

A Step by Step Guide for Submitting a Paper Panel

To begin your paper panel submission, log into the conference submission portal. If you have participated in past CES conferences, you may already have an existing account. If you do not have an account, please create one [here](#).

Submission links to each category can be found on the home page

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UNIVERSITY OF ICELAND WORLD SOCIETY FOUNDATION 27TH INTERNATIONAL CONFERENCE OF EUROPEANISTS 50TH ANNIVERSARY COUNCIL FOR EUROPEAN STUDIES

EUROPE'S PAST, PRESENT, AND FUTURE: UTOPIAS AND DYSTOPIAS

UNIVERSITY OF ICELAND | REYKJAVIK, ICELAND | JUNE 24-26, 2021

CALL FOR PROPOSALS: SEPTEMBER 15-OCTOBER 25

Europe's Past, Present, and Future: Utopias and Dystopias

University of Iceland | Reykjavik, Iceland
24-26 June 2021

[Click here](#) for more information about the Call for Proposals

CES invites proposals for panels, roundtables, book discussions, and individual papers on the study of Europe, including its various expansions and contractions over CES' fifty-year history. We encourage proposals in the widest range of disciplines, and particularly welcome panels that combine disciplines, nationalities, genders, scholarly career stages, and other pertinent identities. On the occasion of its 50th anniversary, CES is especially open to engaging participants from traditionally underrepresented or underserved communities.

Panel proposals cannot be submitted until ALL panel participants have submitted proposal applications individually. Invited panelists should specify that their proposal is part of a panel and should provide the panel organizer/chair's email. The panel organizer/chair then will receive a confirmation email with a paper proposal number for each paper submitted to her/his panel.

If you need to interrupt your work at any stage and return later, please click **“Save”** or **“Save and Go Back”** at the bottom of the latest section you have completed and log out. You can find your complete or incomplete sessions under “my sessions” tab on a left bar:

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Paper Panel Test

Type: Paper Panel

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Please indicate if this session is affiliated with one of the CES research networks. This information will help us to guarantee the correct classification of your submission, and also for CES to be able to take into account potential scheduling conflicts.

You may only choose ONE network. If you are a member of several CES research networks, please select the one that is most relevant to the content of this particular submission.

If you are **not affiliated** with any of the CES Research Networks, please select **"none of the above"** at the bottom of the list.

Please visit our website for more information about our extensive [research networks](#).

Research and Sponsoring Network *

☐ Alliance

☐ Business in Politics and Society

☐ Critical European Studies

☐ European Culture

☐ European Integration and Global Political Economy

☐ Gender and Sexuality

☐ Health and Wellbeing

☐ Historical Study of States and Regimes

☐ Immigration

☐ Law

☐ Political Economy and Welfare

☐ Political Parties, Party Systems and Elections

☐ Race and Racism in Europe

☐ Radicalism and Violence in Europe

☐ Social Movements

☐ Territorial Politics and Federalism

☐ Transnational Memory and Identity in Europe

☒ None of the above

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If you would like to **navigate** between the sections, use the buttons on the bottom of the page or click on the highlighted section names at the top of the page:

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Research and Sponsoring Network +

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☐ Transnational Memory and Identity in Europe

☒ None of the above

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Follow these steps to submit a paper panel proposal:

Step 1: Session Information

Please provide details about your panel, including a title, abstract and discussant's information.

Please let us know whether this panel has been accepted for the cancelled 2020 International Conference of Europeanists. **The sessions accepted for the 2020 conference will have a priority in the selection process.** Please note that indicated information will be cross-checked by CES staff.

What are the differences between the types of sessions?

- **Paper panels** consist of 4-5 papers organized around a common theme with comments provided by a chair and a discussant.
- **Book panels** (also known as "Author Meets Critics") bring together 4-6 scholars to debate a recent publication in the field and are moderated by a chair.
- **Roundtables** assemble 4-6 scholars to discuss a common theme, idea, or topic with moderation provided by a chair.
- And **mini-symposia** are a thematic cluster of 2-4 sessions of any of the above types grouped together.

The screenshot shows the 'Session Information' form on the Council for European Studies website. The header is 'COUNCIL FOR EUROPEAN STUDIES' with navigation links for 'HOME' and 'MY ACCOUNT'. A sidebar on the left contains a welcome message and links to 'Home', 'Change Program', 'My Proposals' (with counts for All, Incomplete, and Complete), 'My Reviewing Assignments', 'My Sessions', 'My Profile', 'Change Password', 'Admin Panel', and 'Log Out'. The main form area has a breadcrumb trail: 'Panel Submission Instructions -> Session Information -> Discipline -> Research Network -> Proposals'. The form fields include: 'Session Title' (text input), 'Abstract' (text area with a word count of 0 / 250), 'Is this Session Part of a Mini-Symposium?' (radio buttons for Yes/No), 'Session Type' (radio buttons for Paper Panel, Book Panel / Roundtable), and 'Has this session been accepted for the (cancelled) 2020 conference?' (radio buttons for Yes/No). At the bottom are buttons for 'Back', 'Prev', 'Next', and 'Save and Set Agenda'.

Click "Next"

Step 2: Disciplinary and Substantive Tags

You may select two disciplinary and **up to three substantive tags** that accurately reflect your panel's content.

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Disciplinary Tags

Please select two Disciplinary Tags for your session.

