

A Step by Step Guide for Submitting a Book Panel or a Roundtable

To begin your book panel/roundtable submission, log into the [conference submission portal](#). If you have participated in past CES conferences, you may have an existing account. If that's not the case, please create an account [here](#).

Submission links to each category (individual proposal or panel proposal) can be found on the home page



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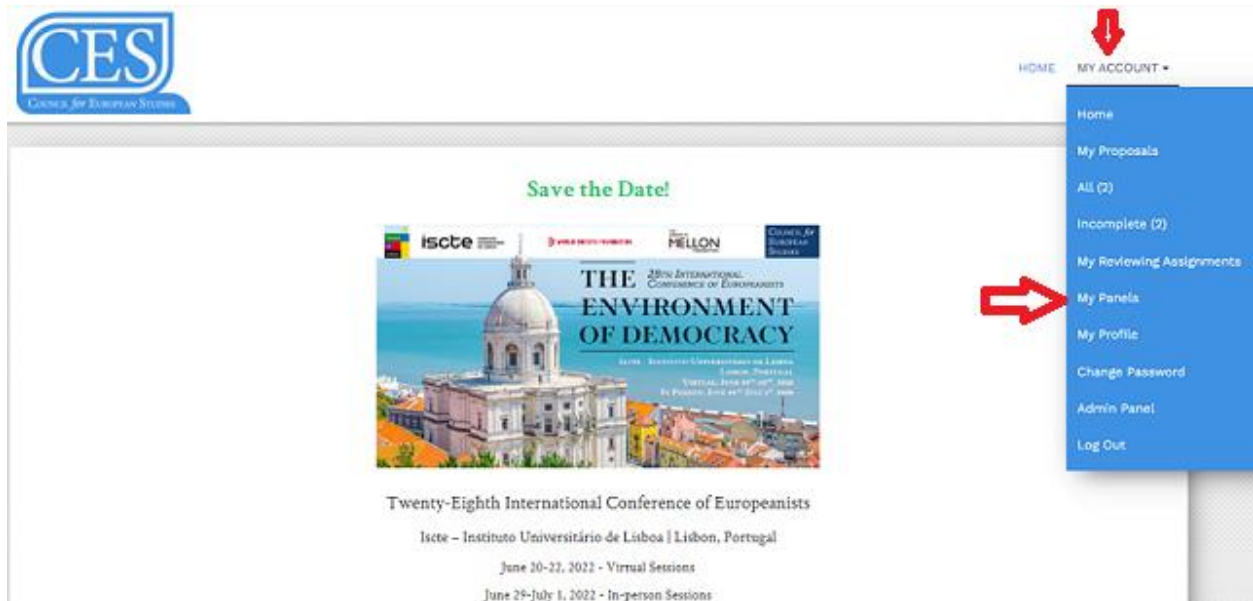
Save the Date!



Twenty-Eighth International Conference of Europeanists

Before you submit your Book Panel/Roundtable proposal, please ask each invited panelist to submit an individual proposal on the individual submission portal. 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 will then receive a confirmation email with a paper proposal number for each paper submitted to their panel. Keep these proposal numbers handy when you begin the Book/Roundtable proposal process.

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



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



Please follow these steps to submit a Book Panel or Roundtable:

Step 1: Session Information

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

Online v. In-Person Participation: Please note that the **virtual sessions will take place on June 20-22, 2022**, while **in-person sessions will take place on June 29-July 1, 2022** at Iscte – Instituto Universitário de Lisboa | Lisbon, Portugal. **All invited panelists must choose either online or in-person** as it will not be possible to Zoom into the in-person sessions.

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. For some panels, a moderator will act as chair and lead the discussion.
- **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.
- **Conference Side-events** are organized by the CES Program Committee in cooperation with CES Research Networks and partners.
- And **mini-symposia** are thematic clusters of 2-4 sessions of any of the above types grouped together.

Click "Next"

Step 2: Disciplinary and Substantive Tags

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

Panel Submission Instructions Session Information **Discipline** Research Network Requests

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

Step 3: Research Networks

If you are submitting a panel as part of a 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](#) and how to join them.

Panel Submission Instructions Session Information Discipline **Research Network** Requests

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](#).

