

A Step by Step Guide for Submitting a Single Paper Proposal

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 or Panel submissions) can be found on the home page



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Save the Date!



Twenty-Eighth International Conference of Europeanists

Please note that you can only submit two individual paper proposals and one roundtable/ book panelist proposal for the **in-person conference** component in Lisbon on June 29-July 1, 2022. 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 section that you have completed last and log out. You can find your complete or incomplete proposals under “My account” / “My Proposals”:

In Progress

Submissions that you have started but not yet finished / submitted.

Complete

Submissions that have been received for review.

Results

See Submissions that have been shortlisted or selected as Results of a round.

Expired

Submissions that were not submitted before the submission deadline.

Archived

Submissions in archived Programs.

- 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

2022 International Conference of Europeanists

Manage Collaborators

Welcome

Submission Information

Panelist Information

Research Networks

Consent

Requests

Submission Instructions

The Environment of Democracy

Iscte – Instituto Universitário de Lisboa | Lisbon, Portugal.

June 20-22, 2022 - Virtual Sessions

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

The individual paper submission process is for papers that are part of an organized panel AND for stand-alone paper proposals (papers not connected to an organized panel)

Please follow these steps to submit an individual paper proposal:

Step 1: Welcome Page - Submission Category

Select the appropriate submission category (**Single Paper or Book Panel/Roundtable**) from the dropdown list on the welcome page. 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.

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

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: Welcome Page – Manage Collaborators

If you wish your **co-authors** to be able to edit the submission and be included in all future communications, please **add them as collaborators**. Please note that this tool gives your co-authors an editorial function; However, listing them as collaborators does not mean that they will appear in the conference program. Only co-authors listed in the “People” section of the submission form will appear in the conference program. **If you do not have collaborators, you may simply skip this step.**



HOME MY ACCOUNT ▾

2022 International Conference of Europeanists

Manage Collaborators

Welcome Submission Information Panelist Information Research Networks Consent Requests



Submission Instructions

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Manage Collaborators

2022 International Conference of Europeanists -

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

[Back to Submission](#) [Add Collaborator](#)  Search:

Name	Email	Primary	Last Logged In	Action
Conference Coordinator, Rusudan -	events@ces-europe.org	Yes	9/7/2021 03:20 AM	

Click “Back to Submission” and navigate between the bars to continue editing next sections.

Step 3: Submission Information

- Please provide information about your submission. **If your paper is part of an organized panel, please indicate the chair’s email.** The chair will automatically receive a confirmation email that your proposal has been submitted. A confirmation email will also include a unique proposal code that the chair can use to assign you to the respective panel when they submit the full panel proposal.
 - If you are submitting an individual stand-alone paper proposal, the CES Program Committee will assign your submission to a relevant session.

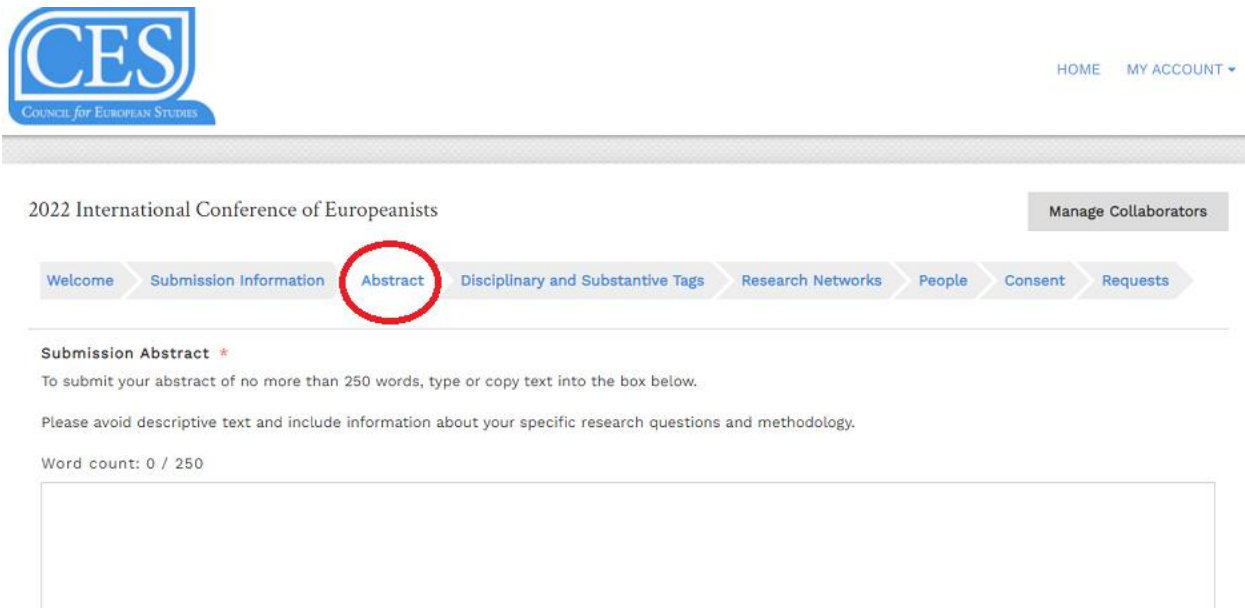
- CES is committed to maximizing sustainability and inclusiveness. In addition to our exciting three day in-person event in Lisbon (**June 29-July 1, 2022**), we will also be hosting an **online component the week prior (June 20-22, 2022)**. Please indicate whether you are submitting to the online conference component or the in-person conference. Your selection will determine whether you attend conference sessions fully online on June 20-22, 2022 or fully in-person. **You will not be able to submit the same paper or panel proposal to both the online and in-person event.** It will also not be possible to Zoom into any of the in-person panels/symposia. We have limited spots for the online component and, therefore, CES staff cannot guarantee moving your submission to a different format at a later stage.

