Institutional/Organised/Strategic Roundtable Proposal

A full roundtable proposal focussed on discussion (no paper presentations)

1. *Institutional roundtables*

These are organised and/or sponsored by institutes/organizations/universities. We ask the convenor to submit the full roundtable proposal (roundtable abstract, participants details etc.). They are also required to include the contact details of each of the participants. As a token of appreciation for the institute's efforts, the institution will be acknowledged in the conference programme.

- o A roundtable has 5-8 participants. The participants present briefly (max. 5 minutes) their take on a theme, and discuss it among themselves and with the people attending. The time slot for a roundtable is one hour and forty-five minutes. The roundtable format provides much more time for debate than a panel in which papers are presented.

2. *Organised roundtables*

These are roundtables that are submitted by a group of individual scholars (from different backgrounds, institutes, countries). Convenors of organised roundtables are asked to submit the full roundtable proposal (roundtable title, participants details etc.). They are also required to include the contact details of each of the participants.

- o A roundtable has 5-8 participants. The participants present briefly (max. 5 minutes) their take on a theme, and discuss it among themselves and with the people attending. The time slot for a roundtable is one hour and forty-five minutes. The roundtable format provides much more time for debate than a panel in which papers are presented.

3. *Strategic roundtables*

Strategic roundtables are collaborative strategic meetings, a format inspired by policy-focused gatherings used by urban planners. These roundtables are meant to discuss one (or a few) specific programmatic or strategic collaborative items, e.g. developing the outlines of a new collaborative project/proposal/curriculum/action plan, etc. There are no passive attendants, only active participants. It is recommended to produce a final outline, manifesto, or set of recommendations with the purpose of building a new momentum for future steps in collective action after the meeting. Given that the time slot imparted for a strategic roundtable is only one hour and forty-five minutes, it is recommended that a strategic roundtable consists of two consecutive sessions. In such a case, the first session can serve to primarily introduce all the participants and to discuss in general terms the topic/question of interest and the objective(s) to be reached. The second session could serve to develop a common statement or a series of recommendations.

- o A strategic roundtables consists of 10–20 participants. We do not recommend individual presentation, powerpoints, or monologs during the strategic roundtable. The roundtable should be moderated by (preferably) two co-chairs who direct the discussions by making sure they are held in an orderly, inclusive and truly interactive manner. Co-chairs should make sure that no one monopolizes the discussion time. It is advised that one of the two co-chairs takes note of the content of the discussions while the other orientates and facilitates them. At regular intervals, the co-chairs should try to summarize the incremental development of the discussion into interims.
- o Two time slots are reserved for a strategic roundtable: three hours and thirty minutes (a minimum of 10 participants is required). Please submit the strategic roundtable in one form.

For all roundtables:

- We only accept complete roundtable proposals. The roundtable proposal should be submitted by the convenor. Please make sure that you have gathered the details of all participants before you start filling in the form.
- Our point of departure in programming the panels and roundtables 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.
- The maximum number of words for a roundtable abstract is max. 400 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 ↓

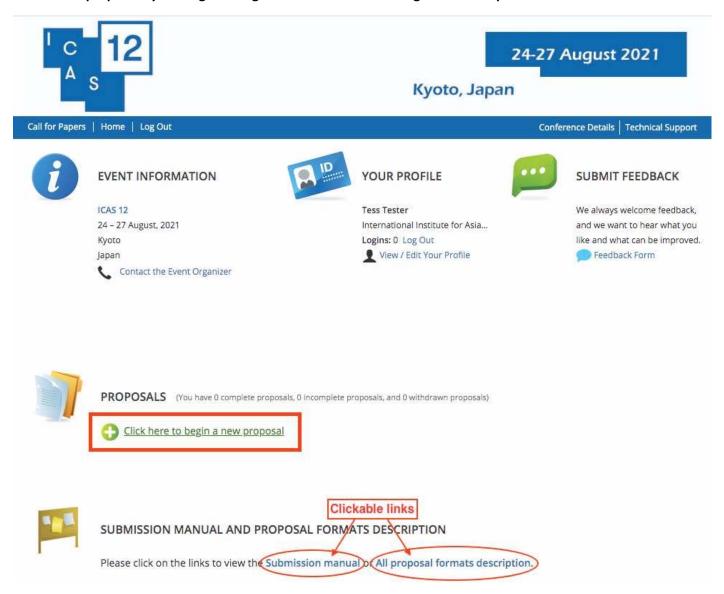## Step 1 – Register or log in to the Submission System

