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**


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":
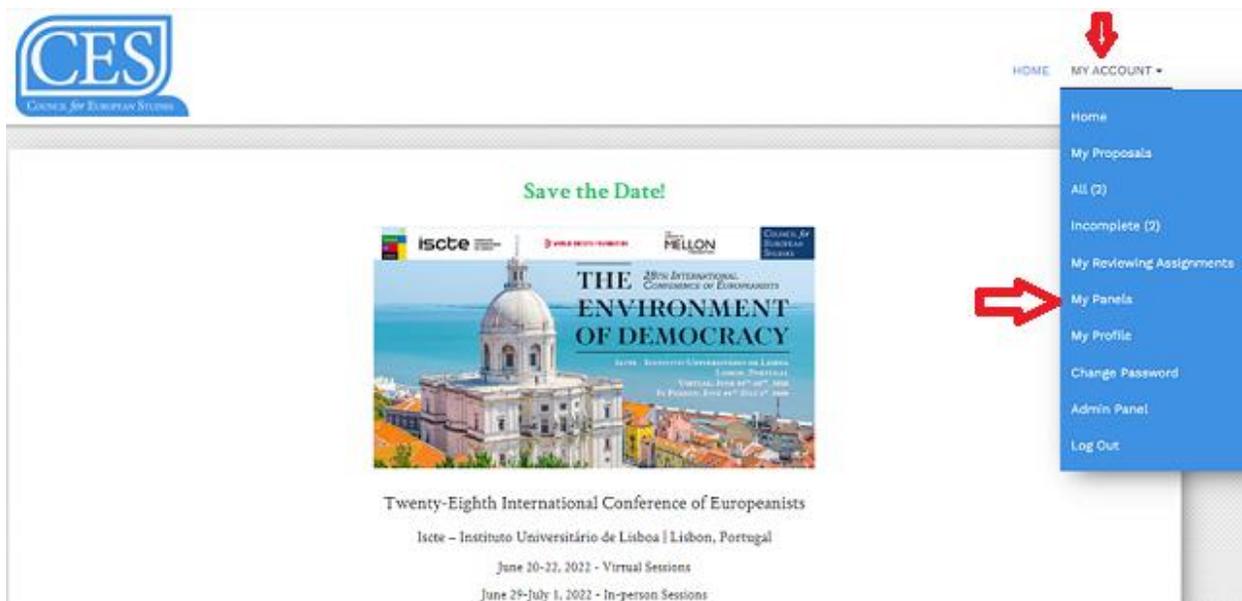
If you would like to **navigate** between sections, use the buttons on the bottom of the page or click on the highlighted section names at the top of the page:
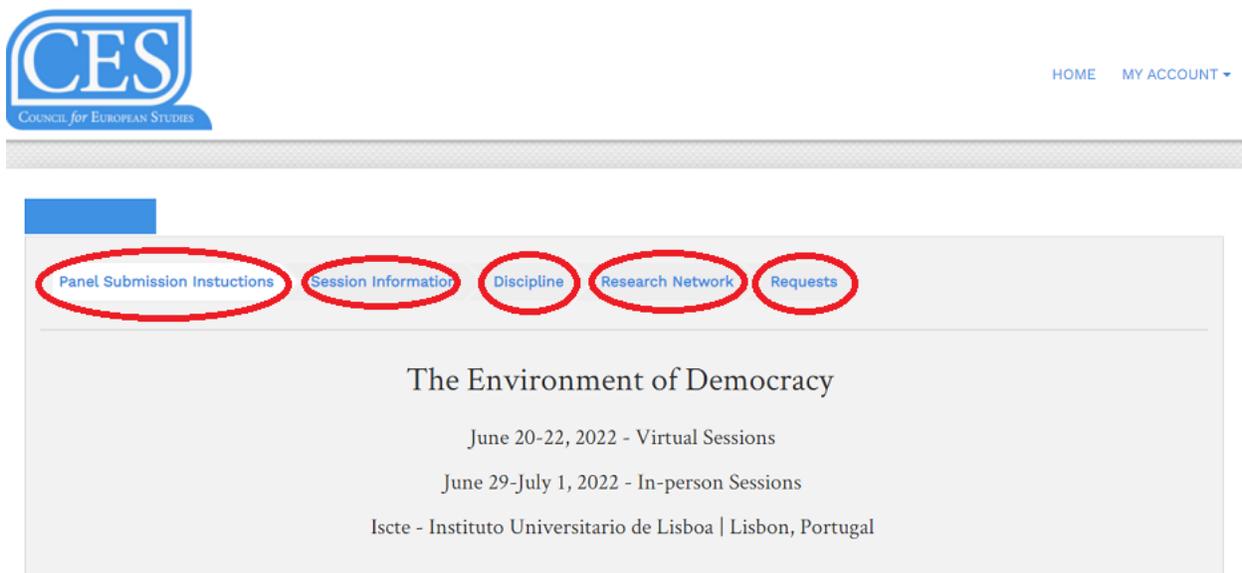
Follow these steps to submit a paper panel proposal:

