

CIES2021 Submission Instructions for Roundtable Presentation

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

What is an individual roundtable presentation?

Roundtable sessions allow for enhanced research collaboration and substantive discussion among participants. Proposals for roundtables submitted by individual authors may be formed into a roundtable discussion with other submitters.

Individual proposals are evaluated by a blind peer review, and if they are accepted, the Unit Planners combine them with other individual roundtable submissions to create a roundtable session.

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 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”.

The screenshot shows the website header with the CIES 2021 Seattle logo and navigation links. The main content area is divided into two columns. The left column contains information about the 65th Annual Conference of the Comparative and International Education Society, including a note on submission limits. The right column features a 'Login Here' section with input fields for 'User Name' and 'Password', and a 'Log-in Procedure' section with instructions for returning users, first-time users, and those who forgot their credentials. Red boxes highlight the login fields and the log-in procedure instructions.

Step 2: Select “Submit a Proposal”.

The screenshot shows a 'Submitter Menu' with four options: 'Submit a Proposal', 'Edit Personal Contact Information', 'Volunteer to become a Chair, Discussant, or Reviewer', and 'Message Center'. The 'Submit a Proposal' option is highlighted with a red box.

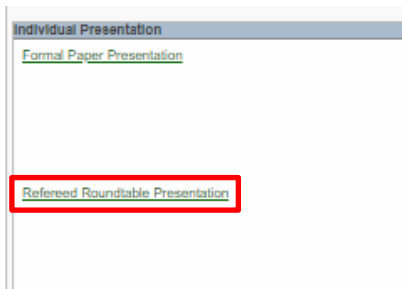
Step 3: Select “Submit Proposal to General Pool, SIG, or Committee”.

The screenshot shows a 'Submit a New Proposal' menu with three options: 'Submit Proposal to General Pool, SIG, or Committee', 'Submit Proposal to New Scholars Committee Mentoring Workshops', and 'Submit a Pre-Conference Workshop, Book Launch, or Art Exhibit'. The first option is highlighted with a red box.

Step 4: Select “General Pool”, a SIG, or a Committee.

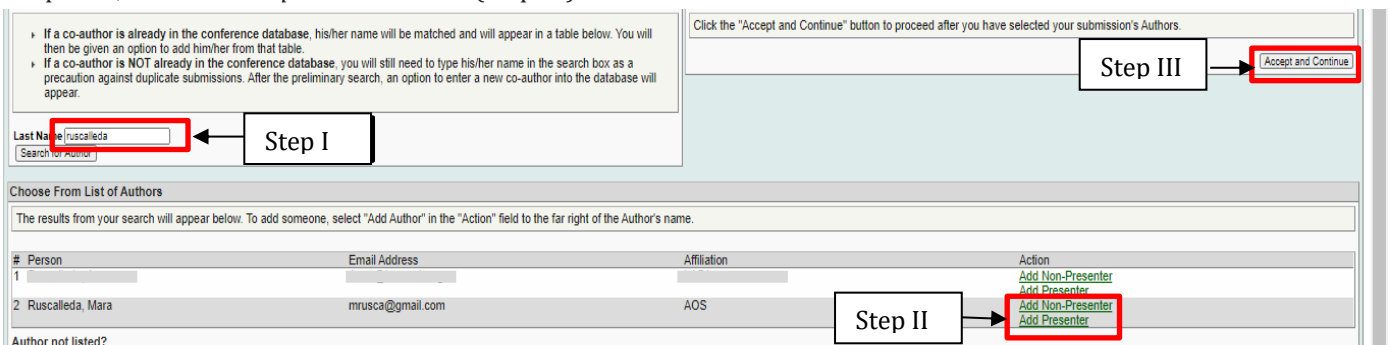
- General Pool
- Committee: Gender & Education
- Committee: UREAG (Under-represented Racial, Ethnic, and Ability Groups)
- African Diaspora SIG
- Africa SIG
- Citizenship and Democratic Education SIG
- Contemplative Inquiry and Holistic Education SIG
- Cultural Contexts of Education and Human Potential 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 *“Refereed Roundtable Presentation”*.

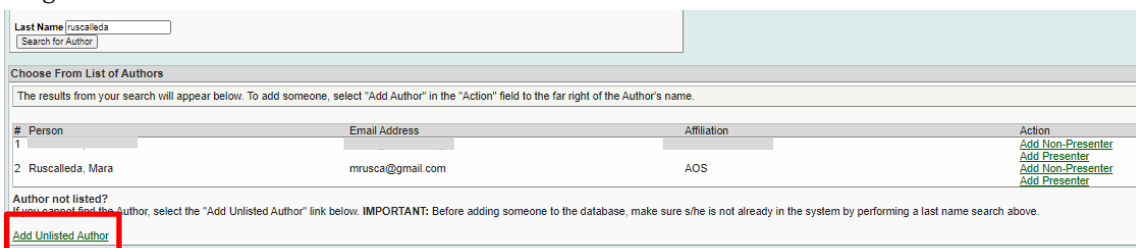


Step 6: Select *“Yes”* to the proposal submission policies, enter roundtable *Title* and *Proposal* information, and select *Keyword(s)* and *Type of Research* (that information is mandatory). *Language other than English, Abstract in another language, Geographic Descriptors, Other Geographic Descriptor*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

Step 7: You should automatically be the selected author of the paper for a roundtable 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 author 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 a 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.



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

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

Thank you for your interest in CIES2021!