What is a Formal Panel Session?

A Formal Panel session is a group of individuals who want to submit all of their paper proposals together for consideration by the Unit Planner as a prearranged session. Formal Panel sessions must have a minimum of three papers.

Formal Panels could have session organizer(s), chair(s) and discussant(s), they are not mandatory but is 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 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 it until the deadline of October 14th, 2020 at 23:59 hrs, EDT.

If you would like to submit more than one panel whose themes have continuity, meaning the second, third, etc. panel is a continuation of the first one, please submit them as separate panel proposals through the same SIG, Committee or General Pool. The titles should be the same for all panels indicating the order (Part 1, Part 2, etc.).

Labeling the panels as mentioned above is important for those panels to be evaluated jointly and not as separate sessions. Hence, if they are accepted into the conference program, all of these panels will be scheduled in chronological order: Part 1 then Part 2, etc. Please keep in mind that we cannot guarantee that the panels will be held one immediately after the other or in the same room. However, we will ensure that Part 1 is held before Part 2, and so on.
Instructions for Submitting a Formal Panel Session for CIES2021

Step 1: Click on the link https://convention2.allacademic.com/one/cies/cies21/, and login with your “User Name” and “Password” and then click on “GO”. If you do not have credentials, follow the instructions on the screen under “Log-in Procedure”.

Step 2: Select “Submit 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: Under “Group submission”, select “Formal Panel Session”.

Step 6: Select “Yes” to the proposal submission policies, enter paper Title and Proposal information, and select Type of Research and Keyword(s) (that information is mandatory). Language other than English, Abstract in another language, Geographic Descriptor, Other Geographic Descriptor and Additional Information are optional. Then click on “Accept and Continue” when finished. The panel title must be in mixed case (not all caps).

Step 7: You should automatically be the selected as a “Chair”. In case you have any other role, you can change it, selecting the correct role (case I) or in case you do not have any role, you can remove your name just by selecting “remove” (case II).

Step 8: Click “Add a Paper” to start adding the paper information. Remember you must include at least three papers per panel.

Step 9: Add the Title and Proposal, and select Keyword(s) of each paper, a Geographic Descriptors is optional. Click on “Accept and Continue”. The paper title must be in mixed case (not all caps).

Step 10: Include the presenter, co-presenter(s) or non-presenter(s) co-author(s) for each paper, write their last names (or part of it) in the box, and click on “Search for Author” (Step I), look for the presenter, co-presenter or non-presenter under his/her last name, and select “Add Author” close to the name (Step II). When completed, click on “Accept and Continue” (Step III).
Note: If you do not find a person in the list, this is because he/she is not in the database. In that case, you have to select “Add Unlisted Author”, complete all the information, and then click on “Accept and Continue”. Press “Accept and Continue” again.

Repeat steps 8 to 10, according to the number of papers.

Step 11: Add the discussant, chair and/or organizer(s) (not mandatory, but highly recommended) by writing their last name (or part of it) in the box and click on “Search by Last Name” (Step I) and selecting their role: “Add Chair”, “Add Discussant” or “Add Organizer”, (Step II). Continue until you have all the participants with their roles properly assigned.

Note: If you do not find your co-author(s) in the list, this is because they are new submitters. In that case, you have to select “Add Unlisted Author”, complete all the information, and then “Accept and Continue”. Press “Accept and Continue” again.
Step 12: When you have finished adding all the panel participants, click on “Accept and Continue”.

Step 13: Review the information, edit as necessary, and then click on “Accept and Continue”.

You have now submitted a Formal Panel Proposal for CIES2021. You will receive a confirmation message on your screen and a confirmation email. If you do not receive an email for your submission, please contact cies2021@cies.us to verify the submission went through before October 14th, 2020, 23:59 hrs, EDT.

Thank you for your interest in CIES2021!