

## A Step by Step Guide for Submitting a Proposal to Participate as a Book/Roundtable Panelist

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 and panel proposals) can be found on the home page

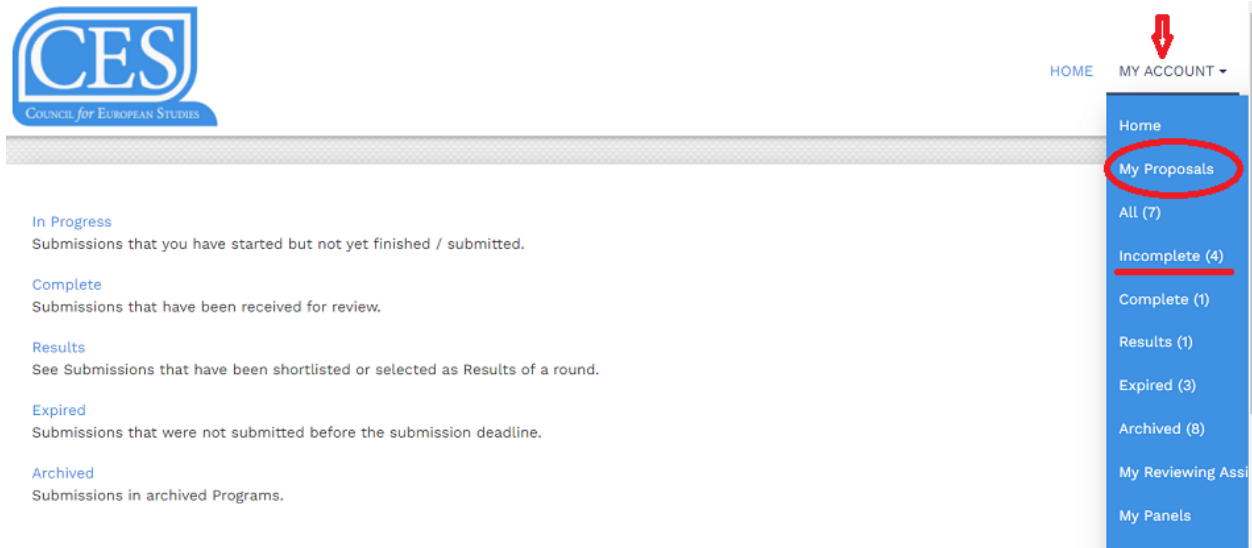


Twenty-Eighth International Conference of Europeanists

**This guide is intended for those who have been invited to participate in a book panel or roundtable. Each participant needs to submit an individual proposal (no abstract required!). This process will generate a proposal number that will be emailed to you and to the chair. The chair, or whoever is proposing the book panel/roundtable, will use these proposal numbers to submit the panel/roundtable.**

**Please note that you can only submit two individual paper proposals and one roundtable/ book panelist proposal for the in-person component. Individuals applying for the online conference component are limited to one proposal only. Participation as chair or discussant does not count towards this limit.**

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



The screenshot shows the CES (Council for European Studies) website interface. At the top left is the CES logo. On the right, there is a navigation menu with 'HOME' and 'MY ACCOUNT' (indicated by a red arrow). A dropdown menu is open under 'MY ACCOUNT', listing several options: 'Home', 'My Proposals' (circled in red), 'All (7)', 'Incomplete (4)', 'Complete (1)', 'Results (1)', 'Expired (3)', 'Archived (8)', 'My Reviewing Assi', and 'My Panels'. On the left side of the page, there are sections for 'In Progress', 'Complete', 'Results', 'Expired', and 'Archived', each with a brief description of the submissions.

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



The screenshot shows the CES website for the '2022 International Conference of Europeanists'. At the top left is the CES logo. On the right, there is a navigation menu with 'HOME' and 'MY ACCOUNT'. Below the logo, there is a 'Manage Collaborators' button. A horizontal navigation bar contains several tabs: 'Welcome', 'Submission Information', 'Panelist Information', 'Research Networks', 'Consent', and 'Requests'. Below the navigation bar, there is a section titled 'Submission Instructions' with the following text: 'The Environment of Democracy', 'Iscte – Instituto Universitário de Lisboa | Lisbon, Portugal.', 'June 20-22, 2022 - Virtual Sessions', and 'June 29-July 1, 2022 - In-person Sessions'.

**Please follow these steps to participate as a Book/Roundtable Panelist:**

### **Step 1: Welcome Page**

Select the appropriate submission category (Single Paper or Book Panel/Roundtable) from the dropdown list on the welcome page (in this case, you will choose BookPanel/Roundtable). Please note that the conference side-event panelist category is reserved for invited speakers who are individually contacted by conference organizers.

Please follow these steps to submit a single paper.

Please follow these steps to submit a roundtable/book panelist proposal.

To begin, please select your submission type in the dropdown box below, and then select "Save and Next." If you want to save your work and return later, click "Save."

**Single Paper:** Select this option if you are submitting a paper individually or as part of a panel.

**Roundtable / Book Panelist:** Select this option if you have been invited to serve as a panelist on either a Book Panel or Roundtable.

