

A Step by Step Guide for Submitting a Paper Panel

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



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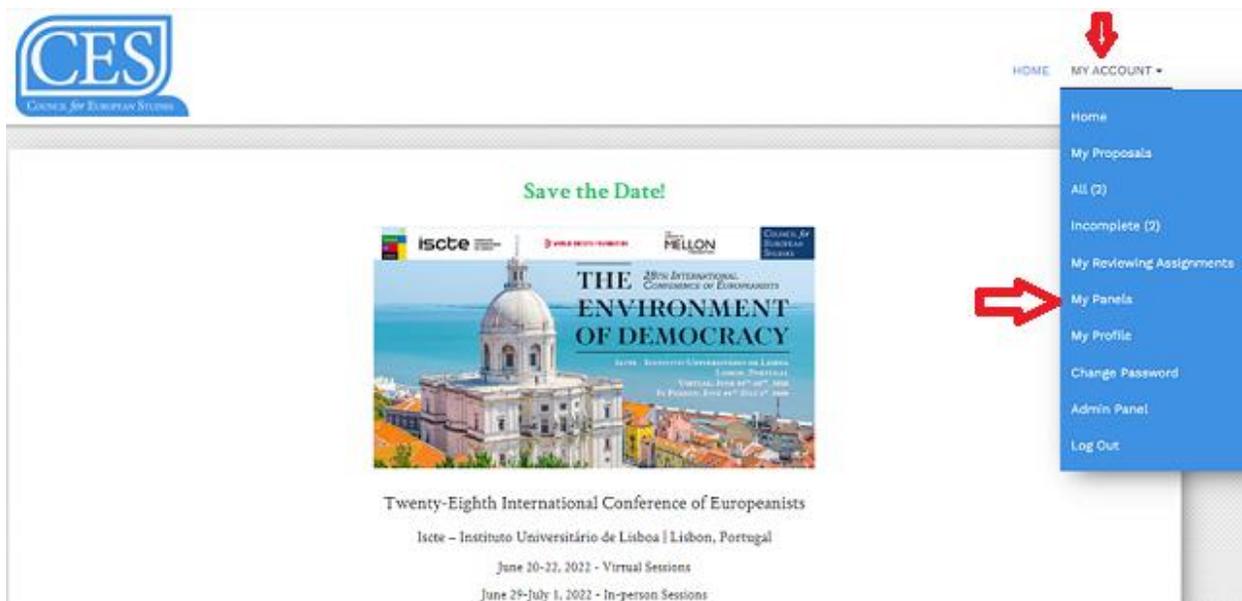
Save the Date!



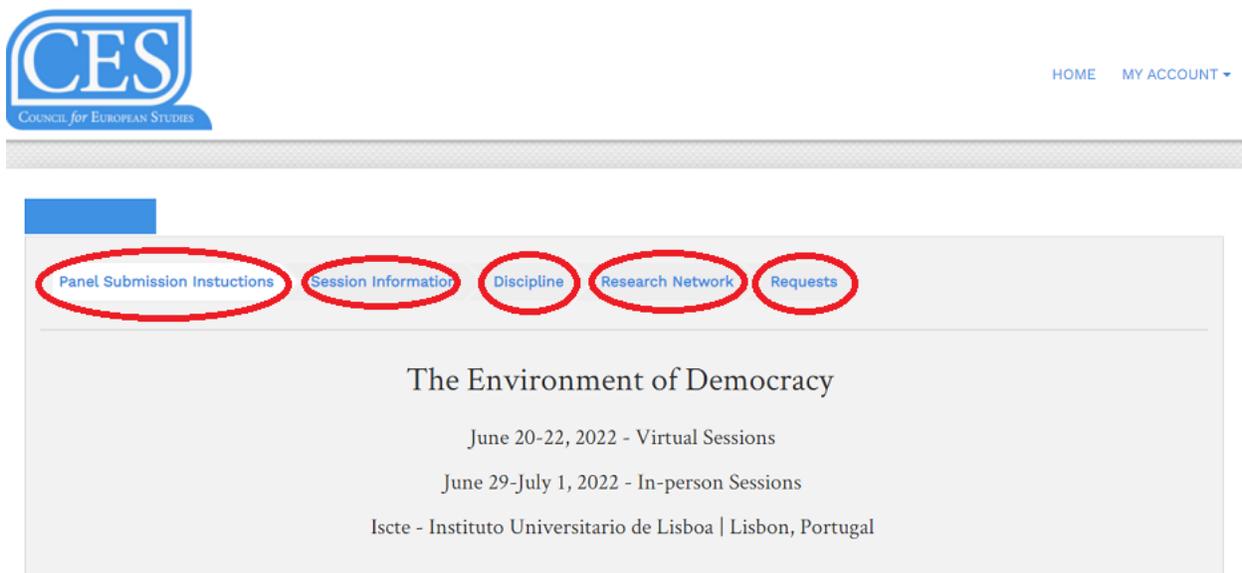
Twenty-Eighth International Conference of Europeanists

Before you submit your Paper Panel 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 Paper Panel proposal process.

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 Account”/“My Panels”**:



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:



Follow these steps to submit a paper panel proposal:

Step 1: Session Information

Please provide details about your panel, including a title, abstract and the discussant information (required for paper panels only).

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 three 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

Click “Next”

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](#).

