

## Mini-Symposium Submission Walkthrough

Thank you for submitting a Mini-Symposium 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 Roundtable Proposal for the conference. If you have any further questions, please reach out to us at [events@ces-europe.org](mailto:events@ces-europe.org).

### Logging in to the Conference Portal

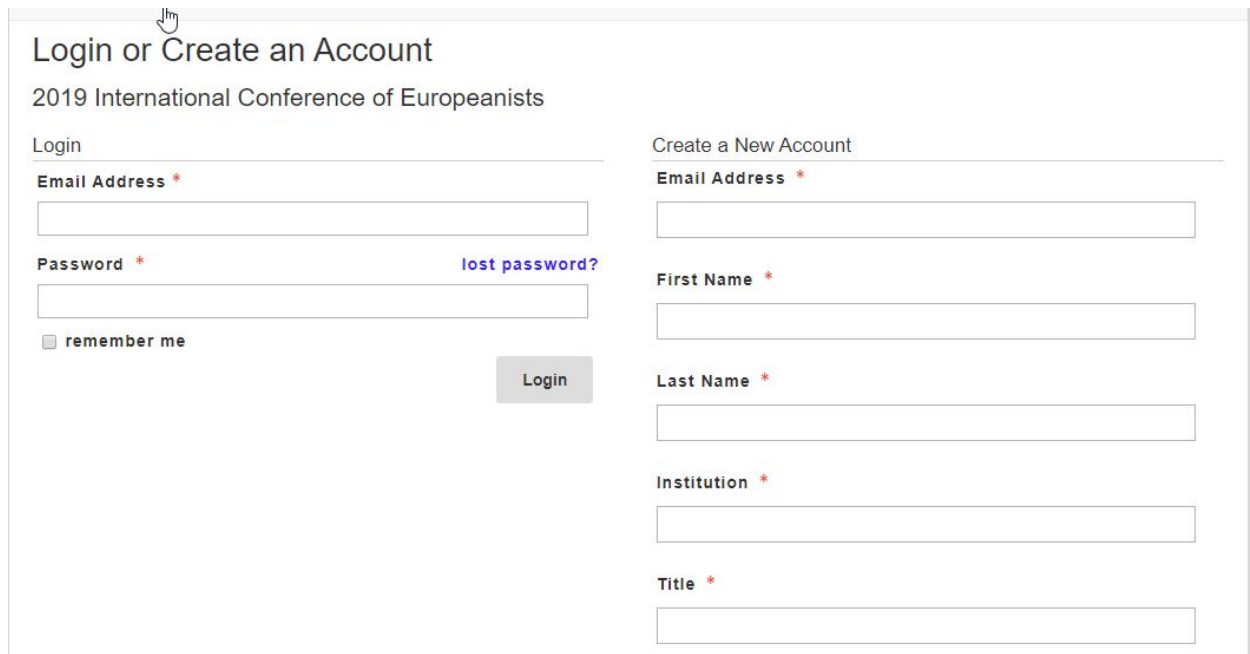
To log in to the new portal for the Conference, go to <https://ces-columbia.secure-platform.com/a>. You will see the following screen:

The screenshot shows the login page for the Council for European Studies. 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 \*", both with input boxes. Below the password field is a "remember me" checkbox and a "Login" button. The main content area features the title "26th International Conference of Europeanists - Call for Proposals" and the subtitle "Sovereignties in Contention: Nations, Regions and Citizens in Europe". The dates "June 20-22, 2019" are displayed below the subtitle. There are two buttons: "Click Here to Submit a Paper or Panel Proposal" and "Click Here to Submit a Mini-Symposium". Below the buttons, there is a paragraph of text about sovereignty, followed by another paragraph about the challenges of sovereignty, and a final paragraph about the conference's focus.

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:



**Login or Create an Account**  
2019 International Conference of Europeanists

**Login**

Email Address \*

Password \* [lost password?](#)

remember me

Login

**Create a New Account**

Email Address \*

First Name \*

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.

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## Mini-Symposium Proposals

Welcome to the Mini-Symposium Submission Portal for the 2019 CES Conference in Madrid. To submit a mini-symposium, you will need a title and abstract for the symposium.

