

# CIES2021 Submission Instructions for Formal Paper Presentation

Online Submission Deadline: October 14th, 2020, 23:59 hrs. EDT.

---

## What is an individual paper proposal?

Individuals can submit an individual paper proposal. Individual proposals are evaluated by a blind peer review, and if they are accepted, the Unit Planners combine them with other individual submissions to create a panel.

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 **October 14th, 2020, 23:59 hrs, EDT**.

# Instructions for Submitting a Formal Paper Presentation 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.

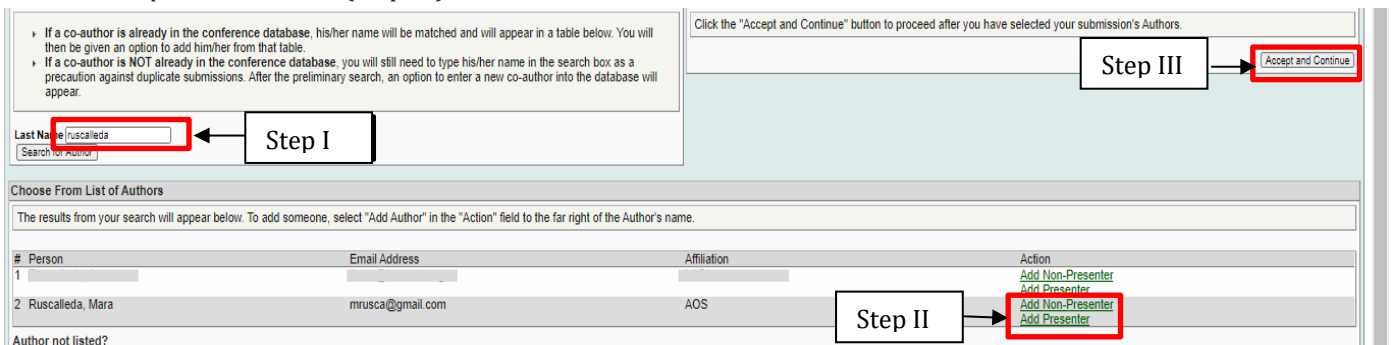
- General Pool
- Committee: Gender & Education
- Committee: UREAG (Under-represented Racial, Ethnic, and Ability Groups)
- African Diaspora SIG
- Africa SIG
- Citizenship and Democratic Education SIG
- Contemplative Inquiry and Holistic Education SIG
- Cultural Contexts of Education and Human Potential SIG
- Early Childhood Development SIG
- East Asia SIG
- Economics and Finance of Education SIG
- Education, Conflict, and Emergencies SIG
- Environmental and Sustainability Education SIG
- Eurasia SIG
- Globalization & Education SIG
- Global Literacy SIG
- Global Mathematics Education SIG
- Global Migration SIG
- Higher Education SIG
- Inclusive Education SIG
- Indigenous Knowledge and the Academy SIG
- Information and Communication Technologies for Development (ICT4D) SIG

**Step 5:** Under “*Individual Presentation*”, select “*Formal Paper Presentation*”.

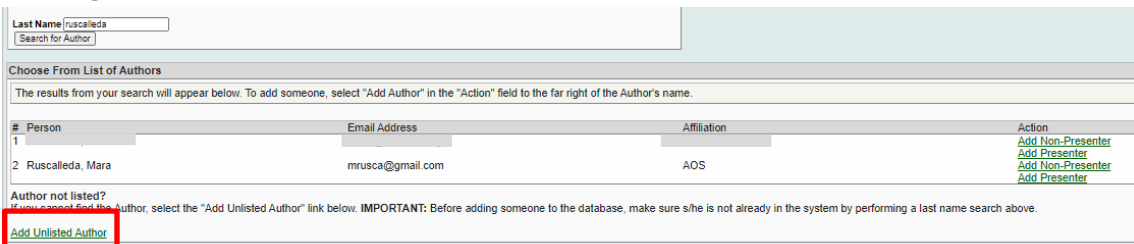


**Step 6:** Select “*Yes*” to the proposal submission policies, enter paper *Title* and *Proposal* information, and select *Keyword(s)* and *Type or research* (that information is mandatory). *Language other than English, Abstract in another language, Geographic Scriptors, Other Geographic Descriptor*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

**Step 7:** You should automatically be the selected author of your paper and should be a “*Presenter*”. You can remove it in case you were not the presenter, just by selecting “*remove*”. To find co-presenters or Non-presenting authors of the paper, write their last names (or part of it) in the box, and click on “*Search for Author*” (Step I), look for the co-author under his/her last name, and select “*Add Non-Presenter*” or “*Add Presenter*” close to the name (Step II). When completed, click on “*Accept and Continue*” (Step III).



**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 click on “*Accept and Continue*”. Press “*Accept and Continue*” again.



**Step 8:** Review the information, edit as necessary, and then click on “*Accept and Continue*”.

**You have now submitted a Formal Paper Presentation proposal for CIES2021.** 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 [cies2021@cies.us](mailto:cies2021@cies.us) to verify the submission went through before **October 14th, 2020, 23:59 hrs, EDT.**

Thank you for your interest in CIES2021!