**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.

START A NEW PROPOSAL

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

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

Select the type of submission in this dropdown menu

View Submission Type descriptions
View the description of the different proposal formats in this link.
Step 4 – The Task list

Depending on the selected proposal type you will have a different task list.

Please click on your proposal type below to skip to those instructions:

- Individual paper
- Panel
- Roundtable
- PhD Pitch
- Book Presentation
- Poster Presentation
- Documentary/Film
- New Idea/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 is the Task list for your proposal, you have to complete this list in order to be able to submit your proposal.
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.
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.
When a profile is completed a check mark will appear. When all profiles show ‘Profile completed’ this task is completed.

Add New Contributor
First Name * Last Name * Email * Role *

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
   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

Save Contributors

Click ‘Save Contributors’ to save the information and to return to the Task list.
2. The Paper Abstract Task

The Proposal title that you have filled in at Step 3 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.

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

Select a Theme and a Region for your proposal.

Enter the abstract in this box.

Click ‘Continue’ to save and to return to the Task list.

Enlarge the box if needed by pulling this triangle downwards.

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 after the review process and if your proposal is accepted. In the case you tick 'No', you will not receive these instructions.
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’.
The Task list is completed when all tasks are marked with a green check mark.

A green check mark indicates that a task is completed.

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

This clickable path in the upper left corner can help you navigate.
Preview, check and submit your proposal.

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

1. Contributor
   Completed - Friday, 14 February, 2020, 11:23 AM

2. Paper Abstract
   Completed - Friday, 14 February, 2020, 11:37 AM

3. Grant Application
   Completed - Friday, 14 February, 2020, 11:50 AM

4. Disclaimer
   Completed - Friday, 14 February, 2020, 11:54 AM

Click here for a preview of your proposal.

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

This clickable path in the upper left corner can help you navigate.
Panel – 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 Overall Panel Abstract Task
2. The Participants Task
3. The Paper Presentation Task
   - Paper titles, abstracts and co-authors
4. The Disclaimer Task

This is the Task list for your proposal, you have to complete this list in order to be able to submit your proposal.
1. The Overall Panel Abstract 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 overall panel abstract can be a maximum of 400 words.
2. The Participants Task

The list of all participants (including Convenor, Chair, Discussant (optional) and a minimum of 3 and maximum of 5 Presenters) needs to be provided here. Co-authors of papers should be added here as well. They can be assigned to the corresponding paper in the next task - the Paper Presentations task. The submitter’s name will automatically be copied as the Panel Convenor. If needed, this can be changed in the profile (under ‘Role’) by clicking on the name.

If your proposal has more than 5 Presenters, please submit a separate submission form for part II of your panel.

Please note that each panel should have a minimum of 3 Presenters. The titles of the panels can be the same, but please number them separately (e.g. Law and Order I, Law and Order II).

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.
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.

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

2. Sally Duck  
   International Institute for Asian Studies (IIAS)  
   Profile completed ✓  
   Edit Sally Duck's Profile  
   Remove Sally Duck

3. Brown Bear  
   Kyoto Seika University  
   Profile completed ✓  
   Role(s): Presenter  
   Edit Brown Bear's Profile  
   Remove Brown Bear

4. Cony Rabbit  
   Leiden University  
   Profile completed ✓  
   Role(s): Co-Author  
   Edit Cony Rabbit's Profile  
   Remove Cony Rabbit

Profiles are completed

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

Save Participants

This clickable path in the upper left corner can help you navigate.
3. The Paper Presentations Task

The list of all paper presentations needs to be provided here. Please click on the name of each presenter to add their presentation details.

Click on the name of the individual presenter to update their individual presentation title and abstract.

1. Tess Tester
   - Presentation incomplete
   - Role(s): Panel Convenor, Presenter
   - Edit Tess Tester's Form

2. Sally Duck
   - Presentation incomplete
   - Role(s): Panel Chair, Presenter
   - Edit Sally Duck's Form

3. Brown Bear
   - Presentation incomplete
   - Role(s): Presenter
   - Edit Brown Bear's Form

Click on ‘Edit Form’ for each presenter to add their presentation details.

Complete Task
**Paper presentation titles, abstracts and co-author(s)**

For each presenter a paper presentation title and a presentation abstract (250 words max) have to be provided. The co-authors that were added in the ‘Participants task’ can be assigned to the corresponding paper in this task by adding their name and affiliation to the corresponding paper.
When the details of a paper presentation are complete a check mark will appear. When all presentations show ‘Presentation completed’ this task is completed. If you want to continue at a later point, just click the ‘Complete Task’ button to save the information you have filled in until that point and you can edit and complete the details at a later time.
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.

Please tick the ‘I agree’ box, type your Full name and ‘Submit Agreement’.
The Task list is completed when all tasks are marked with a green check mark.

A green mark here indicates that the task is completed.

