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.

Before you finalize 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.

Individual papers can be proposed at this link. Please share with your invited panelists.
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).

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 2-5 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.

Click “Next”

Step 3: Research Networks

If you are submitting a panel as part of a CES Research Network, please select the appropriate Network(s) from the provided list. 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.
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.

➢ Select a respective proposal and assign it to your session

➢ 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.
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.”
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.”

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