Individual Paper Proposal

An individual paper presentation that, if accepted, will be grouped into a panel with other individual papers by the ICAS 12 Academic Selection Committee

- The ICAS 12 Academic Selection Committee will compile panels of 4–5 individual paper presenters. The time slot for a panel composed of individual papers is one hour and forty-five minutes. Please note that the ICAS 12 Academic Selection Committee will do its utmost to gather papers with the same theme together in a panel. In exceptional cases this might prove difficult.
- Our point of departure in programming the panels is that all participants are present for the duration of the meeting. Due to the large number of panels it is impossible to take individual programme requests concerning date and timing of presentations into account.
- Applicants are only allowed to submit **one paper proposal**. It is not permitted to submit two or more abstracts.
- The maximum number of words for a paper abstract is 250 words. No exceptions are possible. The abstract has to be included in the proposal form and cannot be sent separately. Please avoid the inclusion of diacritics or non-Roman characters.
- After submitting your proposal, a notification email will be sent to your email address informing you that the proposal has been successfully submitted. Please contact the ICAS 12 Secretariat at icas12@iias.nl in case you have not received this notification (please check your spam folder as well before contacting us).

↓ Scroll down for a step-by-step submission manual ↓

Step 1 – Register or log in to the Submission System

When you are new to the system an account profile needs to be set up, please click the 'Join Now' button. When you have created your account an email with the log-in link will be sent to the email address you have used to create your account with. Through the link you can access the ICAS 12 submission system any time before the submission deadline in case you are unable to finish the submission in one go or if you need to amend details at a later time. If you have forgotten your access key, you can click the 'Lost your access key?' link, fill in the email address you have used to create your account with and a link to reset your access key will be sent to you.

Step 2 – Home page of your account

On the bottom of the home page this manual and the proposal formats descriptions can be downloaded. It is advisable to view these format descriptions first as there are several different proposal formats.

Start a new proposal by clicking on the green link 'Click here to begin a new Proposal'

Step 3 – Start a new proposal

Fill in your proposal title and select a proposal type. View the description of the different submission types by clicking on the link 'View Submission Type descriptions.' with the description you will also find a submission manual for that specific format.

Individual Paper - Task list

Your proposal details can be viewed on top of this page. **There are four tasks that need to be completed before you can submit your proposal. They can be viewed in your Task list.**

1. **The Contributor Task**
2. **The Paper Abstract Task**
3. **The Grant Application Task**
4. **The Disclaimer Task**

This clickable path in the upper left corner can help you navigate.

1. **The Contributor Task:**

The submitter's name will automatically be copied as the presenter. If the submitter is the only contributor of this paper, click on the name to complete the contributor's profile.

If this paper has a co-author, this person can be added as shown in the image below:

A person's name can easily be removed by clicking the red Remove button.

 This clickable path in the upper left corner can help you navigate.

A red warning 'Profile incomplete' will appear when the person's profile is incomplete. The profile can be completed by clicking on 'Edit Profile' and filling in the required information. If you want to continue at a later point, just click the 'Save Contributors' button and you can complete the profile(s) at a later time.

Home / Proposal / Tasks / This clickable path in the upper left corner can help you navigate.

When a profile is completed a check mark will appear. When all profiles show 'Profile completed' this task is completed.

Call for Papers | Home | Log Out   Conference Details | Technical Support

Proposal Title: Mythical Creatures in Asia

Home / Proposal / Tasks / Edit Contributor Task for 'Mythical Creatures in Asia'

EDIT CONTRIBUTOR TASK FOR 'MYTHICAL CREATURES IN ASIA'   [Save Contributors]

* indicates required

To add a contributor:
- Type the contributor's first name, last name, and email address.
- Click 'Add Contributor'.

To complete a contributor's profile:
- Click on the contributor's name to complete the profile.
- A **green check mark** indicates a complete profile.

Once the profile is complete, click 'Save Contributors' to complete the task.

Add New Contributor

First Name *   Last Name *   Email *   Role *

-- Select Role --   [Add Contributor]

Contributor List

You must add at least 1 contributor and no more than 3.
You must have 1 presenter for this proposal.
You can add a maximum of 2 co-authors for this proposal.