When all tasks in the Task list are completed, click 'Save Submission' to proceed.
Preview, check and submit your proposal

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

1. Overall Panel Abstract
   Completed - Friday, 21 February, 2020, 8:31 AM

2. Participants
   Completed - Friday, 21 February, 2020, 9:31 AM

3. Paper Presentations
   Completed - Friday, 21 February, 2020, 10:36 AM

4. Disclaimer
   Completed - Friday, 21 February, 2020, 10:41 AM

Click here for a preview of your proposal.

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

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:

- Institutional Roundtable
  - Organized roundtable: Organized and/or sponsored by institutions, organizations, or universities. As a token of appreciation for the institute’s efforts, the institute will be acknowledged in the conference program.
  - Strategic roundtable: Composed of a group of individual scholars from different backgrounds, institutes, and countries.
  - Collaborative roundtable: Collaborative strategic means, meant to discuss one (or a few) specific programmatic or strategic collaborative steps.

Select a Theme and a Region for your proposal.

Enter the Roundtable abstract in this box.

If you have selected Institutional Roundtable above or if your Strategic Roundtable is sponsored by an institution, please type the institution’s name below.

You can leave this blank if you have selected ‘Organized Roundtable’ or if your Strategic Roundtable is not supported by any institution.
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.
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.
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’.
The Task list is completed when all tasks are marked with a green check mark.

**TASK LIST**

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.

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.

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

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

---

This clickable path in the upper left corner can help you navigate.
Preview, check and submit your proposal

**PROPOSAL SUMMARY**

**Edit Foodscape in Asia**
Proposal ID: 854901
Submission Type: Roundtable
Proposal Status: Active

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.

Click ‘Submit’ when you have previewed and checked your submission details.
Please note: scholars who would like to pitch their dissertation should have defended their dissertation between June 2019 and June 2021.

PhD Pitch – 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 Participant Task
2. The Dissertation Abstract Task
3. The Grant Application Task
4. The Disclaimer Task

This is the Task list for your proposal, you have to complete this list in order to be able to submit your proposal.
1. **The Participant task:**

The submitter’s name will automatically be copied as the presenter. Click on the name to complete the presenter’s profile. **Optional:** if this PhD Pitch has a discussant, 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.
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.

**Participant List**

You must add at least 1 participant and no more than 2.
You must have 1 presenter for this proposal.
You can add a maximum of 1 discussant for this proposal.

1. **Tess Tester**
   - International Institute for Asian Studies
   - Profile completed
   - Role(s): Presenter
   - [Edit Tess Tester’s Profile]  [Remove Tess Tester]

2. **Ryan Ready**
   - International Institute for Asian Studies (IIAS)
   - Profile completed
   - Role(s): Discussant
   - [Edit Ryan Ready’s Profile]  [Remove Ryan Ready]

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

---

This clickable path in the upper left corner can help you navigate.
2. The Dissertation Abstract 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 dissertation abstract can be a maximum of 250 words.

Dissertations on Asia, in the Humanities and Social Sciences, can also be submitted to the ICAS Book Prize. For eligibility and more information see the [ICAS Book Prize website](https://icasbookprize.com).

---

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

Select a Theme and a Region for your proposal.

Enter the Dissertation abstract in this box.

---

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

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. Your email address will not be shared with outside parties. If you have strong objections to this, please contact the conference organisers at icas12@iias.nl.

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.

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

When all tasks in the Task list are completed, click ‘Save Submission’ to proceed.
Preview, check and submit your proposal

PROPOSAL SUMMARY

Edit Political Polarisation in Asia
Proposal ID: 855157
Submission Type: PhD Pitch
Proposal Status: Active

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

1. Participant
   Completed - Friday, 21 February, 2020, 3:34 PM

2. Dissertation Abstract
   Completed - Friday, 21 February, 2020, 3:39 PM

3. Grant Application
   Completed - Friday, 21 February, 2020, 3:46 PM

4. Disclaimer
   Completed - Friday, 21 February, 2020, 4:14 PM

Click here for a preview of your proposal.

Click 'Submit' when you have previewed and checked your submission details.
Please note: only books that are published between June 2019 and June 2021 are eligible for a Book Presentation.

**Book Presentation – 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 Participant Task
2. The Publication Abstract Task
3. The Publication Details Task
4. The Grant Application Task
5. The Disclaimer Task
1. The Participant task:

The submitter’s name will automatically be copied as the presenter. Click on the name to complete the presenter’s profile. Optional: if this Book Presentation has a discussant and/or co-author(s), these persons can be added as shown in the image below:

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

Click ‘Save Participants’ to save the information and to return to the Task list.
2. The Publication abstract 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 book summary can be a maximum of 250 words.
3. The Publication Details Task

Enter the name of the publisher and the year and month of publication in this task.

Books on Asia, in the Humanities and Social Sciences, can also be submitted to the ICAS Book Prize. For eligibility and more information see the ICAS Book Prize website.
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.
5. 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’.

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.