- If you are already part of an organized panel, please contact the panel organizer regarding the format (online or in-person) of your session. If you are submitting a stand-alone paper, the CES Program Committee will assign your proposal to the panel format of your choice.
- If you are applying for the online conference component, please make sure to provide your time zone. CES staff will try to schedule your sessions accordingly.

Click “Save and Next”

Step 4: Abstract

To submit your abstract, please type no more than 250 words into the box provided or paste the full text from an external document editor (like Microsoft Word). You may not upload your abstract as a file, so be sure to paste or enter it in the space provided.



The screenshot shows the CES website interface for the 2022 International Conference of Europeanists. The CES logo is in the top left, and navigation links for HOME and MY ACCOUNT are in the top right. A breadcrumb trail at the top includes: Welcome, Submission Information, Abstract (circled in red), Disciplinary and Substantive Tags, Research Networks, People, Consent, and Requests. A Manage Collaborators button is located to the right of the breadcrumb trail. Below the breadcrumb trail, the text reads: "Submission Abstract *", "To submit your abstract of no more than 250 words, type or copy text into the box below.", and "Please avoid descriptive text and include information about your specific research questions and methodology." Below this text is a word count indicator: "Word count: 0 / 250" and a large empty text box for entering the abstract.

Click “Save and Next”

Step 5: Disciplinary and Substantive Tags

You may select two disciplinary and **up to five** substantive tags that accurately reflect your paper's content. If you are submitting individually, this information will help the CES Conference Program Committee to place your submission in a relevant panel.

2022 International Conference of Europeanists Manage Collaborators

Welcome > Submission Information > Abstract > **Disciplinary and Substantive Tags** > Research Networks > People > Consent > Requests

Disciplinary Tags:
Please select two Disciplinary Tags. The first will be your submission's **Primary Discipline**, the second your submission's **Secondary Discipline**.

Primary Discipline *
Select

Secondary Discipline *
Select

Substantive Tags
Please select up to five Substantive Tags that accurately reflect your paper's content.

Aging and the Life Course

Click **“Save and Next”**

Step 6: Research Networks

If you **are a member** in a good standing of any CES Research Network and are submitting your proposal as part of a 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](#).

Welcome Submission Information Abstract Disciplinary and Substantive Tags **Research Networks** People Consent Requests

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
- None of the above

Click "Save and Next"

Step 7: People

Please add any co-authors of your submission in this section. Do not forget to list yourself as well. The Conference Program will display the authors' information as indicated in this section.

Please be aware that authors, who do not register for the conference, will not appear in the conference program.

Do not forget to click "Add" when you enter information for each author

✚ First Name: Rusudan | Last Name: Zabakhidze | Rank: [Edit](#) | [Remove](#)

Email: events@ces-europe.org | Institutional Affiliation: Council For European Studies
| Country: Georgia

First Name *

Middle Name

Last Name *

Rank

Email Address *

Institutional Affiliation *

Country *

Click “Save and Next”

Step 7: 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 8: 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.

The screenshot shows a web interface for the 2022 International Conference of Europeanists. At the top left is the logo for the Council for European Studies. The page title is "2022 International Conference of Europeanists" and there is a "Manage Collaborators" button in the top right. A navigation menu includes: Welcome, Submission Information, Abstract, Disciplinary and Substantive Tags, Research Networks, People, Consent, and Requests. The "Requests" section is active and contains two sub-sections: "Scheduling Requests" and "Special Requests".

Scheduling Requests
Please enter any scheduling requests below. CES staff will do its best to consider your request, however, we cannot always guarantee that it will be accommodated.
All scheduling requests must be received by midnight on February 11th, 2022. Requests received after the deadline will not be processed.

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

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 (Council for European Studies) submission portal for the 2022 International Conference of Europeanists. A modal dialog box is displayed in the center, featuring a yellow 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 has "Cancel" and "OK" buttons. The background shows the "Scheduling Requests" section with a text area and a "Special Requests" section at the bottom.

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”



HOME MY ACCOUNT ▾

- Home
- My Proposals
- All (4)
- Incomplete (1)
- Complete (1)

Note: You have already started an Application that is not yet complete.

[Click here to review your past Submission\(s\)](#)

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