



24-27 August 2021

Kyoto, Japan

## Documentary/Film Proposal

*A documentary/film written or produced in 2018, 2019 or 2020 that has an Asia related topic or setting*

- There will be a film festival at the conference with Asia related documentaries/films and the film programme will be put together by the ICAS 12 Film Selection Committee.
- Rules and Conditions:
  - Submitters are responsible for securing all rights and permissions from copyright and other holders relating to their film and agree to all terms as detailed
  - All submitted films must have an Asia related topic or setting with fully checked and proofed English subtitles
  - Films must be submitted in a format supported by YouTube or Vimeo. Suggested format: frame size 1920×1080, file format MPEG, frame rate 23.98
  - Only films that are written/produced in 2018, 2019, or 2020 that have not been screened at a previous ICAS are eligible.
  - The decision of the Film Selection Committee and ICAS 12 is final.
- Access to the submitted film is required:
  - If the film is available online, please provide the film URL of YouTube, Vimeo, etc. If the URL is password protected, please provide this password in the submission form.
  - If the film is not available online, you can send the film file to us through [WeTransfer.com](https://www.wetransfer.com) by sending the file to [icas12@iias.nl](mailto:icas12@iias.nl) with your proposal number in the message.
- The maximum number of words for the film synopsis 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](mailto: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.



24-27 August 2021

Kyoto, Japan

Abstract Scorecard®

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Welcome to the ICAS 12 Proposal Submission Form

The screenshot shows the 'Log in to the ICAS 12 Submission System' page. It is divided into two main sections: 'New users for ICAS 12' and 'Already started a submission?'. The 'New users' section contains a 'Join Now' button. The 'Already started a submission?' section contains input fields for 'Email Address' and 'Access Key', a 'Login' button, and a 'Lost your access key?' link. Red annotations with arrows point to the 'Join Now' button, the 'Email Address' and 'Access Key' fields, the 'Login' button, and the 'Lost your access key?' link.

Please click here when you are new to the system

When you have already started a submission, you can log in here. The login link will be sent to the email address you registered with.

Lost your access key?

If you have forgotten your access key, please click this link and fill in the email address you registered with and a link to reset your access key will be sent to you.

Questions? Organizer: ICAS 12 - icas12@iias.nl

**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'

ICAS 12

24-27 August 2021

Kyoto, Japan

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Conference Details | Technical Support

**EVENT INFORMATION**

ICAS 12  
24 - 27 August, 2021  
Kyoto  
Japan  
Contact the Event Organizer

**YOUR PROFILE**

Tess Tester  
International Institute for Asia...  
Logins: 0 Log Out  
View / Edit Your Profile

**SUBMIT FEEDBACK**

We always welcome feedback, and we want to hear what you like and what can be improved.  
Feedback Form

**PROPOSALS** (You have 0 complete proposals, 0 incomplete proposals, and 0 withdrawn proposals)

[Click here to begin a new proposal](#)

**SUBMISSION MANUAL AND PROPOSAL FORMATS DESCRIPTION**

Please click on the links to view the [Submission manual](#) or [All proposal formats description](#).

Clickable links

**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.

**START A NEW PROPOSAL** Submit

Please note that each participant is only allowed to submit/present ONE paper in an organized/institutional panel OR as an individual presentation. In addition to presenting this paper the presenter is allowed to do a PhD pitch, Book presentation or take on other (multiple) roles, such as chair or discussant, or roundtable participant.

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

0 characters (200 max)  
0 words (25 max)

**Submission Type \***  
Please note that paper presentations that are part of an organized/institutional panel should not be submitted as an individual paper.

-- Select Submission Type --

[View Submission Type descriptions.](#)

Submit

Please note: only films that are written/produced in 2018, 2019, or 2020 that have not been screened at a previous ICAS are eligible.

### Documentary/Film – Task list

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

1. The Director/Producer Task
2. The Film Synopsis Task
3. The Film Details Task
4. The Grant Application Task
5. The Copyright, Rules and Terms Task

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Proposal Title: Festivities in Asia

Home / Proposal / Task List for 'Festivities in Asia'



#### TASK LIST

Save Submission

Please click on each task below to enter the requested information. A large green check mark will appear once the task has been completed. After you have completed all of the tasks below, click 'Save Submission'.

When you have checked all details and are ready to submit your proposal, click the 'Submit' button.

#### [Edit Festivities in Asia](#)

Proposal ID: 855973

Submission Type: Documentary/Film

Proposal Status: Active

Your proposal details



#### 1. Director/Producer

Click here to add the director/producer to this submission.



