



24-27 August 2021

Kyoto, Japan

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.

- 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.

- 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.

- 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.
- 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.



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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.



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Abstract Scorecard®

Conference Details | Technical Support

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'

The screenshot shows the user account home page for ICAS 12. At the top left is the ICAS 12 logo. To the right, the dates '24-27 August 2021' and location 'Kyoto, Japan' are displayed. A navigation bar contains 'Call for Papers | Home | Log Out' and 'Conference Details | Technical Support'. Three main sections are visible: 'EVENT INFORMATION' with details for ICAS 12 and a contact link; 'YOUR PROFILE' for user 'Tess Tester' with login and profile links; and 'SUBMIT FEEDBACK' with a feedback form link. Below these is a 'PROPOSALS' section showing 0 complete, 0 incomplete, and 0 withdrawn proposals, with a green link '+ Click here to begin a new proposal' highlighted by a red box. At the bottom, a 'SUBMISSION MANUAL AND PROPOSAL FORMATS DESCRIPTION' section features a red box labeled 'Clickable links' with arrows pointing to two red-circled links: 'Submission manual' and 'All proposal formats description.'

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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.

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.

ICAS 12

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Home / New Proposal

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

Enter your Proposal Title here in headline-style capitalisation

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 --

Select the type of submission in this dropdown menu

[View Submission Type descriptions.](#)

View the description of the different proposal formats in this link.

Submit

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

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[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
Proposal Status: Active

Your proposal details

New proposal was successfully added.



1. Roundtable Abstract

Click here to provide your roundtable abstract.



2. Participants

Click here to add participants to this roundtable.



3. Disclaimer

Click here to indicate your agreement.

This is the Task list for your proposal, you have complete the 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. 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:

The screenshot shows the 'EDIT ROUNDTABLE ABSTRACT TASK FOR 'FOODSCAPES IN ASIA...' page. At the top, there are navigation links: 'Call for Papers | Home | Log Out' and 'Conference Details | Technical Support'. Below that, the 'Proposal Title: Foodscapes in Asia' is displayed. A breadcrumb trail reads 'Home / Proposal / Tasks / Edit Roundtable Abstract Task for 'Foodscapes in Asia''. A 'Continue' button is visible on the right. A note states '* indicates required'. A light blue box contains information about registration fees and financial support. A red box with an arrow points to the 'Proposal Title' field, which contains 'Foodscapes in Asia' and shows character and word counts. Below this is a 'Theme' dropdown menu with a red box and arrow pointing to it, containing the text 'Descriptions of the types can be found under this link.' The 'Will this be an Institutional, Organized or Strategic Roundtable?' section lists three types with a red box and arrow pointing to a link for more details. Below this is another dropdown menu with a red box and arrow pointing to it, containing the text 'Select a Theme and a Region for your proposal'. The 'Please select your region' dropdown is also present. The 'Roundtable Abstract' section features a rich text editor with a red box and arrow pointing to it, containing the text 'Enter the Roundtable abstract in this box'. At the bottom, a note asks for the institution's name, with a red box and arrow pointing to the text area, containing the text 'You can leave this blank if you have selected 'Organized Roundtable' or if your Strategic Roundtable is not supported by any institution.' A 'Continue' button is at the bottom left.

[Home](#) / [Proposal](#) / [Tasks](#) / This clickable path in the upper left corner can help you navigate.

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:

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Proposal Title: Foodscapes in Asia

Home / Proposal / Tasks / Edit Participants Task for 'Foodscapes in Asia' Save Participants

EDIT PARTICIPANTS TASK FOR 'FOODSCAPES IN ASIA' * indicates required

Please create the list of participants for this roundtable.
 For institutional and organized roundtables a minimum of 5 and a maximum of 8 persons is required.
 For strategic roundtables a minimum of 10 and a maximum of 20 participants is required.

Step 1. To add a participant:

- Type the participant's first name, last name, email address, and indicate the role(s).
- Click **'Add Participant'**.

Step 2. To complete a participant's profile:

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

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

Add New Participant

First Name *	Last Name *	Email *	Role(s) * Please select at least one Role	Add Participant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Roundtable Convenor <input type="checkbox"/> Roundtable Chair <input type="checkbox"/> Participant	

Fill in these details, select a role, and click 'Add Participant' to add this person.