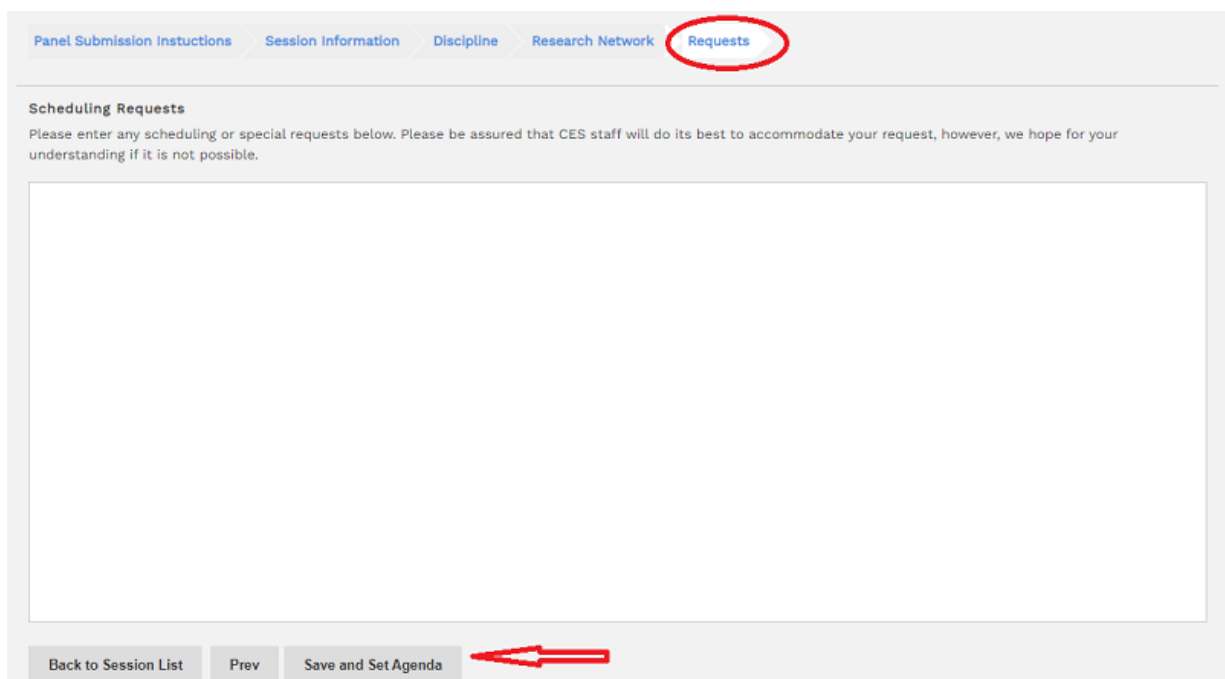
Research and Sponsoring Network *

- Business in Politics and Society
- Critical European Studies
- Environment
- European Culture
- European Integration and Global Political Economy
- Gender and Sexuality
- Health and Wellbeing

Click “Save” first and then “Next”

Step 4: Requests

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



The screenshot shows a navigation bar with five tabs: "Panel Submission Instructions", "Session Information", "Discipline", "Research Network", and "Requests". The "Requests" tab is circled in red. Below the tabs is a section titled "Scheduling Requests" with the text: "Please enter any scheduling or special requests below. 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." Below this text is a large empty text input box. At the bottom of the form are four buttons: "Back to Session List", "Prev", "Save and Set Agenda", and a button with a red arrow pointing left. A red arrow also points to the "Save and Set Agenda" button.

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

Panel proposals cannot be finalized 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’s/chair's

email. The panel organizer/chair will then receive a confirmation email with a paper proposal number for each paper submitted to her/his panel. **The proposal number appears in the subject line of the email you received as panel/roundtable organizer.**

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

Test Panel

Type: Book Panel / Roundtable

Panel proposals cannot be finalized 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. **Unfortunately, we are unable to host hybrid (in-person sessions that are live-streamed to online participants) sessions. For this reason, all invited panelists must adhere to the same format.** The panel organizer/chair then will receive confirmation email with a paper proposal number for each paper submitted to her/his panel. Proposal numbers are displayed in the subject line of the confirmation email.

