Submission Proposal Application Walkthrough

Before you Begin

The Organiser/Submitter must collect and enter the following information for each person participating on the proposal:

- Contact data - Correct spelling of first and last name, rank, affiliation, affiliation country
- Paper Title - Full paper title for each paper being presented on the session (Organised Panels only)
- Paper Abstract - 250 word abstract for each paper (Organised panel only)

Please make sure the proposal adheres to all minimums and maximums as posted in the Call for Proposals. These include abstract word counts, number of paper presenters, and discussants allowed per proposal submission. No exceptions will be allowed.

Session organizers have the final responsibility of notifying the members of the proposed panel of the Program Committee's decision.

We strongly recommend that you prepare all the information required below BEFORE starting to fill in the form. Your information will be lost if you leave the page or close the browser without submitting all the contents.
Submission Process

Login to My IAFOR or Create an account
Your email address will be used as your username and you will be asked to create a password. Please be aware that the information you enter when creating your account will be used for official Letters of Acceptance, Letters of Invitation, and Conference Programmes, so please ensure correct spelling of names, affiliated institutions, and so forth.

Submit to the Conference
Submit your proposal, choosing from the available presentation formats.

Receive a Confirmation
After submission, you will receive an automatic confirmation that your proposal has been received.

Initial Screening
Your submission will be checked by staff to ensure it conforms to accepted academic norms, and to screen out incomplete submissions.

Review
Your submission will be reviewed by members of the Programme Committee

Final Review
Your submission will receive a final review by the Programme Committee.

Result Notification
A result notification will be sent to you by February 28, 2020.

Registration
Conference registration will open in January 2020. Payment of registration fees is required of ALL PARTICIPANTS on accepted panels. All individuals attending the conference, including individuals accepted to present on panel sessions, are required to submit conference registration payment by May 15, 2020.

The names of panel participants WILL NOT appear in the Printed Programme unless participants are registered by May 15, 2020.

Registration information will be sent to all participants at the time they are notified of their acceptance to the program. THERE ARE NO EXCEPTIONS IN REGARD TO THE REGISTRATION REQUIREMENT FOR PARTICIPANTS.
Diversity Requirements
Diversity and inclusiveness are core AAS values. Diversity encourages innovation and creativity, and strengthens the community by harnessing a variety of skills, perspectives, talents, and resources to meet new challenges. We ask that session organisers keep these values in mind as they assemble session participants so that our conference will reflect the diversity in our membership.

In particular, we expect panel submissions to demonstrate:

- Gender diversity
- Institutional diversity (no more than 2 participants from the same institution)
- A mix of professional roles (graduate students, junior and senior scholars, adjunct faculty, and other professionals working in areas connected to Asian studies)

Sessions that do not reflect AAS's commitment to diversity and inclusiveness will be at a significant disadvantage in the review process and risk being automatically rejected by division chairs or the program committee for not meeting these expectations.

Participants
Participants may serve multiple roles within one (1) session. For example, an individual may serve as chair and discussant, or chair and paper presenter on the SAME panel.

Roundtables
You must add at least 3 participants and no more than 7.
You must have 1 organizer for this proposal.
You must have 1 chair for this proposal.
You must add at least 3 discussants and no more than 5 discussants.

Panels
You must add at least 3 participants and no more than 8.
You must have 1 organizer for this proposal.
You must have 1 chair for this proposal.
You must add at least 3 paper presenters and no more than 5 paper presenters.
You can add a maximum of 2 discussants for this proposal.
Call for Proposals

Go to the Call for Proposals page - https://aasinasia.org/call-for-proposals/
Click on the “Submit a Proposal / Log In”

After reading the important information, click on “Submit a proposal to AAS-in-Asia2020”
Login or Create an account

If you have already created an account, but have yet to submit, please login. After logging in, you will be automatically redirected back to the submission form.

Create an account

First Time Submitters: If you have not yet made a submission to the conference you must create an account on "My IAFOR".

After creating an account, you will be automatically redirected back to the submission form.

Enter your first name, last name, email address, and select a salutation (Professor, Dr, Mr, Ms, Mx). This will be used in all correspondence with you.

Your email address will be used as your login/username.

Fill out the rest of form. Biography is optional

Check the box "I have read IAFOR's Privacy Policy" and click submit.

