

CIES2021 Submission Instructions for Pre-Conference Workshop Proposal

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

What is a Pre-Conference Workshop Proposal?

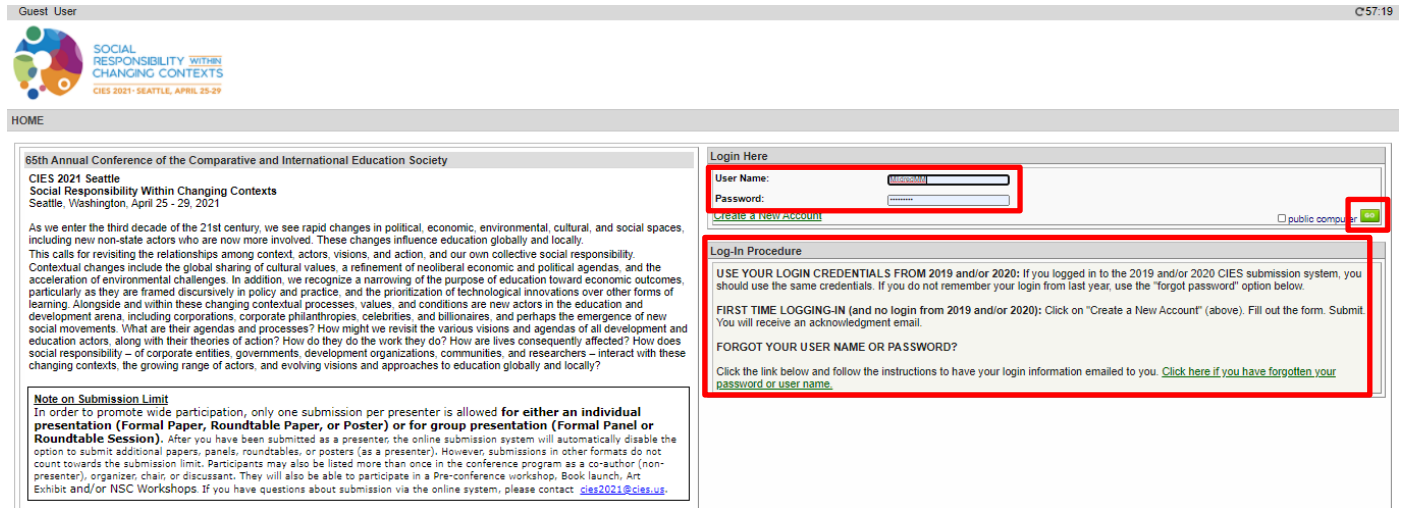
Workshops are designed to offer a space for attendees to engage with experts on issues and questions related to research, policy, and practice in the field of comparative and international education. The vision for the workshops is to provide an interactive learning space through which attendees can 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 **October 14th, 2020, 23:59 hrs, EDT**.

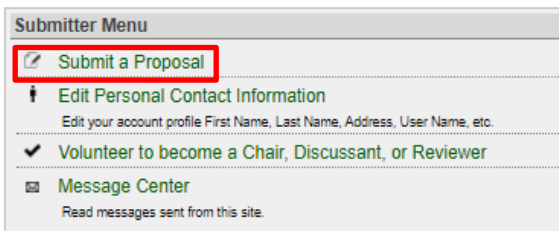
Instructions for Submitting a Pre-Conference Workshop Proposal for CIES2021

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”.

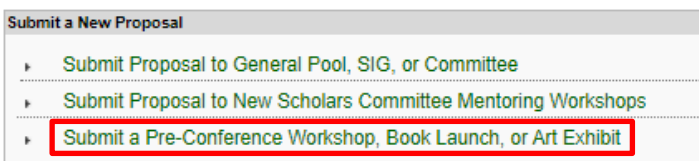
If you do not have credentials, follow the instructions on the screen under “Log-in Procedure”.



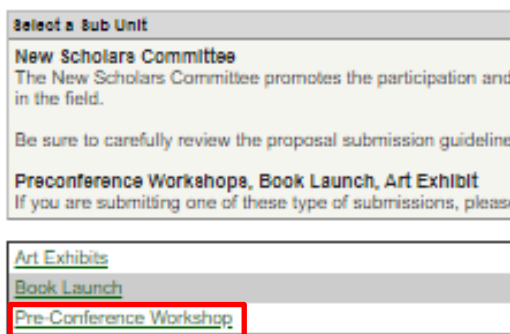
Step 2: Select “Submit a Proposal”.



Step 3: Select “Submit a Pre-Conference Workshop, Book Launch, or Art Exhibit”.



Step 4: Select “Pre-Conference Workshop”.



Step 5: Select “Yes” to the proposal submission policies, enter *Session Title, Description of Session, Bios*, select *Duration*, add *Maximum number of attendees*, and select *Keyword(s)*. *Language other than English, Abstract in another language* and *Additional Information* are optional. Then click on “Accept and Continue” when finished. The

session title must be in mixed case (not all caps).

Step 6: You should automatically be selected as an “Organizer”. You can remove it in case you were not the presenter just by selecting “remove”. To find presenter(s) and/or co-organizer of the Pre-Conference, write their last names (or part of it) in the box, and click on “Search for Author” (Step I), look for the participant name under his/her last name, and select “Add Organizer” and/or “Add Presenter” close to the name (Step II). When completed, click on “Accept and Continue” (Step III).

The screenshot shows the 'Current Session Participants' interface. At the top, there is a table with columns for '#', 'Person/Individual Submission', 'Role/Individual Submission Type', and 'Action'. A row shows 'Mara Ruscalleda' as a 'Presenter'. A red box highlights the 'Remove' button in the 'Action' column.

Below the table are three steps:

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

Annotations:

- Step I:** Points to the 'Last Name' search box containing 'ruscalleda' and the 'Search by Last Name' button.
- Step II:** Points to the 'Add Organizer' and 'Add Presenter' buttons in the 'Action' column of the 'Choose From List of Potential Participants' table.
- Step III:** Points to the 'Accept and Continue' button.

The 'Choose From List of Potential Participants' table has columns: '#', 'Personal Profile', 'Email', 'Employment', 'Keyword', and 'Action'. It lists 'Ruscalleda, Mara -AOS' with email 'mrusca@gmail.com' and affiliation 'AOS'. The 'Action' column contains 'Add Organizer', 'Add Presenter', and 'Add Unlisted Participant'.

Note: If you do not find the person(s) in the list, this is because they are 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.

The screenshot shows the 'Search for Author' interface. At the top, there is a search box with 'Last Name' and 'Search for Author' button. Below it is the 'Choose From List of Authors' section. The results table has columns: '#', 'Person', 'Email Address', 'Affiliation', and 'Action'. It lists 'Ruscalleda, Mara' with email 'mrusca@gmail.com' and affiliation 'AOS'. The 'Action' column contains 'Add Non-Presenter', 'Add Presenter', 'Add Non-Presenter', and 'Add Presenter'.

Below the table is the 'Author not listed?' section with the 'Add Unlisted Author' button highlighted by a red box.

Step 7: Review the information, edit as necessary, and then click on “Accept and Continue”.

You have now submitted a Pre-Conference Workshop 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 to verify the submission went through before **October 14th, 2020, 23:59 hrs, EDT.**

Thank you for your interest in CIES2021!