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.
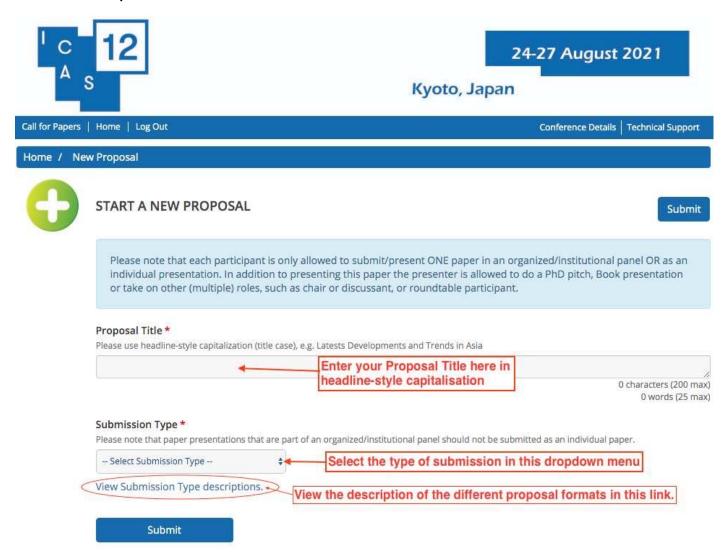
Step 2 – Home page of your account

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'
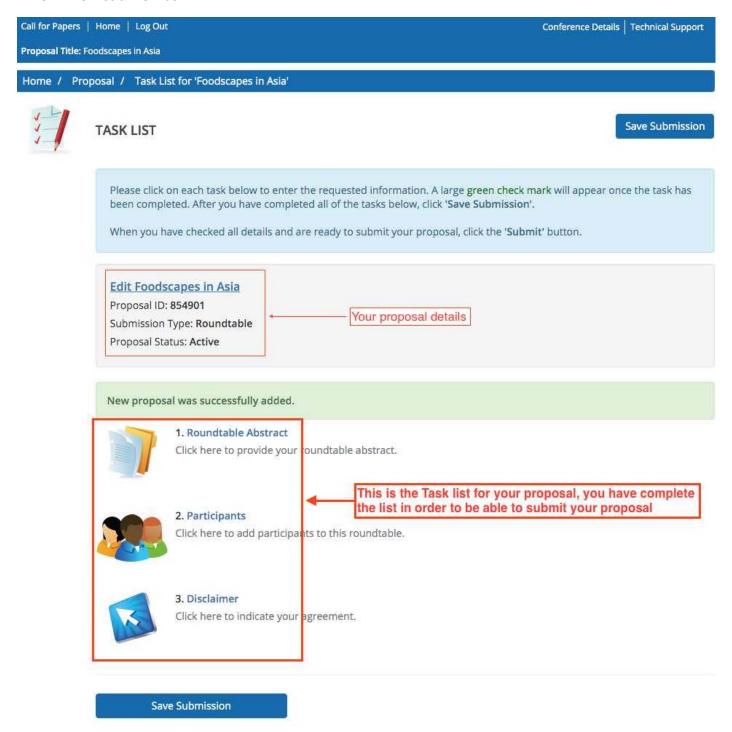
Step 3 – Start a new proposal

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.

Roundtable – Task list

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

1. **The Roundtable Abstract Task**
2. **The Participants Task**
3. **The Disclaimer Task**

Call for Papers | Home | Log Out   Conference Details | Technical Support
Proposal Title: Foodscapes in Asia

Home / Proposal / Task List for 'Foodscapes 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 Foodscapes in Asia
Proposal ID: **854901**
Submission Type: **Roundtable**   ← Your proposal details
Proposal Status: **Active**

New proposal was successfully added.