#### 2. Film Synopsis

Click here to provide your film synopsis.



#### 3. Film Details

Click here to provide your film details



#### 4. Grant Application

Please indicate here whether you would like to apply for a conference grant or not if your proposal will be accepted.



#### 5. Copyright, Rules and Terms

Click here to indicate your agreement.

This is the Task list for your proposal, you have to complete this list in order to be able to submit your proposal.

Save Submission

[Home](#) / [Proposal](#) / [Tasks](#) /

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




### 1. The Director/Producer task:

The submitter's name will automatically be copied as the director. If the person is both the director and producer, check both boxes in the profile. If the director and producer are not the same person, this person can be added as shown in the image below:

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Proposal Title: Festivities in Asia

Home / Proposal / Tasks / Edit Director/Producer Task for 'Festivities in Asia'



**EDIT DIRECTOR/PRODUCER TASK FOR 'FESTIVITIES IN ASIA'** Save Director/Producers

\* indicates required

To add a director and/or producer:

- Type the person's first name, last name, and email address.
- Click 'Add Director/Producer'.

To complete a person's profile:

- Click on the person's name to complete the profile. (If the person is the director and producer, check both boxes in the profile.)
- A **green check mark** indicates a complete profile.

Once the profile is complete, click 'Save Director/Producer' to complete the task.

**Add New Director/Producer**

First Name *	Last Name *	Email *	Role(s) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select at least one Role <input type="checkbox"/> Producer

Add Director/Producer

**Fill in these details for the producer, select the role 'Producer', and click 'Add Director/Producer' to add this person.**

**Director/Producer List**

You must add at least 1 director/producer and no more than 2.  
You must have 1 director for this proposal.  
You can add a maximum of 1 producer for this proposal.

1

**Tess Tester**

International Institute for Asian Studies

Profile incomplete ✖

Role(s): Director

Edit Tess Tester's Profile

Remove Tess Tester

**If the director is also the producer, click 'Edit Profile', and also tick the box 'Producer' for this person.**

Save Director/Producers

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

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 Participants' button and you can complete the profile(s) at a later time.



## EDIT DIRECTOR/PRODUCER TASK FOR 'FESTIVITIES IN ASIA'

Save Director/Producers

\* indicates required

### To add a director and/or producer:

- Type the person's first name, last name, and email address.
- Click 'Add Director/Producer'.

### To complete a person's profile:

- Click on the person's name to complete the profile. (If the person is the director and producer, check both boxes in the profile.)
- A **green check mark** indicates a complete profile.

Once the profile is complete, click 'Save Director/Producer' to complete the task.

### Add New Director/Producer

First Name \*

Last Name \*

Email \*

Role(s) \*

Please select at least one Role

Producer

Add Director/Producer

### Director/Producer List

You must add at least 1 director/producer and no more than 2.

You must have 1 director for this proposal.

You can add a maximum of 1 producer for this proposal.

1

Tess Tester

International Institute for Asian Studies

Profile incomplete ✖

Role(s): Director

Edit Tess Tester's Profile

Remove Tess Tester

Warning appears when profile is incomplete

To complete the profile or to add/change the role, click 'Edit Profile'

Save Director/Producers

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



## EDIT DIRECTOR/PRODUCER TASK FOR 'FESTIVITIES IN ASIA'

Save Director/Producers

\* indicates required

### To add a director and/or producer:

- Type the person's first name, last name, and email address.
- Click 'Add Director/Producer'.

### To complete a person's profile:

- Click on the person's name to complete the profile. (If the person is the director and producer, check both boxes in the profile.)
- A **green check mark** indicates a complete profile.

Once the profile is complete, click 'Save Director/Producer' to complete the task.

### Add New Director/Producer

First Name \*

Last Name \*

Email \*

Role(s) \*

Please select at least one Role

Add Director/Producer

### Director/Producer List

You must add at least 1 director/producer and no more than 2.

You must have 1 director for this proposal.

You can add a maximum of 1 producer for this proposal.

1 Tess Tester

International Institute for Asian Studies

Profile completed ✓

Role(s): Director, Producer

Edit Tess Tester's Profile

Remove Tess Tester

Profile is completed

Click 'Save Director/Producers' to save the information and to return to the Task list.

Save Director/Producers



## 2. The Film Synopsis task

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

Select a theme and region. The film synopsis can be a maximum of 250 words.

