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**

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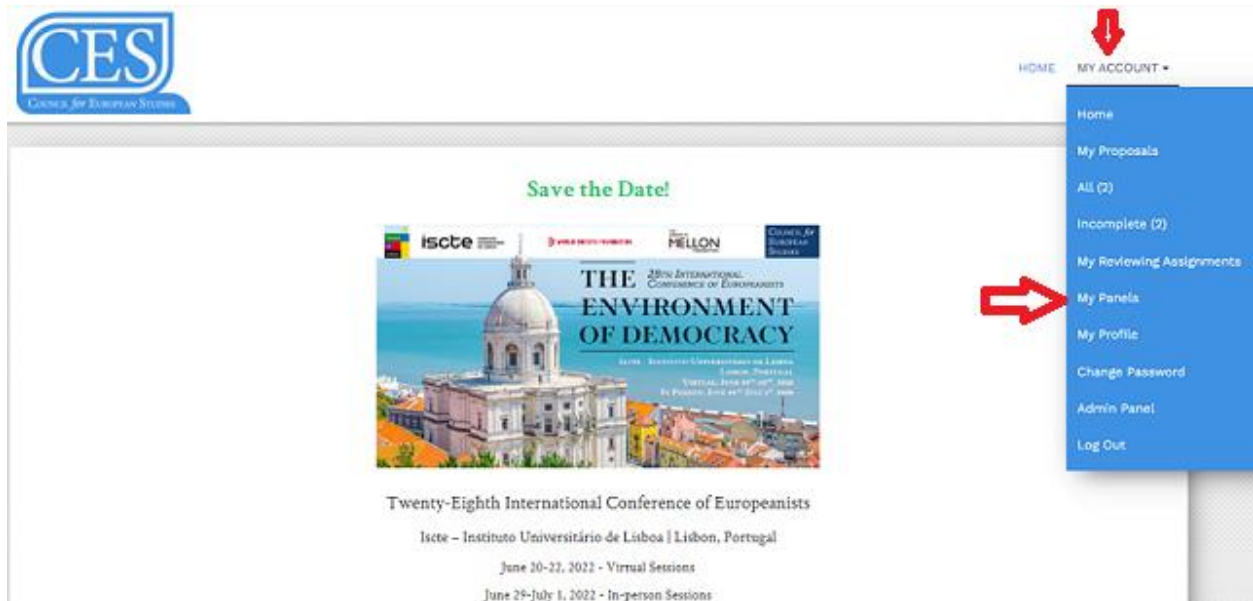
➢ If you would like to **navigate between sections**, use the buttons on the bottom of the page or click on the **highlighted tabs** at the top of the page:

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.
- **Roundtable**s 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.

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.

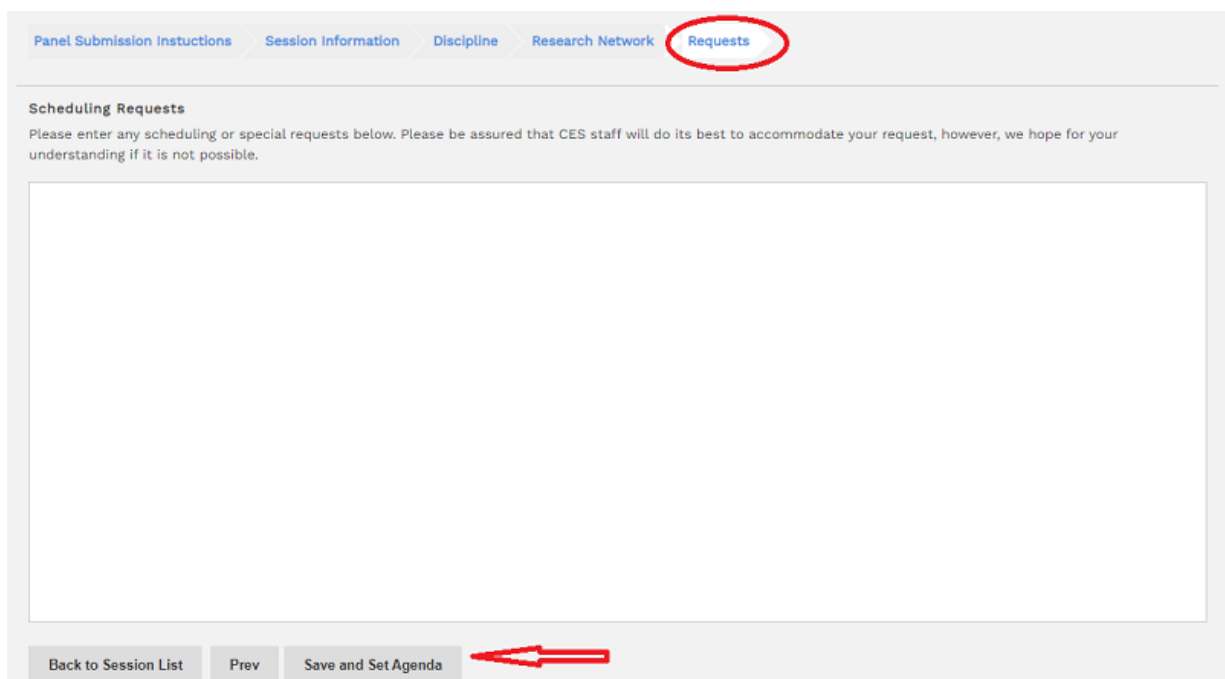Please visit our website for more information about our extensive Research Networks and how to join them.

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.

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.

Test Panel

Type: 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: [30868] ✕

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.

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

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

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.

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":

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