**Conference Side-event Panelist category is reserved for invited speakers** to the CES Research Network plenaries, workshops, or keynote sessions. Side-event panelists must be contacted by conference organizers.

*If you need help during the process, please contact [events@ces-europe.org](mailto:events@ces-europe.org)*

Submission Type \*

Book / Roundtable Panelist

(select)

Book / Roundtable Panelist

Single Paper

Conference Side Event Panelist



Save

Save and Next

**Click "Save and Next"**

## Step 2: Submission Information

Please provide information about your submission. **If your individual contribution to a book panel/roundtable has a specific title, please indicate it here. If not, please use your full name as the title for your individual submission in the book panelist / roundtable category.**

**If you are submitting for this category, you should have been invited to a book panel/roundtable.** Please indicate the chair's/panel organizer's email so that the chair also receives a confirmation that your proposal has been submitted to her/his session. Please contact the panel organizer regarding the format of your session (fully online or in-person).

**Click "Save and Next"**

## Step 3: Panelist Information

Please provide complete information about yourself

Please enter the panelist's information below.

First Name \*

Middle Name

Last Name \*

Rank \*

Email Address \*

Institutional Affiliation \*

Country \*

Prev

Save

Save and Next

Click "Save and Next"

#### Step 4: Research Networks

If you are a member in good standing of a CES Research Network and are submitting your proposal as part of the Network, please select the appropriate Network from the list provided.

**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 Networks \*

Please indicate if you have an active membership status with one of the CES Research Networks. This information will help us guarantee the correct classification of your submission during the review process.

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](#).

- Business in Politics and Society
- Critical European Studies
- Environment
- European Culture
- European Integration and the Global Political Economy – New Directions
- Gender and Sexuality
- Health & Wellbeing

## Click "Save and Next"

### Step 5: Consent

- Every year we rely on volunteers from our community to act as moderators and discussants for the panels created by the CES Program Committee. Please let us know whether you would like to moderate or act as a discussant at the CES 2022 conference. CES staff will review your request and contact you in case there are any available panels within your areas of expertise.
- You can also receive additional feedback on your conference paper or provide feedback on a colleague's work as part of the CES Digital Hub. We encourage scholars of any level to take advantage of this opportunity.
- Please let us know whether you give CES permission to share your contact information with other participants for conference-related purposes. Your contact information might be useful to your co-panelists to discuss session-related matters prior to the presentation date.

### Step 6: Requests

If you have any scheduling or other special requests, please enter them in the boxes provided. Scheduling requests include times during which 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 received, but cannot guarantee that all will be granted.

**When you have finished entering the required information in all sections, please click “Save and Finalize.”** 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 proposal. Please be aware that you will not be able to make changes after submitting a proposal.

#### Special Requests

Use this field to note any special accessibility needs for virtual or in-person participation.

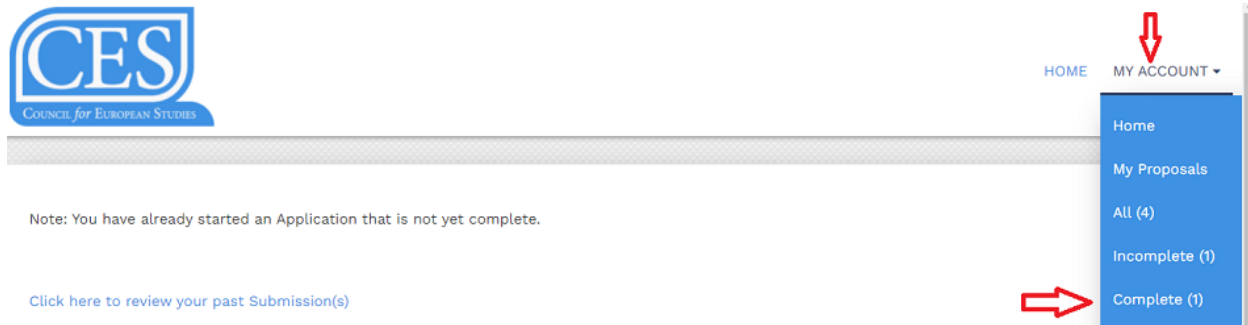


Prev Save **Save and Finalize**

The screenshot shows the CES submission interface for the 2022 International Conference of Europeanists. The top navigation bar includes the CES logo and links for HOME and MY ACCOUNT. The main content area shows a progress bar with steps: Welcome, Submission Information, Abstract, People, Consent, and Requests. A modal dialog box is displayed in the center, containing a warning icon and the following text: "Please proof your submission one last time. If all the information is complete and correct, click 'OK' below. If you wish to make any changes, simply click on 'cancel' and update information in the appropriate section of the form." The dialog box has "Cancel" and "OK" buttons. Below the dialog box, the "Special Requests" section is visible, with the instruction: "Use this field to note any special accessibility needs for virtual or in-person participation."

After submitting a proposal, a confirmation message will appear on your screen. A similar confirmation notification will be automatically sent to your contact email address as well. Please note the proposal number indicated in the email confirmation and **refer to this number when corresponding with panel organizers/chairs, if relevant.**

You can view submitted proposals under “My Account”/“My Proposals”:



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