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

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

This clickable path in the upper left corner can help you navigate.
Preview, check and submit your proposal

PROPOSAL SUMMARY

Edit Traditional Music Instruments in Asia
Proposal ID: 855220
Submission Type: Book Presentation
Proposal Status: Active

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

1. Participant
   Completed - Friday, 21 February, 2020, 4:49 PM

2. Publication Abstract
   Completed - Friday, 21 February, 2020, 4:54 PM

3. Publication Details
   Completed - Friday, 21 February, 2020, 4:59 PM

4. Grant Application
   Completed - Friday, 21 February, 2020, 5:06 PM

5. Disclaimer
   Completed - Friday, 21 February, 2020, 5:08 PM

Click here for a preview of your proposal.

Click ‘Submit' when you have previewed and checked your submission details.
Poster Presentation - 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 Poster Abstract Task
3. The Grant Application Task
4. The Disclaimer Task

This is the Task list for your proposal, you have to complete this list in order to be able to submit your proposal.
1. **The Contributor task:**

The submitter’s name will automatically be copied as the presenter. If the submitter is the only author of this poster presentation, you can click on the name to complete the author profile.

If this poster presentation has co-author(s) (max 2), these persons can be added as shown in the image below:

![EDIT CONTRIBUTOR TASK FOR 'HIDDEN TREASURES IN ASIA'](
https://example.com/editcontributor.jpg)

- **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**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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.

- **Tess Tester**
  - International Institute for Asian Studies
  - Profile incomplete
  - Role(s): Presenter

- **Save Contributors**

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

**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.

---

**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
   - Edit Tess Tester’s Profile
   - Remove Tess Tester

2. **Cory Rabbit**
   - Leiden University
   - Profile completed
   - Role(s): Co-Author
   - Edit Cory Rabbit’s Profile
   - Remove Cory Rabbit

**Click ‘Save Participants’ to save the information and to return to the Task list.**
2. The Poster Abstract 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 poster abstract can be a maximum of 250 words.

**Proposal Title**

Please use headline-style capitalization (title case), e.g., Latest Developments and Trends in Asia

*Hidden Treasures in Asia*

**Theme**

Please select one:

-- Select a Theme --

**Please select your region.**

-- Select One --

**Poster Abstract**

(250 words maximum)

Enter the Poster abstract in this box

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

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

- [ ] 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.

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

When all tasks in the Task list are completed, click 'Save Submission' to proceed.
Preview, check and submit your proposal

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

1. Contributor
   Completed - Friday, 21 February, 2020, 5:32 PM

2. Poster Abstract
   Completed - Friday, 21 February, 2020, 5:35 PM

3. Grant Application
   Completed - Friday, 21 February, 2020, 5:37 PM

4. Disclaimer
   Completed - Friday, 21 February, 2020, 5:38 PM

Click here for a preview of your proposal.

Click ‘Submit’ when you have previewed and checked your submission details.
Submission Manual ICAS 12 – Documentary/Film proposal submission step by step

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

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

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.

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.

Warning appears when profile is incomplete

To complete the profile or to add/change the role, click ‘Edit Profile’.
When a profile is completed a check mark will appear. When all profiles show 'Profile completed' this task is completed.

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.

Click 'Save Director/Producers' to save the information and to return to the Task list.
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.
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 aticas12@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.

**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 *

   2018

2. Duration of Film in Minutes *

   33

3. Country of Production *

   Netherlands

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 toicas12@iias.nl. If the latter is the case please fill in ‘File through WeTransfer’ in the box below.

   [youtube.com/watch=dCMwtryfim](https://youtube.com/watch=dCMwtryfim)

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

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

When all tasks in the Task list are completed, click ‘Save Submission’ to proceed.
Preview, check and submit your proposal

**PROPOSAL SUMMARY**

*Edit Festivities in Asia*
Proposal ID: 855984
Submission Type: Documentary/Film
Proposal Status: Active

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.

Click ‘Submit’ when you have previewed and checked your submission details.
New Idea/Format – Task list

Your proposal details can be viewed on top of this page. There are two 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 New Idea or Format Details Task

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.
1. **The Contributor Task:**

The submitter’s name will automatically be copied as the contributor. Please click on the name to complete the contributor’s profile. If the submitter is not the contributor, the name can easily be removed by clicking the red Remove button. A new person can be added by filling in the details, selecting the role ‘Contributor’ and clicking the ‘Add Contributor’ 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 Contributor’ button and you can complete the profile at a later time.
When the profile is completed a check mark will appear. When the profile shows ‘Profile completed’ this task is completed.

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.
2. The New Idea or Format Details Task

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

We welcome you to share your ideas that can positively impact the future of Asian Studies. Or if you would like to suggest a different format and/or are willing to run a session with a different format, please share the details in this task (a minimum of 150 words is required, so the committee can get a more detailed idea of your suggestion). The committee will get in touch about your suggestion after the review process.
The Task list is completed when all tasks are marked with a green check mark.

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

When all tasks in the Task list are completed, click ‘Save Submission’ to proceed.
Preview, check and submit your proposal

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

1. Contributor
   Completed - Wednesday, 26 February, 2020, 7:03 AM

2. New Idea or Format Details
   Completed - Wednesday, 26 February, 2020, 7:06 AM

Click here for a preview of your proposal.

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