

Description proposal formats Africa-Asia, A New Axis Of Knowledge Conference-Festival (ConFest) 3

Individual Paper

An individual paper presentation that, if accepted, will be grouped into a panel with other individual papers by the Africa-Asia ConFest Academic Selection Committee

Click to view the detailed Individual Paper format description.

Panel

A full panel proposal submitted by a convenor with 3-5 paper presentations

Click to view the detailed Panel format description.

Roundtable

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

Click to view the detailed Roundtable Paper format description.

Poster Presentation

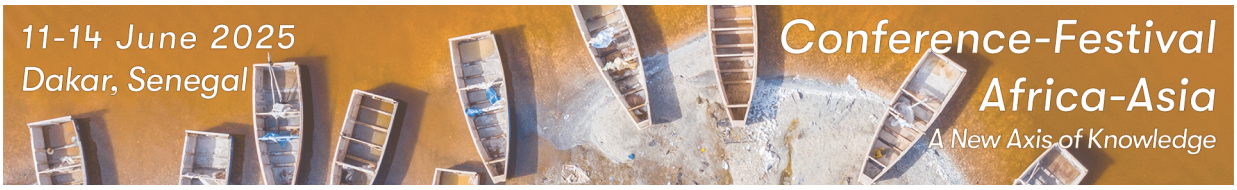
A presentation of one's research on an A1 poster

Click to view the detailed Poster Presentation format description.

Documentary/Film

A documentary/film written or produced in 2022, 2023 or 2024 that has an Africa-Asia related topic or setting

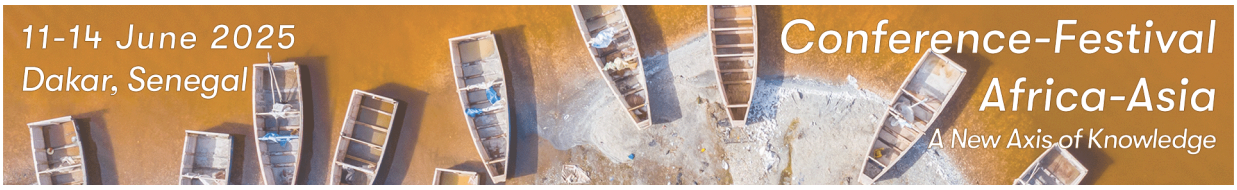
Click to view the detailed Documentary/Film format description.



Individual Paper Proposal

An individual paper presentation that, if accepted, will be grouped into a panel with other individual papers by the Africa-Asia ConFest Academic Selection Committee

- The Africa-Asia ConFest Academic 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 Africa-Asia ConFest Academic 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 programme 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 as much as possible.
- 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 Africa-Asia ConFest Organising Committee at AfricaAsia@iias.nl in case you have not received this notification (please check your spam folder as well before contacting us).



Institutional/Organised Panel Proposal

A full panel proposal submitted by a convenor with 3-5 paper presentations

1. *Institutional panels*

Organised and/or sponsored by institutes/organizations/universities. As a token of appreciation for the institute's efforts, the institute will be acknowledged in the conference programme. 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. Each participant is only allowed to **present one paper** during the conference. In addition to presenting this one paper the participant is allowed to do a Book presentation or take on other (multiple) roles, such as chair, discussant, roundtable participant, etc., but only once as paper presenter.

2. *Organised panels*

Composed of a group of individual scholars (from different backgrounds, institutes, countries). Convenors of organised 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. Each participant is only allowed to **present one paper** during the conference. In addition to presenting this one paper the participant is allowed to do a Book presentation or take on other (multiple) roles, such as chair, discussant, roundtable participant, etc., but only once as paper presenter.

