Organized Session: Step-by-Step Proposal Application Walkthrough

Below is the Main Call for Proposals Submission page https://asianstudies.com/asianstudies/asia2024/cfp.cgi







Call for Proposals

AAS-in-Asia 2024

July 9 - 11, 2024

☐ Edit

On behalf of the Association for Asian Studies (AAS) and Universitas of Gadjah Mada, we are pleased to invite you to the 2024 AAS-in-Asia Conference to be held between the 9th and 11th of July 2024 at Universitas of Gadjah Mada in Yogyakarta, Indonesia.

The Program Committee seeks organized panels and roundtable session proposals on all aspects of Asian Studies. No individual paper proposals will be considered for this conference. The proposals are preferred but may not be limited to this year's theme: "Global Asias: Latent Histories, Manifest Impacts"

Before clicking the submission buttons, please make sure you have fully read the Call for Proposals Guidelines

Please see the three-step guide below to start your submission process. The deadline for all proposal submissions and travel subsidy requests is Tuesday, October 31, at 5:00pm Eastern Time.

This proposal submission application will be available for submissions and edits through the posted deadline. After the submission deadline, your proposal will be forwarded to the appropriate program committee members for review.

If you have any questions regarding panel participation or proposal submissions that are not answered in this Call for Proposals or the FAQ's, please contact the AAS secretariat at AASinASia@asianstudies.org.

We look forward to an exciting and intellectually stimulating conference in Yogyakarta.

Sincerely

The Program Committee of AAS-in-Asia 2024

Proposal Preparation In Three Steps:



Login to GATEWAY to access your existing submissions

Begin A Submission To The Following:

ORGANIZED PANEL
Deadline for New Submissions:
Tuesday, October 31, 2023
Begin a Submission

ROUNDTABLE
Deadline for New Submissions:
Tuesday, October 31, 2023

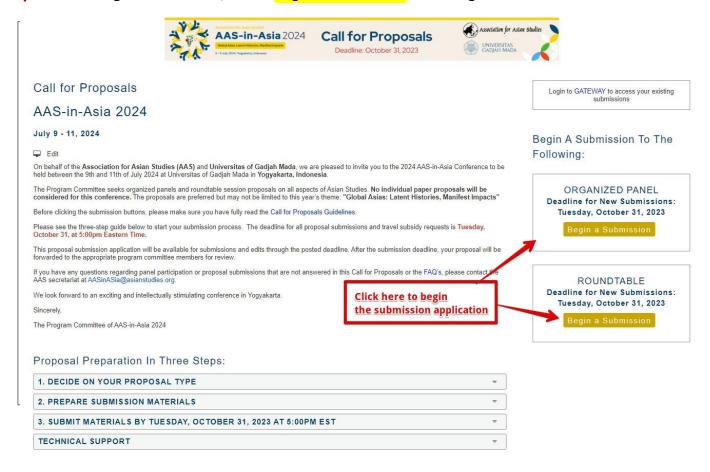
Begin a Submission

This homepage provides links to each type of proposal submission for the 2024 AAS-in-Asia Call for Proposals.

Please note: You do not need to create an account to submit a proposal. Once you begin the application process, your contact information will be collected, and an *Initial Submission* email will be sent to the email address provided with a link back to the Gateway where you can return to your submission, if needed. If you return at a later time, the system will then ask to create an account based on the email used to being your submission.

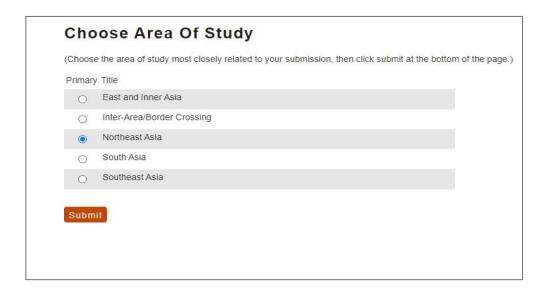
You may use also find a link to the <u>Gateway</u> at the top right side of the page.

Step 1 – In the right side buttons, select 'Begin a Submission' in the Organized Panel section.

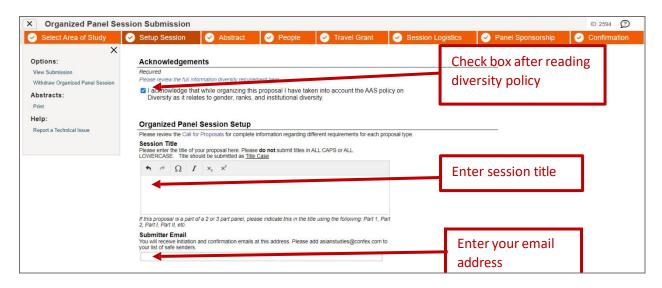


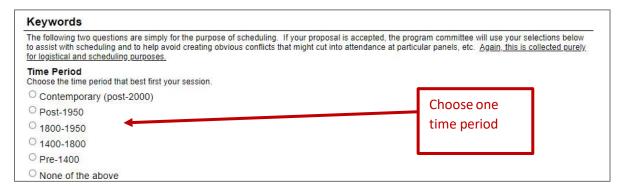
Step 2: Select the **Area of Study** most closely related to your submission (Choose one):