1. Roundtable Abstract
Click here to provide your roundtable abstract.

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

2. Participants
Click here to add participants to this roundtable.

3. Disclaimer
Click here to indicate your agreement.

Save Submission

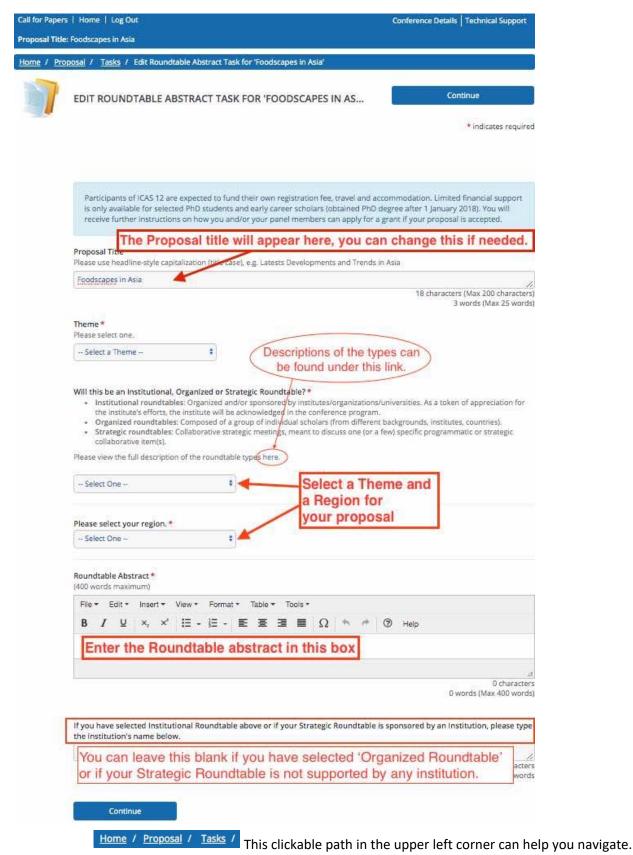Home / Proposal / Tasks / This clickable path in the upper left corner can help you navigate.

1. **Roundtable abstract**

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.

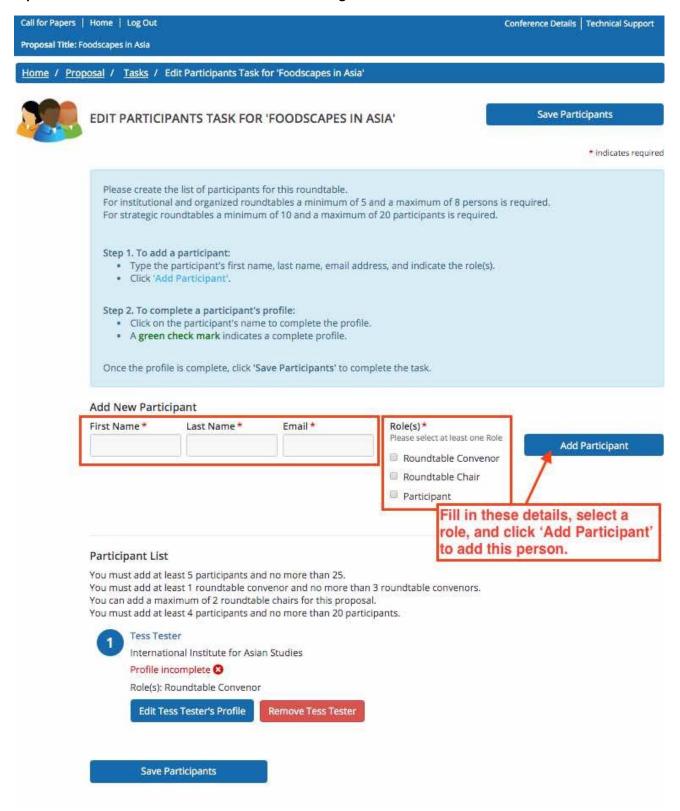Select a theme and region. The roundtable abstract can be a maximum of 400 words.

There are three types of Roundtables, the descriptions can be found in the link as indicated below:

