

Book Panel Submission Walkthrough

Thank you for submitting a Book Panel Proposal to the 2019 International Conference of Europeanists, hosted by the Council for European Studies. This document will provide a step-by-step walkthrough of how to create and submit a Book Panel Proposal for the conference. If you have any further questions, please reach out to us at events@ces-europe.org.

Logging in to the Conference Portal

To log in to the new portal for the Conference, go to <https://ces-columbia.secure-platform.com/a>. You will see the following screen:

The screenshot shows the login page for the 26th International Conference of Europeanists. At the top, there is a blue header with the text "COUNCIL FOR EUROPEAN STUDIES". Below the header, there are two navigation links: "HOME" and "CREATE ACCOUNT", with "CREATE ACCOUNT" highlighted in red. On the left side, there is a login form with the following fields: "Email Address *" and "Password * lost password?". There is also a "remember me" checkbox and a "Login" button. On the right side, there is a central heading: "26th International Conference of Europeanists - Call for Proposals" followed by "Sovereignties in Contention: Nations, Regions and Citizens in Europe" and the dates "June 20-22, 2019". Below this, there are two buttons: "Click Here to Submit a Paper or Panel Proposal" and "Click Here to Submit a Mini-Symposium". The main content area contains text about sovereignty, including a paragraph starting with "Sovereignty is at the crux of current developments in Europe..." and another starting with "These fights for new forms of sovereignty...".

If you have not yet created an account in the portal, click “Create Account”, highlighted in red above. If you have already created an account, log in with the credentials you set in the login form on the side of the screen.

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If you click “Create Account”, you will see the following screen:

2019 International Conference of Europeanists

Login

Create a New Account

Email Address *

Email Address *

Password * [lost password?](#)

First Name *

remember me

Login

Last Name *

Institution *

Title *

Fill out all the fields in the column to the right, scrolling all the way down. When you have filled in all your information, click “Register” to create your account. You will be returned to the Conference log in page.

Once you are logged in, click the button highlighted below:

26th International Conference of Europeanists - Call for Proposals
Sovereignties in Contention:
Nations, Regions and Citizens in Europe

June 20-22, 2019

[Click Here to Submit a Paper or Panel Proposal](#)

[Click Here to Submit a Mini-Symposium](#)

Sovereignty is at the crux of current developments in Europe and at the center of political debate—of which the 2016 referendum on Brexit is just one example. The claim to regain *national* sovereignty vis-a-vis EU policy-making is common to populist movements throughout Europe today, and it currently dominates the rhetoric of the national governments of Hungary and Poland as well. Anxieties about sovereignty are also key to understanding the demands put forward by *regional* entities such as Scotland, Catalonia, and Lombardy.

Continued on next page

You will see the following screen:

2019 International Conference of Europeanists

Welcome → [Submission Information](#)

Submission Instructions

Welcome to the Submission Portal for the 2019 CES Conference in Madrid. To submit a paper proposal, you will need a title, abstract, and author information. To submit a proposal for a paper panel, book panel, or roundtable, you will need a session title, abstract, and participant contact details, as well as the appropriate paper information if you are submitting a paper panel.

To begin, enter the submission title, your e-mail address, and your full name below. Then click on "Save and Next" to move through the steps indicated in navigation tabs above. If at any point in the submission process you wish to go back or make a change, simply click on the appropriate step in the sidebar.

Submission Type *

- (select)
- Book Panel
- Paper Panel
- Roundtable
- Single Paper

Save

Save and Next

Software

Click the "Submission Type" drop down field and select "Book Panel." Click "Save and Next" to move on with your application.

On the following screen, you will enter some basic information about your submission, as well as indicate whether you would like to associate your submission with a CES Research or Sponsoring Network.

Continued on next page

Submission Title *

Submitter Email Address *

Submitter Full Name *

Research and Sponsoring Networks *

If you are a member of CES research network or a sponsoring network and would like your proposal to be associated with that network, please indicate your affiliation below (You may only choose **one** network).

- Alliance
- European Culture
- European Integration and Global Political Economy
- Gender and Sexuality
- Historical Study of States and Regimes (History of Democratization)
- IASGP (International Association for the Study of German Politics)
- Immigration
- Political Economy and Welfare (formerly Industrial Relations, Skill Formation and Welfare State Policies)
- Political Parties, Party Systems and Elections
- Radicalism and Violence in Europe
- Social Movements
- Territorial Politics and Federalism
- Transnational Memory and Identity in Europe
- None of the above

Prev

Save

Save and Next

Click "Save and Next" to continue.