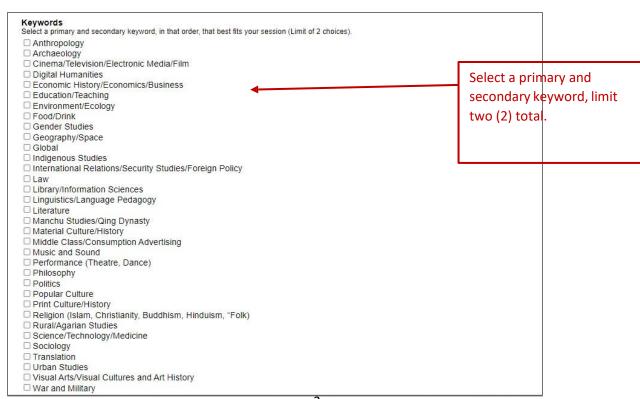
• Once selected, click 'Submit.' The next tab will appear.

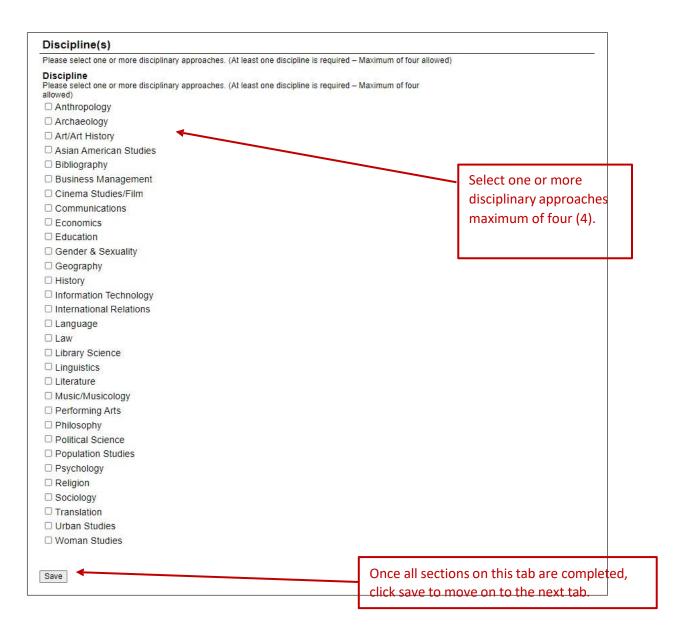


Step 3: In the **Setup Session** Tab, add the Session Title, email, keywords, discipline and acknowledge AAS policies.

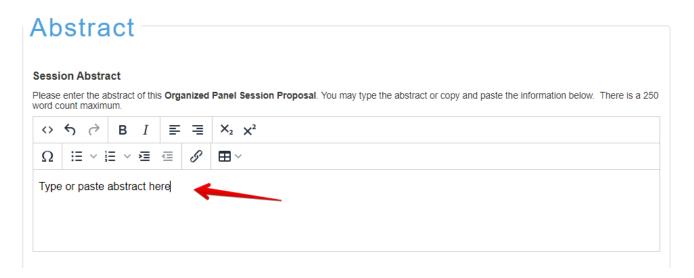




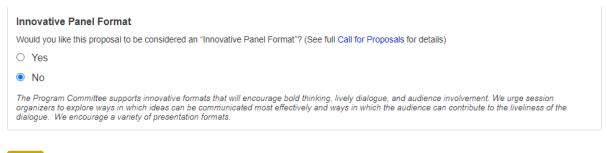




Step 4: In the **Abstract** tab, enter the full Organized Panel Session abstract. The maximum word count is 250 words.



Next, below the session abstract, please answer the following questions related to 'Innovative Format':



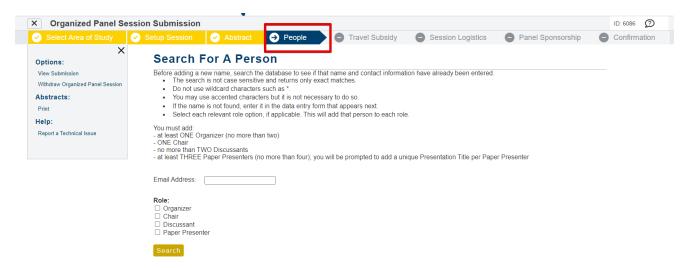
Save

Once both sections in this tab are completed, click the save button to move on to the next section.

Step 5: On the People tab,

- 1. Enter the email address of a participant on the panel
- 2. Select a role for the person
- 3. Click Search

The system will first search to see if the panelist already exists in the database. Add a name and their role.



If the individual is already in the system, their name will appear in the search results. If the name and affiliation are accurate, click 'Select' to add the name to the proposal. If edits are needed, you may click 'Select and Edit' or choose to edit later.

Search Results Please select the appropriate name from the list below, or go back and search again. O Robyn Jones - University of Michigan Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit". Select Select and Edit

If they are not in the system, you will immediately be taken to a screen to create a record for the individual.