### Rules and Conditions:

- All submitted films must have an Asia related topic or setting with fully checked and proofed English subtitles.
- Submitters are responsible for securing all rights and permissions from copyright and other holders relating to their film and agree to all terms as detailed.
- Films must be submitted in a format supported by YouTube or Vimeo.
- Suggested format: frame size 1920×1080, file format MPEG, frame rate 23.98
- Only films that are written/produced in 2018, 2019, or 2020 that have not been screened at a previous ICAS are eligible.
- The decision of the selection committee and ICAS 12 is final.

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Proposal Title: Festivities in Asia

Home / Proposal / Tasks / Edit Film Synopsis Task for 'Festivities in Asia'

EDIT FILM SYNOPSIS TASK FOR 'FESTIVITIES IN ASIA' Continue

\* indicates required

Rules and Conditions:

- All submitted films must have an Asia related topic or setting and fully checked and proofed English subtitles.
- Submitters are responsible for securing all rights and permissions from copyright and other holders relating to their film and agree to all terms as detailed.
- Films must be submitted in a format supported by YouTube or Vimeo.
- Suggested format: frame size 1920×1080, file format MPEG, frame rate 23.98
- Only films that are written/produced in 2018, 2019, or 2020 that have not been screened at a previous ICAS are eligible.
- The decision of the selection committee and ICAS 12 is final.

**The Proposal title will appear here, you can change this if needed.**

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

Festivities in Asia 19 characters (Max 200 characters)  
3 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 --

Film synopsis \*  
(250 words maximum)

File Edit Insert View Format Table Tools

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**Enter the Film synopsis in this box.**

0 characters  
0 words (Max 250 words)

Continue

### 3. The Film Details Task

Enter the year of production, the duration of the film in minutes and the country of production. We would like to receive the film through a URL of YouTube or Vimeo, etc. Alternatively, you can send the file to us through WeTransfer by emailing us at [icas12@iias.nl](mailto:icas12@iias.nl). In the case of the latter, please fill in 'File through WeTransfer' in the URL box and include your proposal number in the WeTransfer message when sending us the file.

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Proposal Title: Festivities in Asia

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EDIT FILM DETAILS TASK FOR 'FESTIVITIES IN ASIA'

Continue

\* indicates required

**Rules and Conditions:**

- All submitted films must have an Asia related topic or setting and fully checked and proofed English subtitles.
- Submitters are responsible for securing all rights and permissions from copyright and other holders relating to their film and agree to all terms as detailed.
- Films must be submitted in a format supported by YouTube or Vimeo.  
Suggested format: frame size 1920×1080, file format MPEG, frame rate 23.98
- Only films that are written/produced in 2018, 2019, or 2020 that have not been screened at a previous ICAS are eligible.
- The decision of the selection committee and ICAS 12 is final.

**1 Year of Production \***

**2 Duration of Film in Minutes \***

**3 Country of Production \***

**Enter the URL to your film in this box. If you want to send the file through WeTransfer, please write down 'File through WeTransfer' in this box. Don't forget to include your proposal number in the WeTransfer message.**

**4 URL to the film on YouTube, Vimeo or to download the film file \***

If your film is not on YouTube or Vimeo, you can use WeTransfer to send the film file to [icas12@iias.nl](mailto:icas12@iias.nl). If the latter is the case please fill in 'File through WeTransfer' in the box below.

**5 Please provide the password if the URL is password protected**

**Please provide the password if your URL is password protected. You can leave this blank if a password is not needed.**

Continue

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

#### 4. 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 after the review process and if your proposal is accepted**. In the case you tick 'No', you will **not** receive these instructions.

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Proposal Title: Festivities in Asia

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#### EDIT GRANT APPLICATION TASK FOR 'FESTIVITIES IN ASIA'

Continue

\* indicates required

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

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 after the review process and if your proposal is accepted. In the case you tick 'No', you will not receive these instructions.

#### 1 If your proposal will be accepted would you like to apply for a grant? \*

If no, please tick 'No' and continue. If yes, please tick 'Yes' you will receive further instructions if your proposal will be accepted.

Indicate whether you would like to apply for a grant or not by choosing either 'Yes' or 'No'.

If you tick 'Yes' you will receive further instructions on how to complete your grant application after the review process and if your proposal is accepted.