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.
- **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 three substantive tags** that accurately reflect your panel's content.

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.
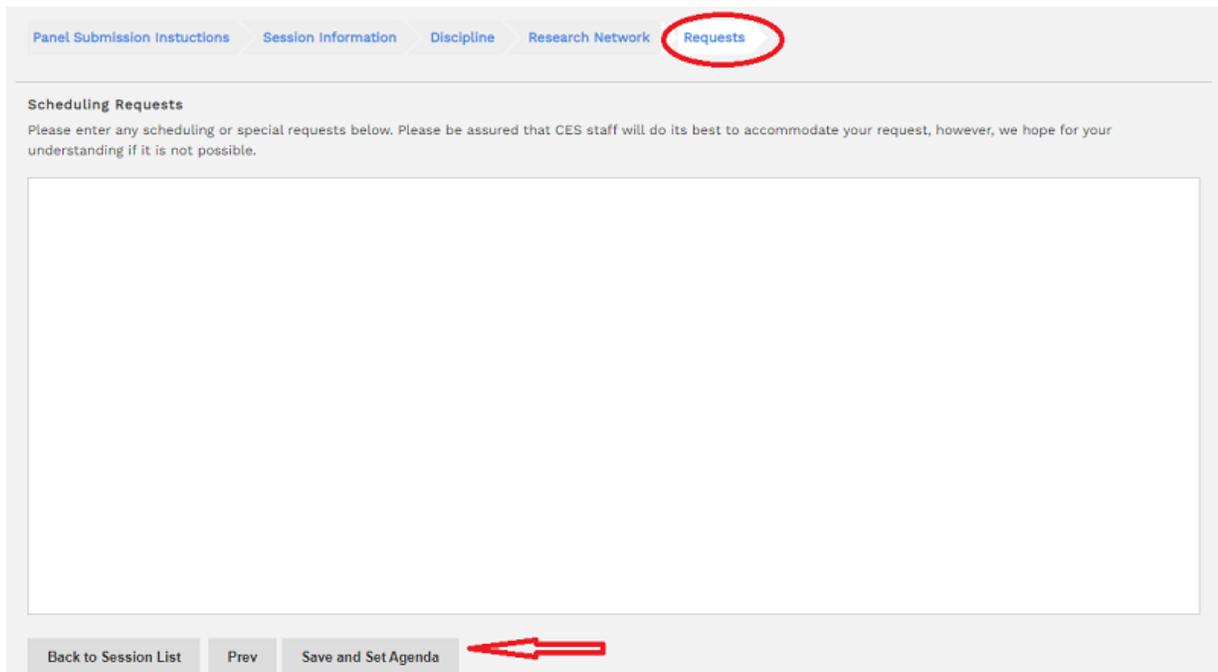

Click "Next"

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.

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

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

Test

Type: Paper Panel

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Details		Session Chairs

Add Item to Session

◉ Add Proposal to this Session
○ Add Other Time to this Session

Proposal Code: [30882   ✕]

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.

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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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

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

Test

Type: Paper Panel

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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."

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

Search:

Display 100 (recommended) records

Showing 1 to 3 of 3 entries

1

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