CIES2021 Submission Instructions for Roundtable Session

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

What is a Roundtable?

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 three or four 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 discussant 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 October 14th, 2020, 23:59 hrs, EDT.
Instructions for Submitting a Roundtable for CIES2021

**Step 1:** Click on the link [https://convention2.allacademic.com/one/cies/cies21/](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 “Refereed Roundtable Session”.

Step 6: Select “Yes” to the proposal submission policies, enter roundtable Title and Proposal information, Type of Research, and select Keyword(s) (that information is 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 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 roundtable.

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

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 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.
**Step 12:** When you have finished adding all the roundtable 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 Roundtable Session Proposal for CIES2021. You will receive a confirmation message on your screen and a confirmation email of 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!