

CIES 2025 Submission Instructions for Workshop Proposals

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

What is a Workshop?

Workshops are designed to offer a space for attendees to engage with experts on issues and questions related to research, policy, and practice in the field of comparative and international education. The vision for the workshops is to provide an interactive learning space through which attendees can enhance their skills, knowledge, and understanding of distinctive topics and their application to practice, training in curricular and pedagogical approaches, research methods, and data analysis.

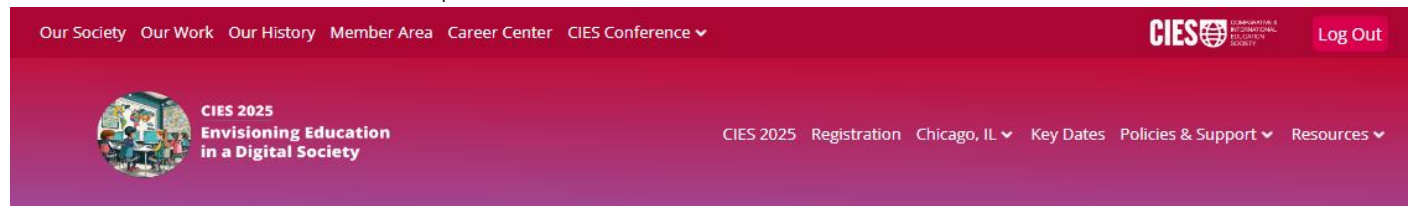
Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and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

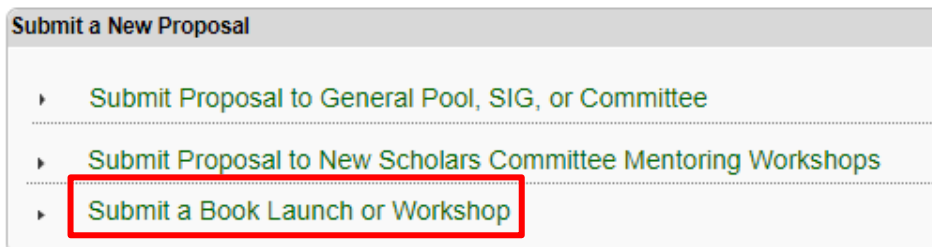
Step 2: Select **“Submit or Edit a Proposal”**.



Submitter Menu

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

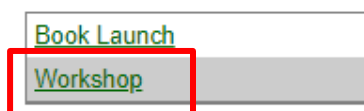
Step 3: Select **“Submit a Book Launch or Workshop”**.



Submit a New Proposal

- Submit Proposal to General Pool, SIG, or Committee
- Submit Proposal to New Scholars Committee Mentoring Workshops
- Submit a Book Launch or Workshop**

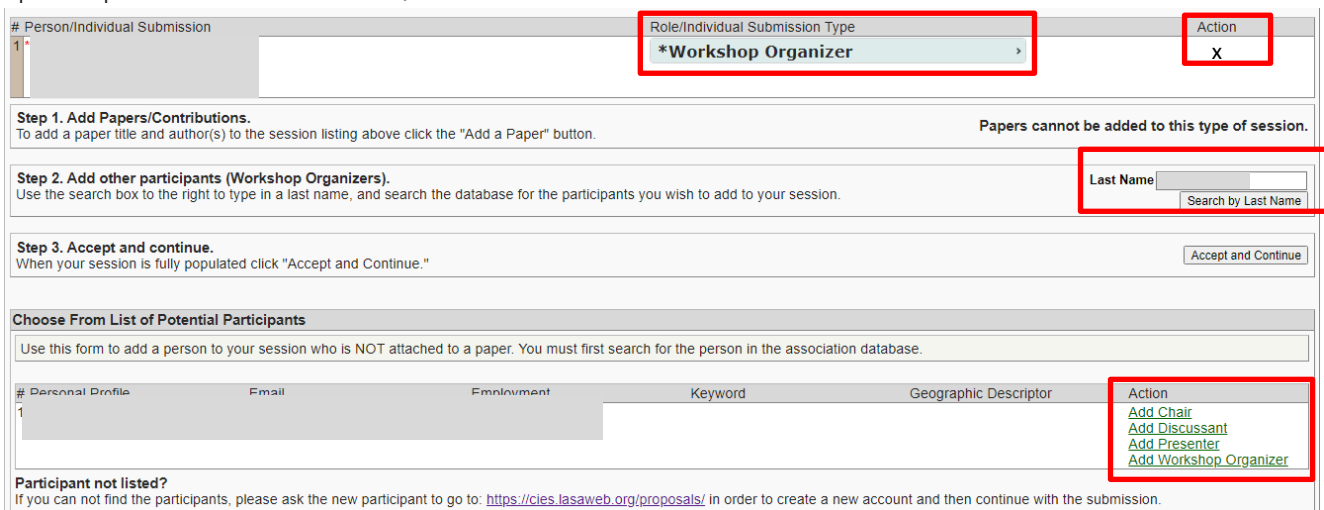
Step 4: Select **“Workshop”**.



Book Launch
Workshop

Step 5: Select **“Yes”** to the proposal submission policies, enter **Session Title, Description of Session, Bios, Maximum number of attendees**, and select **Duration, Keyword(s), Mode of Presentation (mandatory)**. **Language other than English, Abstract in another language** 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 selected as a **“Workshop Organizer”**. You can change the role by selecting the arrow to the right of the ‘Role/Individual Submission Type’ or remove this role by selecting **“x”**. To find co-presenter(s), chair(s), discussant(s) and/or workshop 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’.



Person/Individual Submission

#	Person/Individual Submission	Role/Individual Submission Type	Action
1		*Workshop Organizer	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. Papers cannot be added to this type of session.

Step 2. Add other participants (Workshop Organizers).
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. Last Name:

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
1						Add Chair Add Discussant Add Presenter Add Workshop 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.

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 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!