If you have specific **book panels**, **paper panels**, **roundtables**, or **single paper discussions** you would like to propose as part of your symposium [please click here](#). A new page will open, with instructions on how to build your symposium components. Once you have finalized all your desired panels or single paper proposals, you may return to this page and include them in your Symposium proposal.

If you would simply like to propose a more general Mini-Symposium and include panels and papers proposed by other scholars, you may follow the steps below.

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 navigation links above. To ensure that all information is saved in the system, always click on "Save and Next" before proceeding.

For detailed instructions on how to complete a Mini-Symposium proposal, please click here.

**Title \***

**Submitter Email Address \***

**Research Networks and Sponsoring Networks \***

If you already have in mind book panels, paper panels, roundtables, or single papers you would like to include in your Mini-Symposium, you will need to enter them into the system separately. To do this, click the link above, highlighted in red. A new window will open where you can create any panels or single papers you would like.

For a guide on how to submit a book panel, please click here.

For a guide on how to submit a roundtable, please click here.

For a guide on how to submit a paper panel, please click here.

For a guide on how to submit a single paper, please click here.

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Once you have submitted all the components of your Mini-Symposium, return to the “Mini-Symposium Proposals” screen (see above and below). Enter the title of the Symposium, your email address, and, if appropriate, choose a CES Research or Sponsoring Network to associate your proposal with.

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### Research Networks and Sponsoring Networks \*

If you are a member of a 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

### Symposium Abstract \*

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

Word count: 0 / 250

Back

Next

Create

Click “Next” to go on to the next step.

*Continued on next page*

On the next screen, add all Symposium organizers. If you are an organizer, please add yourself. To add an organizer, click the “Add Organizer” button, as seen below:

[Mini-Symposium Information](#) → [People](#) → [Requests](#)

### Add or Edit Symposium Organizers \*

Organizers	Action
No Organizers have been added. Click on Add Organizer below.	

Add Organizer

Back

Prev

Next

Create

A new set of fields will appear. If you choose, you may search for Symposium organizers in our database using these search fields:

Search for Symposium Organizers already in our database

Email

Name

First Name \*



You may search by email or by name. If the organizer you are looking for appears in the list of results, click their name. Their information will be automatically populated in the organizer table above.

Search for Symposium Organizers already in our database

Email

Regina

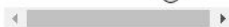
Theola Mechem

Evelyn Henshaw

Reginia Weishaupt

Karyn Holthaus

Reginia Weishaupt



Organizers	Action
+ First Name: Regina   Last Name: Weishaupt   Rank: Assistant Professor/Lecturer Email: rweishaupt@example.com   Phone: (228)323-5923   Institutional Affiliation: University of Denver   Title/Position: Juris Doctor   Country: United States of America	<a href="#">Edit</a>   <a href="#">Remove</a>

Add another Organizer

You may also manually enter a Symposium organizer. To do so, fill out all the organizer fields and click "Add".

First Name \*

Middle Name

Last Name \*

Phone Number \*

Rank \*

Email Address

Other Roles

To encourage collaboration and open conversations, CES often contacts conference presenters to request their participation in another related session as a Chair or Discussant.

Are you interested in serving as a Chair or Discussant for an additional session?

Yes  
 No

*Continued on next page*

**Institutional Affiliation \***

**Title/Position \***

**Department**

**Country \***

Cancel

Add

You may add up to five Symposium organizers. When you have added all your organizers, click “Next” to continue.

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

*Continued on next page*

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## 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.

Prev

Save

Save and Finalize

When you have finished entering your requests, click “Create” to submit your Mini-Symposium. If you are missing any required fields, you will be redirected to them, and the missing field will be highlighted in red. If you successfully create a Symposium, you will be redirected to a table like this:

*Continued on next page*



Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
Example Symposium 1	Mini-Symposium	Admin, System	noreply@secure-platform.com	N/A	3	Yes	<a href="#">Manage</a>
Example Symposium 2	Mini-Symposium	Admin, System	noreply@secure-platform.com	N/A	0	No	<a href="#">Manage</a>
Example Symposium 3	Mini-Symposium	Admin, System	noreply@secure-platform.com	N/A	0	No	<a href="#">Manage</a>
Example Symposium 4	Mini-Symposium	Admin, System	noreply@secure-platform.com	N/A	0	No	<a href="#">Manage</a>

From this view, you can add panels or paper presentations to your symposium. Locate the symposium you want to add content to, and click the blue “Manage” link in that row.