Primary Discipline *

Select

Secondary Discipline *

Select

Substantive Tags *

Please select up to five Substantive Tags that accurately reflect your session's content .

☐ Aging and the Life Course

☐ Agriculture and Food

☐ Authoritarianism

☐ Central Europe

☐ Colonialism, Imperialism, and Empire

☐ 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

☐ Ethics and Morality

☐ Finance

Click “Next”

Step 3: Research Networks

If you are submitting a panel as part of the CES Research Network, please select the appropriate Network from the provided list.

You may only choose ONE network. If you are **not affiliated** with any of the CES Research Networks, please select **“None of the above”** at the bottom of the list.

Please visit our website for more information about our extensive [Research Networks](#).

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☐ Political Economy and Welfare

☐ Political Parties, Party Systems and Elections

☐ Race and Racism in Europe

☐ Radicalism and Violence in Europe

☐ Social Movements

☐ Territorial Politics and Federalism

☐ Transnational Memory and Identity in Europe

☐ None of the above

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Save and Set Agenda

Click “Next”

Step 4: Requests

If you have any scheduling or other special requests, please enter them in the box provided. Scheduling requests include any times you are not available or preferred times to present. Due to the large number of participants in the CES conference, we do our best to accommodate all requests, but cannot guarantee that all will be granted.

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Scheduling Requests

Please enter any scheduling or special requests below. All individual scheduling requests must be received by midnight on **February 7th, 2021**. Please be assured that CES staff will do its best to accommodate your request, however, we hope for your understanding if it is not possible.

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Save and Set Agenda

When you have finished entering the required information in all sections, please click “Save and Set Agenda”. You will be directed to set an agenda by assigning proposals to your panel.

Step 5: Agenda

To assign proposals to your panel, please click on the “Agenda” tab.

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Paper Panel Test

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Add Item to Session

☒ Add Proposal to this Session

☐ Add Other Time to this Session

Proposal Code:

Proposal	Category	Action
No matching records found		

- Use the box to search the proposal submitted to your panel.

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Details Agenda Session Chairs

Add Item to Session

☒ Add Proposal to this Session

☐ Add Other Time to this Session

☐ Show Items in General Pool

Proposal Code:

Proposal	Category	Action
No matching records found		

- Select a respective proposal and assign it to your session

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Type: Paper Panel

Details Agenda Session Chairs

Add Item to Session

☒ Add Proposal to this Session

☐ Add Other Time to this Session

☐ Show Items in General Pool

Proposal Code:

Proposal	Category	Action
7827 - test	Single Paper	<div>View Assign to Session Flag</div>

- Repeat the procedure for each proposal in your panel by entering a proposal code in the bottom right box.

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Details Agenda Session Chairs

Search:

Participant Role	Details	Minutes	Action
	Proposal Individual paper test	15	View Remove
Total:		15 Minute(s)	

Add Session Item

Finalize my Session

Allowed Session Minutes: 75

Add Item to Session

☒ Add Proposal to this Session
☐ Add Other Time to this Session

Cancel

Proposal Code:

Please disregard "Add Other Time to this Session" tab

Step 7: Panel Chair

You will automatically be added as the Chair of the Session. To add an additional Chair, click the Chair tab and input the information.

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Details Agenda Session Chairs

Search:

Participant	Role	Details	Minutes	Action
	Proposal	Individual paper test	15	View Remove
Total:			15	
			Minute(s)	

Add Session Item

Finalize my Session

Allowed Session Minutes: 75

Add Item to Session

☒ Add Proposal to this Session

☐ Add Other Time to this Session

Cancel

Proposal Code:

ProposalCategoryAction

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test

Type: Paper Panel

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First Name *

Last Name *

Email *

Institution *

Permissions *

Read Only	▼
Select	
Read Only	
Collaborator	

If you would like your co-chair to edit the panel submission and be included in the email communications, please select “collaborator” in the permissions field.

Click “Save”

Step 8: Finalize your session

If you wish to review previous sections, simply click on the respective tab on the top of the page

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Details Agenda Session Chairs

Add Session Chair

Search:

Name	Email	Institution	Action
Rusudan Zabakhidze	events@ces-europe.org	Council For European Studies	

Display records

Showing 1 to 1 of 1 entries

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When your session is complete, please go to the “Agenda tab” and click “Finalize my Session”.

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Details Agenda Session Chairs

Search:

Participant	Role	Details	Minutes	Action
+	Proposal	Individual paper test	15	View Remove
Total:			15	
			Minute(s)	

Add Session Item

Finalize my Session

Add Item to Session

☒ Add Proposal to this Session

☐ Add Other Time to this Session

Cancel

Allowed Session Minutes: 75

Please do not expect a confirmation email that your panel has been submitted. If the session shows “finalized”, it means your submission is well received. Once you finalize the session you will not be able to make additional changes to the agenda.

You can view your sessions under “My Sessions” tab

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Search:

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
Paper Panel Test	Paper Panel	Zabakhidze, Rusudan	events@ces-europe.org	15 / 75	1	No	Edit Details
Test	Book Panel / Roundtable	Zabakhidze, Rusudan	events@ces-europe.org	N/A	1	Yes	Edit Details
test 2	Book Panel / Roundtable	Zabakhidze, Rusudan	events@ces-europe.org	N/A	0	No	Edit Details

Display records

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If you require assistance in the panel submission process, please contact events@ces-europe.org.