

Individual Paper Proposal

- The ICAS 11 Selection Committee will compile panels of 4–5 individual paper presenters. The time slot for a panel composed of individual papers is one hour and forty-five minutes. Please note that the ICAS 11 Selection Committee will do its utmost to gather papers with the same theme together in a panel. In exceptional cases this might prove difficult.
 - Our point of departure in programming the panels is that all participants are present for the duration of the meeting. Due to the large number of panels it is impossible to take individual program requests concerning date and timing of presentations into account.
 - Applicants are only allowed to submit **one paper proposal**. It is not permitted to submit two or more abstracts.
 - The maximum number of words for a paper abstract is 250 words. No exceptions are possible. The abstract has to be included in the proposal form and cannot be sent separately. Please avoid the inclusion of diacritics or non-Roman characters.
- After submitting your proposal, a notification email will be sent to your email address informing you that the proposal has been successfully submitted. Please contact the ICAS 11 Secretariat at icas11@iias.nl in case you have not received this notification (please check your spam folder as well before contacting us).

Institutional/Organized Panel Proposal

1. Institutional panels

Organized and/or sponsored by institutes/organizations/universities. We ask the convenor to submit the full panel proposal (panel title, panel abstract, participants details, paper abstracts 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 institute will be acknowledged in the conference program.

2. Organized panels

Composed of a group of individual scholars (from different backgrounds, institutes, countries). Convenors of organized panels are asked to submit the full panel proposal (panel title, panel abstracts, participants details, paper abstracts etc.). They are also required to include the contact details of each of the participants. Participants are allowed to present a paper once during the conference (PhD Pitches and Book Presentations excluded). They can have multiple other roles, such as chair or discussant, but only once as paper presenter.

- The time slot for an organized/institutional panel is one hour and forty-five minutes. The organized/institutional panel should consist of a chair, discussant (optional) and 3–5 presenters.
- Our point of departure in programming the panels is that all participants are present for the duration of the meeting. Due to the large number of panels it is not possible to take individual program requests concerning date and timing of presentations into account.
- If you would like to submit multiple panels, please submit a separate form for each panel. The titles of the panels can be the same, but please number them separately (e.g. Law and Order I, Law and Order II). You are permitted to submit a maximum of four panels with the same panel title.
- We only accept complete panel proposals. Please make sure that you have gathered the details of all participants (including paper abstracts and personal details for each presenter) before you start filling in the form.
- The maximum number of words for a panel abstract is 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.
- The maximum number of words for a paper abstract is 250 words. No exceptions are possible. The abstract has to be included in the proposal form and cannot be sent separately. Please avoid the inclusion of diacritics or non-Roman characters.
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Institutional/Organized/Strategic Roundtable Proposal

1. Institutional roundtables

These are organized 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 program.

- 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. Organized roundtables

These are roundtables that are submitted by a group of individual scholars (from different backgrounds, institutes, countries). Convenors of organized 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 program 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.

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Book Presentation and PhD Pitch Proposal

- Only books that are published between June 2017 and June 2019 are eligible for a Book Presentation. Scholars who would like to pitch their dissertation should have defended their dissertation between June 2017 and June 2019.
- The ICAS 11 Selection Committee will compile panels of 3–4 individual book and dissertation presenters. The time slot for a panel composed of individual book and dissertation presenters is one hour and forty-five minutes. Please note that the ICAS 11 Selection Committee will do its utmost to gather books and dissertations with the same theme together in a panel. In exceptional cases this might prove difficult.
- Our point of departure in programming the panels is that all participants are present for the duration of the meeting. Due to the large number of panels it is impossible to take individual program requests concerning date and timing of presentations into account.
- Applicants are allowed to submit a book presentation or PhD pitch in addition to another paper proposal in a panel or an individual paper presentation.
- The maximum number of words for a book or dissertation abstract is 250 words. No exceptions are possible. The abstract has to be included in the proposal form and cannot be sent separately. Please avoid the inclusion of diacritics or non-Roman characters.
- It is possible to include a discussant (optional) to comment on the book or dissertation.
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Poster Presentation Proposal

- There will be a space at the conference venue for a maximum of 15 poster presentations.
- The maximum number of words for an abstract describing your poster idea 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.
- If your proposal for a poster presentation is accepted, please note that poster presentations are only displayed as a hard-copy (paper/poster) format.
- Posters must fit within the designated space (max. A1 format).
- The conference organiser will provide boards to attach your poster.
- The most successful and attractive posters are graphically-produced posters that highlight and summarize the main points, with the poster presenter filling in the details.
- All posters will be on display for the entire duration of ICAS 11. The conference organizer will reserve two slots, one during a morning and one during an afternoon break to provide conference delegates the opportunity to informally pose questions to the poster presenters.
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