On the following screen, you will see a list of the available roundtables, book panels, paper panels, and single paper presentations that you can add to your Symposium. If you added your own panels or papers, you will see them here:

### Add Time to Symposium

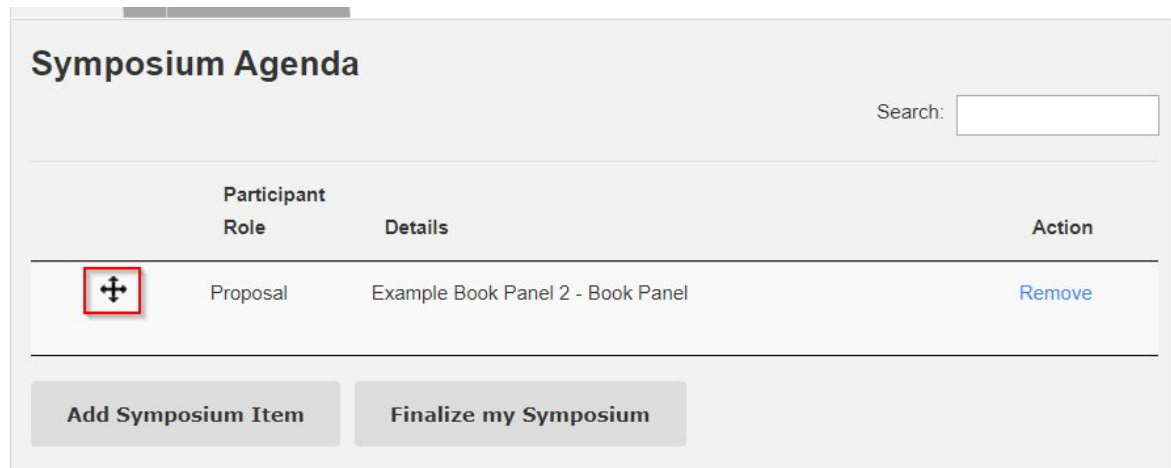
Add Proposal to this Symposium  
 Add Other Time to this Symposium

Search:


Proposal	Category	Action
004 - Test Paper	Single Paper	<a href="#">Assign to Symposium</a>   <a href="#">Flag</a>
007 - Example Roundtable 1	Roundtable	<a href="#">Assign to Symposium</a>   <a href="#">Flag</a>
009 - Example Single Paper 2	Single Paper	<a href="#">Assign to Symposium</a>   <a href="#">Flag</a>
010 - Example Paper Panel 2	Paper Panel	<a href="#">Assign to Symposium</a>   <a href="#">Flag</a>
011 - Example Book Panel 2	Book Panel	<a href="#">Assign to Symposium</a>   <a href="#">Flag</a>
013 - Example Single Paper 1	Single Paper	<a href="#">Assign to Symposium</a>   <a href="#">Flag</a>

*Continued on next page*

To add a panel or paper to your symposium, click the blue “Assign to Symposium” link in that row of the table. It will appear in a new table above:



The screenshot shows a web interface titled "Symposium Agenda". At the top right, there is a search bar with the label "Search:". Below this is a table with the following structure:

Participant Role	Details	Action
 Proposal	Example Book Panel 2 - Book Panel	<a href="#">Remove</a>

Below the table, there are two buttons: "Add Symposium Item" and "Finalize my Symposium".

If you want to add more items to your symposium, simply scroll back down to the first table and click the links to add more items. You may use the arrow button (highlighted in red) to click and drag your symposium items into the order you prefer.

When you are done adding items, click “Finalize my Symposium” to lock in your agenda.

You will be notified by December 2018 if your Mini-Symposium is selected for the 2019 CES Conference in Madrid. Thank you for your submission!