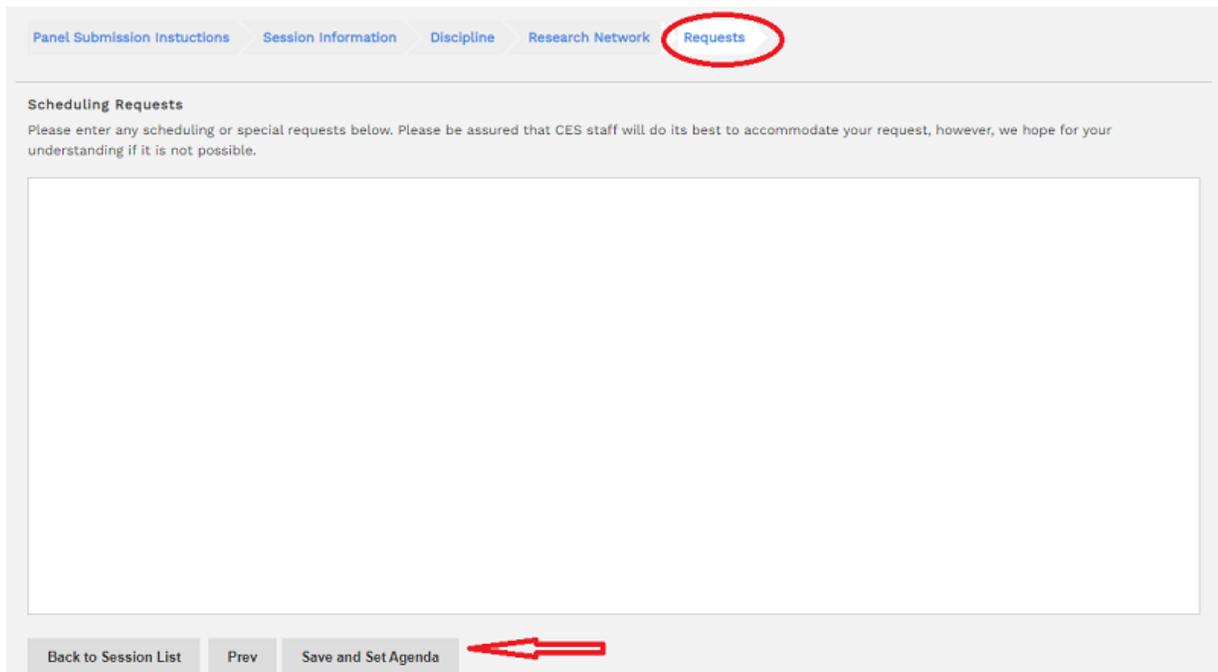
Research and Sponsoring Network *

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

Click “Next”

Step 4: Requests

If you have any scheduling or other special requests, please enter them in the box 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, but cannot guarantee that all will be granted.



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

Scheduling Requests
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.

Back to Session List Prev 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.

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

Type: Paper Panel

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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.

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

Test

Type: Paper Panel

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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 Submission | Single Paper | View Assign to Session Flag |

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

Participant Role Details Minutes Action

| | | | |
|------------|-----------------|---------------------|---------------|
| + Proposal | Test Submission | 15 | View Remove |
| + Proposal | Test Paper | 15 | View Remove |
| | | Total: 30 Minute(s) | |

Allowed Session Minutes: 75

Add Item to Session

Add Proposal to this Session
 Add Other Time to this Session

Cancel

Proposal Code:

Proposal Category Action

No matching records found

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.

Type: Paper Panel

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Participant Role Details Minutes Action

| | | | |
|------------|-----------------|---------------------|---------------|
| + Proposal | Test Submission | 15 | View Remove |
| + Proposal | Test Paper | 15 | View Remove |
| | | Total: 30 Minute(s) | |

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”

Step 8: Finalize your session

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

Test

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Details Agenda Session Chairs

Panel Submission Instructions Session Information Discipline Research Network Requests

The Environment of Democracy

June 20-22, 2022 - Virtual Sessions

June 29-July 1, 2022 - In-person Sessions

Iscte - Instituto Universitario de Lisboa | Lisbon, Portugal

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

Test

Type: Paper Panel

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The screenshot shows the 'Agenda' tab with a search bar and a table of session items. A red arrow points to the 'Agenda' tab, and another red circle highlights the 'Finalize my Session' button.

| | Participant Role | Details | Minutes | Action |
|---|------------------|-----------------|---------|---|
| + | Proposal | Test Submission | 15 | View Remove |
| + | Proposal | Test Paper | 15 | View Remove |
| | | | Total: | 30 Minute(s) |

Buttons: Add Session Item, **Finalize my Session**, Add Item to Session. Allowed Session Minutes: 75

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

The screenshot shows the CES website header with the 'MY ACCOUNT' dropdown menu open. A red arrow points to the 'MY ACCOUNT' menu item, and another red arrow points to the 'My Panels' option within the dropdown.

Navigation: HOME, MY ACCOUNT

- Home
- My Proposals
- All (2)
- Incomplete (2)
- My Reviewing Assignments
- My Panels**
- My Profile
- Change Password
- Admin Panel
- Log Out

Save the Date!

THE 28th INTERNATIONAL CONFERENCE OF EUROPEANISTS
ENVIRONMENT OF DEMOCRACY

Twenty-Eighth International Conference of Europeanists
Iscte – Instituto Universitário de Lisboa | Lisbon, Portugal
June 20-22, 2022 - Virtual Sessions
June 29-July 1, 2022 - In-person Sessions

Search:

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

Display records

Showing 1 to 3 of 3 entries

1

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