For all institutional or organised panels:

- The time slot for an organised/institutional panel is one hour and forty-five minutes. The organised/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 programme 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 as much as possible.
- 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 as much as possible.
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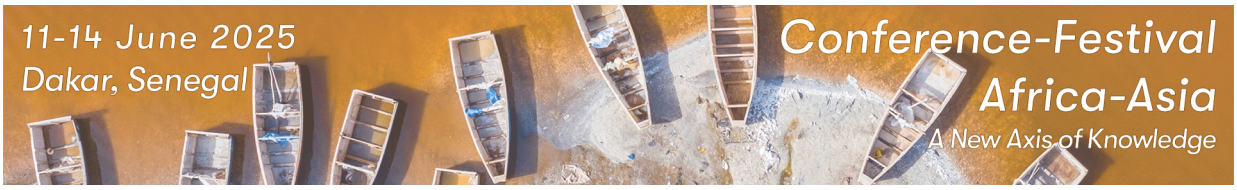

Institutional/Organised/Strategic Roundtable Proposal

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 presentations, 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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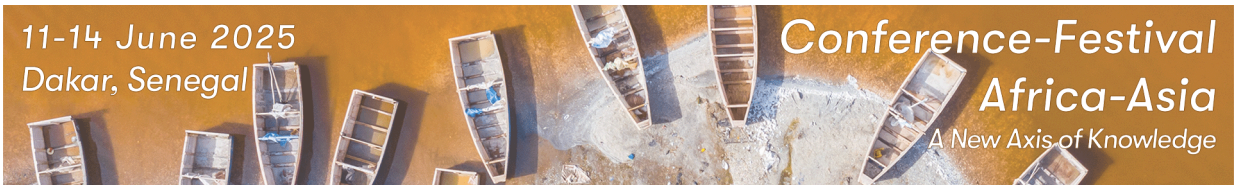
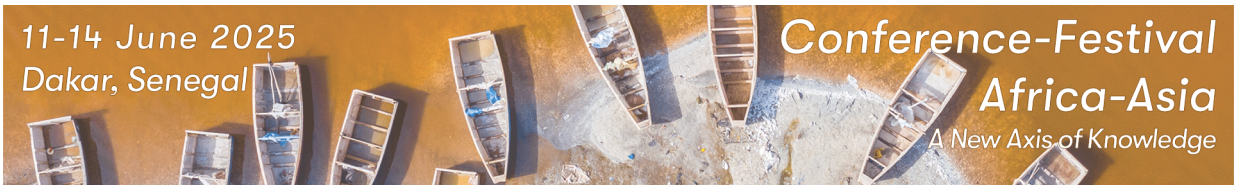


For all roundtables:

- 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 as much as possible.
- 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 Africa-Asia ConFest Organising Committee at AfricaAsia@iias.nl in case you have not received this notification (please check your spam folder as well before contacting us).



Poster Presentation Proposal

A presentation of one's research on an A1 poster

- There will be a space at the conference venue for 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 as much as possible.
- If your proposal for a poster presentation is accepted, please note that you are responsible for bringing a printed copy of your poster presentation to the conference as poster presentations will only be displayed as a hard-copy (paper/poster) formats.
- 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 the Africa-Asia ConFest. 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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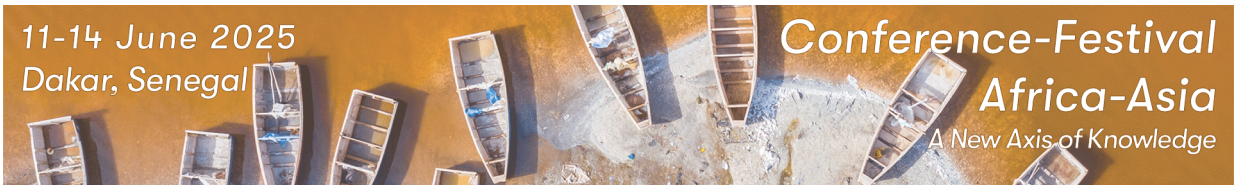

Documentary/Film Proposal

A documentary/film written or produced in 2022, 2023 or 2024
that has an Africa-Asia related topic or setting

- A selection of films and documentaries will be screened at the conference with Asia related documentaries/films and the film programme will be put together by the Africa-Asia ConFest Organising 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 2022, 2023 or 2024 are eligible.
  - The decision of the Film Selection Committee and Africa-Asia ConFest 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 by sending the file to AfricaAsia@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 as much as possible.
- 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 Africa-Asia ConFest Organising Committee at AfricaAsia@iias.nl in case you have not received this notification (please check your spam folder as well before contacting us).