Continued on next page

On the next screen, you will enter an abstract for your submission. The abstract must be 250 words or less.

2019 International Conference of Europeanists

[Welcome](#) → [Submission Information](#) → **Abstract** → [Disciplinary and Substantive Tags](#) → [People](#) → [Requests](#)



Submission Abstract *

To submit your abstract of no more than 250 words, type or copy text into the box below.

Word count: 0 / 250

Prev

Save

Save and Next

Click "Save and Next" to continue.

Continued on next page

On the following screen, you can choose your submission's Disciplinary and Substantive Tags:

Disciplinary Tags:

Please select two Disciplinary Tags. The first will be your submission's **Primary Discipline**, the second your submission's **Secondary Discipline**.

Primary Discipline *

Secondary Discipline *

Substantive Tags

Please **select up to five Substantive Tags** that accurately reflect your session's content by checking the boxes.

- Aging and the Life Course
- Agriculture and Food
- Authoritarianism
- Central Europe
- Comparative Political Institutions
- Crime, Law, and Deviance
- Cultural History
- Diplomatic History
- Eastern Europe
- Ecology and Environment
- Economic History
- Elections and Electoral Politics
- Emotions
- Energy Policy

You may select up to five Substantive Tags. If more than five are selected, your submission will be blocked.

Click "Save and Next" to continue.

On the next screen, you will have the chance to add participants to your Book Panel. If you will be one of the participants, be sure to add yourself.

To add a participant, click the "Add Participant" button, highlighted in red below:

Continued on next page

To Add Participants to Your Session

To search for a participant in our database to add to your session, click "Add Participant" below and enter the e-mail address or last name of the person you are looking for in one of the search boxes. If the person is not yet registered in our database, you will need to create a record for them.

Session Participants *

Participants	Action
No Participants have been added. Click on Add Participant below.	

Add Participant

A new set of fields will appear. If you choose, you may search our database for participants to add to your Book Panel. If you would like to search, first enter a role for the participant. The possible options are "Chair", "Discussant", and "Participant".

Search for Participants Already in Our Database

If you would like to search for a session participant in our database, please enter the role that person will perform. Search boxes will then appear.

Role

First Name *

Search for Participants Already in Our Database

If you would like to search for a session participant in our database, please enter the role that person will perform. Search boxes will then appear.

Chair

Email

Name

Continued on next page

Once the search fields appear, you may search for a participant by email address or by name. If the participant you are looking appears in the list of search results, click their name. Their information will automatically appear in the participant table above.

Search for Participants Already in Our Database

If you would like to search for a session participant in our database, please enter the role that person will perform. Search boxes will then appear.

Chair

Rodolfo

- Leah Moman
- Joni Glynn
- Rodolfo Holeman
- Rodolfo Holeman
- Gertha Standridge

Session Participants *

Participants	Action
 Session Role: Chair First Name: Rodolfo Last Name: Holeman Rank: Student Email: rholeman@example.com Phone: (562)631-9760 Institutional Affiliation: University of North Carolina Title/Position: Project Manager	Edit Remove

Add another Participant

If your search does not return a match, or you would like to enter a new participant, you may fill out the participant fields yourself. When you have completed all the fields, click “Add” to add them to the participant table.

Continued on next page

First Name *

Middle Name

Last Name *

Rank *

Email Address *

Phone Number

Role

Institutional Affiliation *

Title/Position *

Department

Country *

Cancel

Add

You may add up to ten participants for a Book Panel, and must have at least one Chair and Discussant. When you have finished adding participants, click “Save and Next” to continue.

Continued on next page

On the next screen, you may enter any special requests you may have for your submission:

Requests

Please enter any scheduling request or other special requests below. Scheduling requests may include both preferred times or dates when you are not available. All scheduling requests must be received by midnight on December 31st, 2018.

Scheduling Requests

Special Requests

All session rooms will be provided with a PC laptop loaded with PowerPoint and a projector. If you require any additional audio or visual equipment, please note it here. Also use this field to note any special accessibility needs.

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Save

Save and Finalize

When you have finished entering your requests, click “Save and Finalize” to submit your Book Panel Proposal. If you are missing any required fields, you will be redirected to them, and the missing field will be highlighted in red.

You will be notified by December 2019 if your Book Panel is selected for the 2019 CES Conference in Madrid. Thank you for your submission!