After submitting, you will be automatically redirected back to the submission form.
Overview: Proposal Submission

There are 9 Sections:

Proposal Information
Abstract Information
Organiser Information
Participant Information
AAS Travel Grant
Scheduling Conflicts
Panel Sponsorship
Confirmation
Completion

We strongly recommend that you prepare all the information required below BEFORE starting to fill in the form. Your information will be lost if you leave the page or close the browser without submitting all the contents.
SECTION 1: Proposal Information

Proposal Title

A proposal must have a short, specific title that indicates the nature of the presentation(s). Please do not submit title in ALL upper case or ALL lower case; Sentence Case is preferred and all titles will be updated to reflect Sentence Case in the final program. The total length of the title should be no more than 200 characters, not including spaces.

Discipline(s)

Please select one or more disciplinary approaches. (At least one discipline is required – Maximum of four allowed).
SECTION 1: Proposal Information

Select a Geographic Area of Study
- China and Inner Asia
- South Asia
- Northeast Asia
- Southeast Asia
- Inter-area/Border Crossing

Select a Presentation Type
Select either “Panel Presentation” or Roundtable

Click Next to progress
SECTION 2: Abstract Information

Panel Abstract

Please enter the abstract for this Organized Panel Session Proposal. You may type the abstract or copy and paste the information below. There is a 250-word count maximum.

Roundtable Abstract

Please enter the abstract for this Roundtable Proposal. You may type the abstract or copy and paste the information below.

The abstract (350-word maximum) is required for the session proposal and should fully explain the session's purpose, its issue(s)/theme(s), and scope; including the role of each discussant during the roundtable discussion.
SECTION 3: Organiser

Panel Submissions

The submitter will automatically list as the ORGANIZER. If you have another role, such as PAPER PRESENTER, you may add this role. Otherwise, select NONE.

Roundtable Submissions

The submitter will automatically list as the ORGANIZER. If you have another role, such as Discussant or Chair, you may add this role. Otherwise, select NONE.
SECTION 3: Organiser

Enter your First and Last Name in Title Case

<table>
<thead>
<tr>
<th>First Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanbashi</td>
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</tbody>
</table>

Demographics
Please refer to the Diversity Requirement section in the call for proposals

Select a Rank:
- Professor
- Associate Professor
- Assistant Professor
- Adjunct Professor
- Visiting Professor
- Lecturer/Instructor
- Professor Emeritus
- Postdoctoral Fellow
- Graduate Student
- Retired
- Independent Scholar
- Other

Gender: Select a gender: Male, Female, Non-Binary

Institution & Institution Country
Enter the Institution (do not add a department) and select the country location of the Institution
SECTION 4: Other Participants

Participants

Participants may serve multiple roles within one (1) session. For example, an individual may serve as chair and discussant, or chair and paper presenter on the SAME panel.

Roundtables
You must add at least 3 participants and no more than 7.
You must have 1 organizer for this proposal.
You must have 1 chair for this proposal.
You must add at least 3 discussants and no more than 5 discussants.

Panels
You must add at least 3 participants and no more than 8.
You must have 1 organizer for this proposal.
You must have 1 chair for this proposal.
You must add at least 3 paper presenters and no more than 5 paper presenters.
You can add a maximum of 2 discussants for this proposal

You must enter information for the organizer, 2nd, and 3rd participants.

To add additional participants, please check the “Add nth Participant” at the bottom of each page
SECTION 5: AAS Travel Grant

The AAS is pleased to provide partial travel subsidies for the conference. The AAS has limited funds available.

- Support is limited to those scholars who are active participants on regular panels and roundtables that have been accepted on the formal program.
- Only one (1) participant per panel will be considered for funding.
- Panel organisers must apply on behalf of the intended subsidy recipient.
- All subsidy recipients must be an AAS member in good standing by the conference registration deadline. Subsidy recipients who have not met this requirement will forfeit their awards.
- All applicants must indicate the city/country they will be traveling FROM to attend the conference.

Unfortunately, we do not have sufficient funds to cover all the related costs of attending the conference, and panel organisers or applicants should seek outside funding to supplement the travel grants. Travel expenses eligible for reimbursement will be limited to international round-trip discounted (minimum 30-day advance purchase) airfare and airport transfers, up to three night’s hotel accommodations at the conference rate, and/or conference registration.

