the authors, please ask the new author to go to: <https://cies.lasaweb.org/proposals/> in order to create a new account and then continue with the submission.

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!