1 **Tess Tester**
International Institute for Asian Studies
Profile completed ✓
Role(s): Presenter

Profiles are completed

[Edit Tess Tester's Profile]   [Remove Tess Tester]

2 **Brown Bear**
International Institute for Asian Studies (IIAS)
Profile completed ✓
Role(s): Co-Author

[Edit Brown Bear's Profile]   [Remove Brown Bear]

Click 'Save Contributors' to save the information and to return to the Task list.

[Save Contributors]

Home / Proposal / Tasks / This clickable path in the upper left corner can help you navigate.

2. **The Paper Abstract Task**

The Proposal title that you have filled in at <mark>Step 3</mark> **will automatically appear here. If needed, you can change it here, your Proposal details will automatically be updated accordingly.**

Select a theme and region. The paper abstract can be a maximum of 250 words.

Call for Papers | Home | Log Out   Conference Details | Technical Support

Proposal Title: Mythical Creatures in Asia

Home / Proposal / Tasks / Edit Paper Abstract Task for 'Mythical Creatures in Asia'

EDIT PAPER ABSTRACT TASK FOR 'MYTHICAL CREATURES IN ...   **Continue**

* indicates required

Please answer the following questions.

Proposal Title *
Please use headline-style capitalization (title case), e.g. Latests Developments and Trends in Asia

Mythical Creatures in Asia   **The Proposal title will appear here, you can change this if needed.** 0 characters)
4 words (Max 25 words)

Theme *
Please select one.

-- Select a Theme --   **Select a Theme and a Region for your proposal**

Please select your region. *

-- Select One --

Paper Abstract *
(250 words maximum)

File ▾   Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

B   I   U   x₂   x²   ≡ ▾   ≡ ▾   ≡   ≡   ≡   ≡   Ω   ↶   ↷   ⦾   Help

Enter the abstract in this box.

0 characters
0 words (Max 250 words)

Click 'Continue' to save and to return to the Task list.

Enlarge the box if needed by pulling this triangle downwards.

Continue

Home / Proposal / Tasks / This clickable path in the upper left corner can help you navigate.

3. The Grant Application Task

Participants of ICAS 12 are expected to fund their own registration fee, travel and accommodation.

Grant application eligibility:

- Limited financial support is only available for selected PhD students and early career scholars (obtained PhD degree after 1 January 2018). Only the person with the presenter role is eligible for a grant.
- Grant requests can only be submitted through this form.
- Only successfully submitted proposals before the Call for Proposals deadline will be considered.

If you would like to apply for a grant, please tick 'Yes' and **you will receive further instructions on how to complete your grant application <u>after the review process and if your proposal is accepted</u>**. In the case you tick 'No', you will **not** receive these instructions.

 This clickable path in the upper left corner can help you navigate.

4. The Disclaimer Task

Accepted proposals will be included in the Conference programme and published on the conference website. However, only abstracts and names of presenters who have registered and paid within the given deadline qualify for the above. The organisers of this event take no responsibility for any published abstracts submitted. Any issues or errors arising from the abstracts are solely the responsibility of the authors.

To stimulate contact about the panel before the conference, email addresses of submitters with an accepted proposal may be shared with panel chairs and/or your fellow panel members if needed. If you have strong objections to this, please contact the conference organisers at icas12@iias.nl. Your email address will not be shared with outside parties.

Please tick the 'I agree' box, type your Full name and 'Submit Agreement'.

Call for Papers | Home | Log Out   Conference Details | Technical Support

Proposal Title: Mythical Creatures in Asia

Home / Proposal / Tasks / Edit Disclaimer Task for 'Mythical Creatures in Asia'

EDIT DISCLAIMER TASK FOR 'MYTHICAL CREATURES IN ASIA'

Submit Agreement

* indicates required

> Please indicate your agreement below.

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☑ I agree.

Tess Tester

Please indicate your agreement by typing in your full name above

Submit Agreement

Home / Proposal / Tasks /   This clickable path in the upper left corner can help you navigate.

The Task list is completed when all tasks are marked with a green check mark.

Home / Proposal / Tasks / This clickable path in the upper left corner can help you navigate.

Preview, check and submit your proposal.

This clickable path in the upper left corner can help you navigate.