Individual grant amounts will be “need-based” and vary depending on the recipient’s circumstances, the point of departure and distance traveled. Grants for scholars traveling from North America likely will range from $1,200-$1,500; from Europe $800-$1,000; and from Asia $600-$1,000, but the AAS reserves the right to adjust these amounts as needed.

Awards will be made by a special selection committee after the formal program has been decided by the Program Committee. Preference will be given to junior scholars and presenters (rather than chairs or discussants), and attempts will be made to maintain fairness across countries, specializations, disciplines, etc.

If you would like to apply for a Travel Stipend on behalf of ONE (1) participant in your session, please check the box and provide the following information:

Participant Name: (Enter the name of the participant to receive the grant)
Total Requested: (U.S. Dollars-whole dollar, no pennies (Maximum $1,500))
City & Country: (City & Country Applicant is Traveling from to attend the 2020 AAS-in-Asia Conference)
Special Circumstances: (Please include any additional information you would like the AAS to consider)
SECTION 6: Scheduling Conflicts

Submitting a proposal is a commitment to participate and attend the annual conference if the proposal is accepted. However, the committee will consider VALID scheduling conflicts while planning the program. Please include any scheduling conflicts you would like the Program Committee to consider. These include: work conflicts, travel conflicts, conflicts with other panels, etc.

Please summarize the conflicts, for example; Panelists not available on Friday morning. Note: Panel scheduling is determined during the final review and selection process; once panels are scheduled we are unable to make any changes. PLEASE CHECK WITH YOUR PARTICIPANTS REGARDING ANY SCHEDULING CONFLICTS PRIOR TO COMPLETING YOUR SUBMISSION.

If your panel have any scheduling conflicts select YES and fill out the form

Does your panel have any scheduling conflicts? *
- Yes
- No

Scheduling Conflicts
Add any conflicts here
SECTION 7: Session Sponsorship

Proposals may be sponsored by various organized groups such as committees and affiliates. Sponsorship may or may not entail financial support, but primarily indicates a level of pre-vetting and assurance of the proposal's quality and importance by the sponsoring group or institution, which is taken into consideration by the AAS Program Committee during the review process. Please note, sponsored sessions are not guaranteed acceptance and must undergo normal competitive review.

If your session is sponsored, please select YES and provide the following information:

Sponsoring Group Name:
Sponsoring Group Contact Person:
Sponsoring Group Contact Email:
SECTION 8: Confirmation

Please read and check each statement then press “Submit” to complete your submission

I acknowledge that the information provided in this proposal is accurate and up to date and the names of the presenter(s) as entered here are as they should appear in the Print Program and online schedule. (I have confirmed the correct spelling, correct affiliation and correct email of all listed participants). The AAS will not be responsible for incorrect information listed in the final program.

I declare that this proposal is an original contribution.

I acknowledge that all individuals listed on this proposal have agreed to the rules and regulations as set forth in the official Call for Proposals.

I acknowledge that the individuals included in this proposal are not in conflict with the AAS One Appearance rule; and are not also participating on another session proposal.

I have included all participants and declare that all participants confirm their commitment to participate and will register by the deadline.

I acknowledge that while organizing this proposal I have taken into account the AAS policy on Diversity as it relates to gender, ranks, and institutional diversity.

I acknowledge that as the organizer of the proposal I will ensure participants are aware of these deadlines and will notify participants of the Review Result.
SECTION 9: Completion

The form will complete and a confirmation message will show and a confirmation email from aasinasia@iafor.org will be sent to the organizer’s email address.

New Submission

Thank you for your proposal entitled ‘Test 999’.

1. Initial Screening: Your submission will be checked by staff to ensure it conforms to accepted academic norms, and to screen out incomplete submissions.
2. Review: Your submission will be reviewed by members of the Programme Committee.
3. Final Review: Your submission will receive a final review by the Programme Committee.
4. Result Notification: A result notification will be sent to you by February 28, 2020.
5. Registration: Conference registration will open in January 2020. Payment of registration fees is required of ALL PARTICIPANTS on accepted panels. All individuals attending the conference, including individuals accepted to present on panel sessions, are required to submit conference registration payment by the registration deadline.

You will receive a notification email to ampratt@iafor.org after each stage.

You can also check on the progress of your submission on the ‘Submission’ tab of your Account Page.