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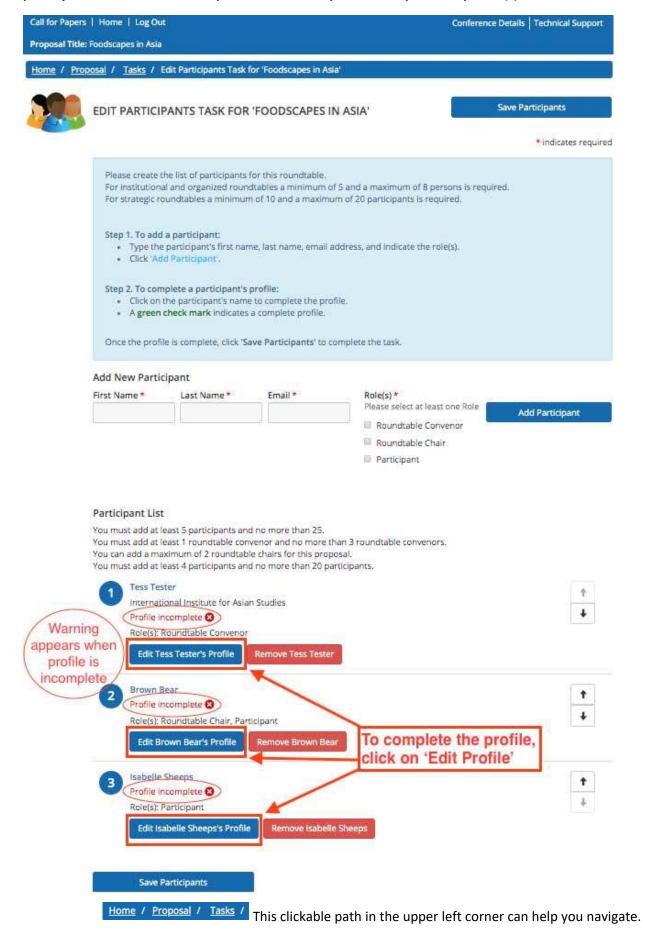
2. **The Participants Task**

The list of all participants (including Roundtable Convenor, Chair, Discussant (optional) and min. 4 Roundtable Participants) needs to be provided here. The submitter's name will automatically be copied as the Roundtable Convenor. If needed, this can be changed in the profile (under 'Role') by clicking on the name.

A person can be added to the list as shown in the image below:

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

Home / Proposal / Tasks / 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 Participants' button and you can complete the profile(s) at a later time.
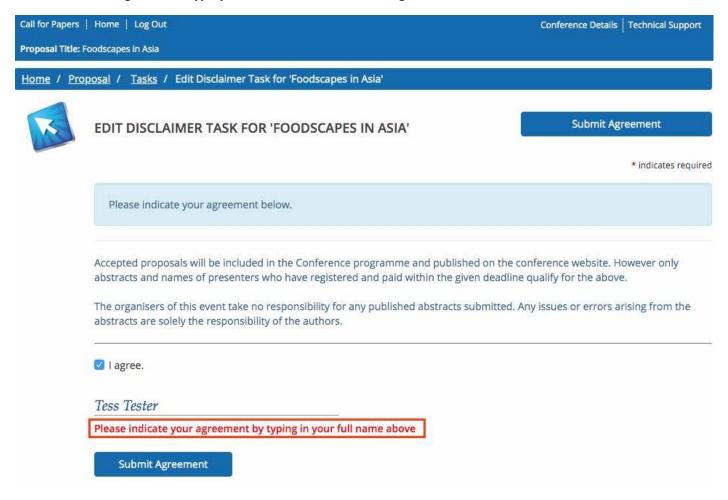
When a profile is completed a check mark will appear. When all profiles show 'Profile completed' this task is completed.
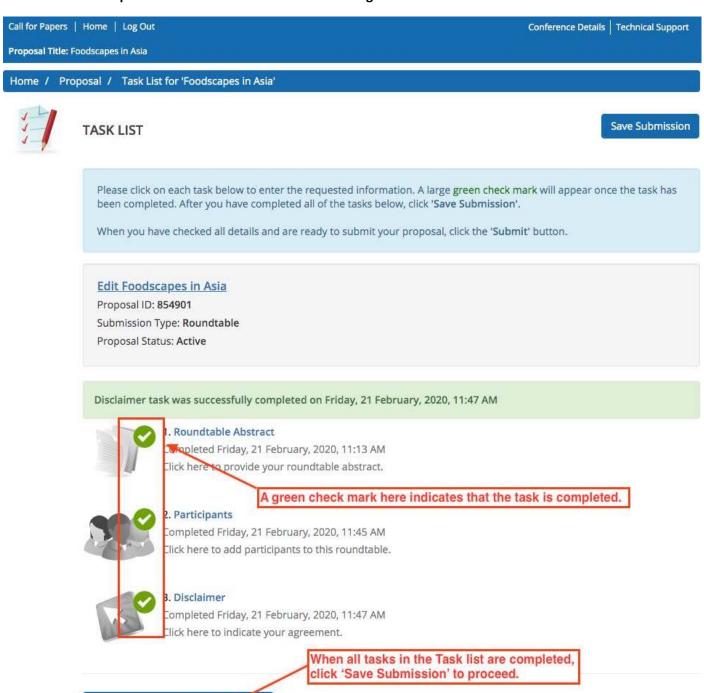

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3. **The Disclaimer Task**

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.

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

 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.

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.