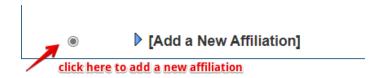
Contact Information No matches found. Please complete the form below. * — Indicates required field. First Name * Middle Initial Gender Identity * Please select the most fitting gender identity from the options provided. Fernale/Woman Male/Man Non-binary Agender Other / Identity Outside Above Email Address * angletest@test.com

UPDATING OR ADDING AFFILIATIONS



If the speaker has a different affiliation and you are aware that the affiliation has changed follow these steps.

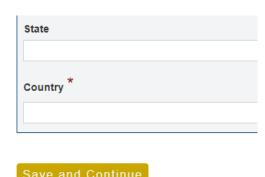
1. Click the radio button next to Add a New Affiliation



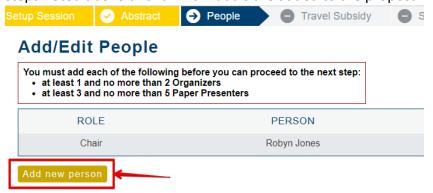
2. Click the arrow to open the drop down menu to enter the new affiliation



Complete all sections of the Contact Information screen and select Save and Continue to add the next person to the proposal

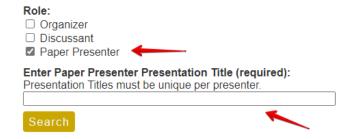


Once saved the next screen will prompt you to continue to add a new person. Repeat the steps noted above until all individuals are added to the proposal.



Step 5.2 Adding Paper Presenters

When adding Paper Presenters name, during the search step you will also be prompted to add the Paper Title.



If the individual is already in the database, their name will be added with the title to the session however, you will still need to ADD THE ABSTRACT in a separate step.



ADD A CO-AUTHOR

The instructions to add a co-author are noted on the PEOPLE tab page.

Once the minimum number of speakers for the session has been added and each item is complete, the next tab for Travel Subsidy information will appear. Please note, there is a maximum of 5 paper presenters allowed.

• **PLEASE NOTE:** The green check mark with must appear next to the <u>Presentation Title</u> and <u>Abstract Text</u> to be able to move onto the next step.



Step 6: On the Travel Subsidy tab, you may view the grant guidelines.

Select Yes or No for the Travel subsidy question.

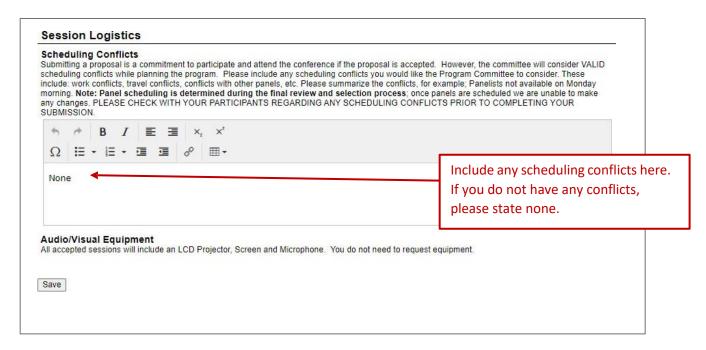
| Would you like to apply for International Exchange Travel Subsidy on behalf of ONE (1) participant on your session? |
|---|
| ○ Yes |
| No |
| |

If yes, please complete the following questions.

| Please enter the name of | of the panel participant you would like to be considered for the International Exchange travel sub- |
|--------------------------|---|
| | |
| Total Requested | |
| U.S. Dollars-whole dolla | r, no pennies (Maximum \$1,500) |
| 0.00 | |
| 0.00 | |
| City & Country Sub | sidy Applicant Traveling From: & country where the participant is traveling FROM to attend the AAS-in-Asia 2024 in Yogyakarta. |
| City & Country Sub | sidy Applicant Traveling From: & country where the participant is traveling FROM to attend the AAS-In-Asia 2024 in Yogyakarta. |
| City & Country Sub | & country where the participant is traveling FROM to attend the AAS-in-Asia 2024 in Yogyakarta. |

Step 7: Session Logistics

- Once the Travel Subsidy tab is complete, the **Session Logistics** Tab will become available.
- Please review the instructions and include if your panel has any scheduling conflicts in the space provided.



Step 8 – Submit your Organized Panel Session proposal.

Now you are on the final **Confirmation** tab. Proof all entered information before submitting.

Scroll to the bottom to SUBMIT THE PROPOSAL! DO NOT FORGET TO CLICK SUBMIT



- The option to print the page is also available.
- Once the information is fully proofed, submit your panel by clicking the 'Submit' button found at the bottom of the page:

Submit Print this page

Following submission, you and will receive a confirmation message:

Click here to print this page.

Thank you for your abstract submission; we've sent you an email confirmation.

If necessary, you can make changes to your roundtable session between now and the deadline of Tuesday, October 31, 2023

To access your roundtable session submission in the future, login to Gateway. Or Contact Technical Support if you need technical assistance accessing Gateway.

Any changes that you make will be reflected instantly in what will be seen by reviewers. You DO NOT need to go through all of the submission steps in order to change one thing. If you want to change the title, for example, just click the "Setup Session" step in the roundtable session control panel and submit the new title.