If you cannot find a proposal, please check with your panelist whether the individual proposal is completed and submitted in the right submission category. Single Paper proposals can only be assigned to Paper Panels, Roundtable/Book Panelist proposals can only be assigned to a Book Panel or a Roundtable.

Details **Agenda** Session Chairs

Add Item to Session

Add Proposal to this Session
 Add Other Time to this Session

Proposal Code:

| Proposal | Category | Action |
|---------------------------|----------|--------|
| No matching records found | | |

- **Select a respective proposal and assign it to your session.** If the proposal does not show up, please check with the panelist whether the individual proposal has been submitted in a book/roundtable panelist category. If the submission was submitted as a “single paper proposal” by mistake, it cannot be added to the book panel/roundtable.

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Details **Agenda** Session Chairs

Add Item to Session

Add Proposal to this Session
 Add Other Time to this Session

Proposal Code:

| Proposal | Category | Action |
|----------|----------------------------|---|
| Test | Book / Roundtable Panelist | View Assign to Session Flag |

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

Please disregard “Add Other Time to this Session” option

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**

Add Session Chair Search:

| Name | Email | Institution | Action |
|----------------------------------|-----------------------|------------------------------|--------|
| Rusudan - Conference Coordinator | events@ces-europe.org | Council for European Studies | |

Display 100 (recommended) records

Showing 1 to 1 of 1 entries

Details Agenda

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 all email communications, please select “collaborator” in the permissions field.

Click “Save”

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

Test Panel

Type: Book Panel / Roundtable

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If you cannot find a proposal, please check with your panelist whether the individual proposal is completed and submitted in the right submission category. Single Paper proposals can only be assigned to Paper Panels, Roundtable/Book Panelist proposals can only be assigned to a Book Panel or a Roundtable.



The screenshot shows a web interface for managing a panel. At the top, there are three tabs: "Details", "Agenda", and "Session Chairs". The "Details" tab is currently selected and highlighted with a red circle. Below the tabs is a navigation bar with links for "Panel Submission Instructions", "Session Information", "Discipline", "Research Network", and "Requests". The main content area displays the panel title "The Environment of Democracy" and the dates "June 20-22, 2022 - Virtual Sessions" and "June 29-July 1, 2022 - In-person Sessions". The location is listed as "Iscte - Instituto Universitario de Lisboa | Lisbon, Portugal".

Step 8: Finalize your session

When you have finished entering the required information in all sections, please select the “Agenda” tab and click “finalize my session.” You will see a message on your screen asking you to review your submission one last time. Please click “Ok” if the submission is complete. Click “Cancel” if you would like to make changes to the session proposal. Please be aware that you will not be able to make changes after finalizing the session.

Test Panel

Type: Book Panel / Roundtable

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If you cannot find a proposal, please check with your panelist whether the individual proposal is completed and submitted in the right submission category. Single Paper proposals can only be assigned to Paper Panels, Roundtable/Book Panelist proposals can only be assigned to a Book Panel or a Roundtable.

The screenshot shows a web interface for a 'Test Panel'. At the top, there are three tabs: 'Details', 'Agenda' (highlighted with a red circle), and 'Session Chairs'. Below the tabs is a search bar. A table lists the panel items:

| Participant Role | Details | Action |
|------------------|---------------|---------------|
| + | Proposal Test | View Remove |

Below the table, there are two buttons: 'Add Session Item' and 'Finalize my Session' (highlighted with a red circle). Underneath, there is a section 'Add Item to Session' with two radio buttons: 'Add Proposal to this Session' (selected) and 'Add Other Time to this Session'. A 'Cancel' button is also present. At the bottom right, there is a 'Proposal Code:' field.

Please do not expect a confirmation email that your panel has been submitted. If the session appears as “finalized,” it means your submission has been received.

You can view your sessions under “My Account”/ “My Panels”:



[HOME](#) [MY ACCOUNT](#) ▾

The screenshot shows a web interface for 'My Panels'. At the top, there is a search bar. Below it is a table with the following data:

| Name | # of Items | Finalized | Action |
|------------------|------------|-----------|------------------------------|
| Test | 2 | No | Edit Details |
| Test Panel | 1 | Yes | Edit Details |
| Test Paper Panel | 1 | Yes | Edit Details |

Below the table, there is a 'Display' dropdown menu set to '100 (recommended)' records. At the bottom left, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there is a page number '1'.

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