Continue



## 5. The Copyright, Rules and Terms Task

Please indicate your agreement on copyright, rules and terms in this task, which are as follows:

As submitter of this submission and the undersigned, I acknowledge and agree that:

1. I have read, understood and fully complied with all submission eligibility rules, terms and conditions requirements;
2. To the best of my knowledge, all of the information I have provided along with my submission is accurate;
3. This film or video is not subject to any litigation nor is threatened by any litigation;
4. I am duly authorized to submit this film to the festival;
5. I hold the International Convention of Asia Scholars (ICAS), Kyoto Seika University (SEIKA), its Board of Directors, management, committees, sponsors, affiliates, volunteers, and etc. harmless from any and all claims of liability resulting from my submission;
6. I certify that I am the copyright holder of the film and have all necessary rights and clearances to have the film publicly screened by the festival;
7. I certify that all music included in the film is copyright free or that I have obtained prior permission of the copyright holders to use the music in the submitted film;
8. I certify that the copyright of all images from cartoons, literature, television or films has been transferred from those that own them to me;
9. I give permission to the Twelfth International Convention of Asia Scholars (ICAS 12) to use trailers/clips, stills, titles, copy, and/or information from the film for promotional purposes; and,
10. I give permission to the Twelfth International Convention of Asia Scholars (ICAS 12) to screen the film at the festival as well as any other agreed on ICAS 12 presentations, programmes and/or events.

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

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Proposal Title: Festivities in Asia

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EDIT COPYRIGHT, RULES AND TERMS TASK FOR 'FESTIVITIES I...

Submit Agreement

\* indicates required

Please indicate your agreement below.

As submitter of this submission and the undersigned, I acknowledge and agree that:

1. I have read, understood and fully complied with all submission eligibility rules, terms and conditions requirements;
2. To the best of my knowledge, all of the information I have provided along with my submission is accurate;
3. This film or video is not subject to any litigation nor is threatened by any litigation;
4. I am duly authorized to submit this film to the festival;
5. I hold the International Convention of Asia Scholars (ICAS), Kyoto Seika University (SEIKA), its Board of Directors, management, committees, sponsors, affiliates, volunteers, and etc. harmless from any and all claims of liability resulting from my submission;
6. I certify that I am the copyright holder of the film and have all necessary rights and clearances to have the film publicly screened by the festival;
7. I certify that all music included in the film is copyright free or that I have obtained prior permission of the copyright holders to use the music in the submitted film;
8. I certify that the copyright of all images from cartoons, literature, television or films has been transferred from those that own them to me;
9. I give permission to the Twelfth International Convention of Asia Scholars (ICAS 12) to use trailers/clips, stills, titles, copy, and/or information from the film for promotional purposes; and,
10. I give permission to the Twelfth International Convention of Asia Scholars (ICAS 12) to screen the film at the festival as well as any other agreed on ICAS 12 presentations, programmes and/or events.

I agree.

*Tess Tester*

Please indicate your agreement by typing in your full name above

Submit Agreement

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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.



## TASK LIST

Save Submission

Please click on each task below to enter the requested information. A large green check mark will appear once the task has been completed. After you have completed all of the tasks below, click 'Save Submission'.



When you have checked all details and are ready to submit your proposal, click the 'Submit' button.



### [Edit Festivities in Asia](#)



Proposal ID: 855984



Submission Type: Documentary/Film



Proposal Status: Active

 **1. Director/Producer**   
Completed Monday, 24 February, 2020, 9:18 AM  
Click here to add the director/producer to this submission.

 **2. Film Synopsis**   
Completed Wednesday, 26 February, 2020, 4:34 AM  
Click here to provide your film synopsis.

 **3. Film Details**   
Completed Monday, 24 February, 2020, 11:09 AM  
Click here to provide your film details.

 **4. Grant Application**   
Completed Wednesday, 26 February, 2020, 4:38 AM  
Please indicate here whether you would like to apply for a conference grant or not if your proposal will be accepted.

 **5. Copyright, Rules and Terms**   
Completed Wednesday, 26 February, 2020, 5:20 AM  
Click here to indicate your agreement.

**When all tasks in the Task list are completed, click 'Save Submission' to proceed.**

**Save Submission**



## Preview, check and submit your proposal

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Proposal Title: Festivities in Asia

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### PROPOSAL SUMMARY

[Submit](#)

[Edit Festivities in Asia](#)


Proposal ID: 855984

Submission Type: Documentary/Film

Proposal Status: Active

Click 'Submit' when you have previewed and checked your submission details.

You have completed all the required tasks for this proposal. Use the "Submit" button to complete your proposal.

-  **1. Director/Producer**  
Completed - Monday, 24 February, 2020, 9:18 AM
-  **2. Film Synopsis**  
Completed - Wednesday, 26 February, 2020, 4:34 AM
-  **3. Film Details**  
Completed - Monday, 24 February, 2020, 11:09 AM
-  **4. Grant Application**  
Completed - Wednesday, 26 February, 2020, 4:38 AM
-  **5. Copyright, Rules and Terms**  
Completed - Wednesday, 26 February, 2020, 5:20 AM

[Click here for a preview of your proposal.](#)