Participant List

You must add at least 5 participants and no more than 25.
 You must add at least 1 roundtable convenor and no more than 3 roundtable convenors.
 You can add a maximum of 2 roundtable chairs for this proposal.
 You must add at least 4 participants and no more than 20 participants.

1 Tess Tester
 International Institute for Asian Studies
 Profile incomplete ✖
 Role(s): Roundtable Convenor

Edit Tess Tester's Profile **Remove Tess Tester**

Save Participants

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.

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Proposal Title: Foodscapes in Asia

Home / Proposal / Tasks / Edit Participants Task for 'Foodscapes in Asia'

EDIT PARTICIPANTS TASK FOR 'FOODSCAPES IN ASIA'

Save Participants

* indicates required

Please create the list of participants for this roundtable.
For institutional and organized roundtables a minimum of 5 and a maximum of 8 persons is required.
For strategic roundtables a minimum of 10 and a maximum of 20 participants is required.

Step 1. To add a participant:

- Type the participant's first name, last name, email address, and indicate the role(s).
- Click 'Add Participant'.

Step 2. To complete a participant's profile:

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

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

Add New Participant

First Name * Last Name * Email *

Role(s) *
Please select at least one Role

Roundtable Convenor
 Roundtable Chair
 Participant

Add Participant

Participant List

You must add at least 5 participants and no more than 25.
You must add at least 1 roundtable convenor and no more than 3 roundtable convenors.
You can add a maximum of 2 roundtable chairs for this proposal.
You must add at least 4 participants and no more than 20 participants.

1	Tess Tester International Institute for Asian Studies Profile incomplete ✖ Role(s): Roundtable Convenor Edit Tess Tester's Profile Remove Tess Tester	↑ ↓
2	Brown Bear Profile incomplete ✖ Role(s): Roundtable Chair, Participant Edit Brown Bear's Profile Remove Brown Bear	↑ ↓
3	Isabelle Sheeps Profile incomplete ✖ Role(s): Participant Edit Isabelle Sheeps's Profile Remove Isabelle Sheeps	↑ ↓

Save Participants

Home / Proposal / Tasks /

Warning appears when profile is incomplete

To complete the profile, click on 'Edit Profile'

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.

1 Tess Tester
International Institute for Asian Studies
Profile completed ✓
Role(s): Roundtable Convenor, Participant
Edit Tess Tester's Profile Remove Tess Tester

2 Brown Bear
Kyoto Seika University
Profile completed ✓
Role(s): Roundtable Chair, Participant
Edit Brown Bear's Profile Remove Brown Bear

3 Isabelle Sheeps
Japan Society for the Promotion of Science
Profile completed ✓
Role(s): Participant
Edit Isabelle Sheeps's Profile Remove Isabelle Sheeps

4 Ryan Ready
International Institute for Asian Studies (IIAS)
Profile completed ✓
Role(s): Participant
Edit Ryan Ready's Profile Remove Ryan Ready

Profiles are completed

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

Save Participants

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'.

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

Proposal Title: Foodscapes in Asia

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Disclaimer Task for 'Foodscapes in Asia'



EDIT DISCLAIMER TASK FOR 'FOODSCAPES IN ASIA'

Submit Agreement

* indicates required

Please indicate your agreement below.

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.

I agree.

Tess Tester

Please indicate your agreement by typing in your full name above

Submit Agreement

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 Foodscapes in Asia](#)

Proposal ID: 854901
Submission Type: Roundtable
Proposal Status: Active

Disclaimer task was successfully completed on Friday, 21 February, 2020, 11:47 AM

 1. Roundtable Abstract
Completed Friday, 21 February, 2020, 11:13 AM
Click here to provide your roundtable abstract.

A green check mark here indicates that the task is completed.

 2. Participants
Completed Friday, 21 February, 2020, 11:45 AM
Click here to add participants to this roundtable.

 3. Disclaimer
Completed Friday, 21 February, 2020, 11:47 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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[Conference Details](#) | [Technical Support](#)

Proposal Title: Foodscapes in Asia

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



PROPOSAL SUMMARY

[Submit](#)

[Edit Foodscapes in Asia](#)

Proposal ID: 854901

Submission Type: Roundtable

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. Roundtable Abstract

Completed - Friday, 21 February, 2020, 11:13 AM



2. Participants

Completed - Friday, 21 February, 2020, 11:45 AM



3. Disclaimer

Completed - Friday, 21 February, 2020, 11:47 AM

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