Adult Education in Global Times
An International Research Conference

June 4-7, 2020

(Pre-conferences June 4)

INSTRUCTIONS FOR THOSE SUBMITTING PROPOSALS ("AUTHORS")

A FEW REMINDERS

- Only one proposal per first author may be submitted for review.
- A proposal may be submitted to only one of the partnering organizations for review.
- The review process will begin on October 1. Decisions will be communicated to authors by **December 15, 2019.**
- All authors of accepted proposals must confirm their intent to participate in the conference by **January 15, 2020**.
- The deadline for submitting papers and other presentation summaries for the *Proceedings* is **March 31, 2020**.

1. VISITING THE WEBSITE

- Visit the conference website— **edst.educ.ubc.ca/AEGT2020** —and click on the *Proposal Submission* tab.

EDST

» Faculty of Education » Home » Adult Education in Global Times: An International Research Conference (AEGT2020)

Adult Education in Global Times: An International Research Conference (AEGT2020)

| Conference Information | For Volunteers | Call for Proposals | Proposal Submission | Pre-conferences | Registration | Accommodation | The Campus |

Proposal Submission

- Click on the partner organization to which you wish to submit your proposal.

- This will take you to a submission site (we used CASAE as an example)

- Click ACCOUNT to register for a user account.

- Registration requires filling in a few brief fields on the web form.

- Upon completion of the form, you can
  - head directly to the submission page

  - **or** choose to logout at this point and submit your proposal at a later date.

3. SUBMITTING A PROPOSAL

- Enter the submission website through the main conference website
  https://edst.educ.ubc.ca/aegt2020/
- Click on **Proposal Submission** on the menu, then the partner organization to which you wish to submit your proposal. **(see Section 1)**
- If you are not logged in already, log in as an "Author"

- Once logged in, click SUBMISSION on the menu

- Follow the steps by clicking on the link under "Start here to submit a paper to this conference" (at the bottom of the page).

- **Step 1**:
  Select the most appropriate "session type" for your proposal—paper, roundtable, panel, etc.

  - You can add any additional comments you want to make to the Review Coordinator.
  - Click the button **SAVE AND CONTINUE** at the bottom

- **Step 2**:
  Entering the submission's "Metadata."
    - Information about the author is automatically pulled in from the user's account.
    - Using the ***Add Author*** button, additional authors can be added to the submission. However, the author filling in the form will be considered the primary author.
    - Enter the title of your proposal.
    - Enter text ("Abstract") of your proposal.
    - Ignore the "Indexing," "Supporting Agencies," and "References" fields
    - Click the button **SAVE AND CONTINUE** at the bottom
- **Step 3**:
  You are done!
    - "Submission complete. Thank you for submitting your work to AEGT2020"
- **Step 4:**
  Select ***Active Submissions*** to see the status of your submission
    - The author [the person who submitted the proposal] can log in again to see the status of their proposal.

4. TRACKING PROGRESS AND RECEIVING OUTCOMES OF REVIEWS

You can return to your account at any time to see the progress of your submission. The status will change from "Awaiting Assignment" to "Paper in Review". You will be notified via a system email of the decision.

Your submission may be

- accepted,
- put on a "wait list" if space on the program becomes available, or
- declined

If your proposal is accepted, you will be provided with detailed information on preparing and submitting your paper or other presentation summary for the conference *Proceedings.*

Thank you for your interest in AEGT 2020!

Visit https://edst.educ.ubc.ca/aegt2020/ for general information about the conference.