



# 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](http://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.

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

### Proposal Submission

Please select the organization to which you want to submit your proposal:

 <p>Adult Education Research Conference (AERC)</p>	 <p>Adult Learning Australia (ALA)</p>
 <p>American Association for Adult and Continuing Education (AAACE)</p>	 <p>Canadian Association for the Study of Adult Education (CASAE) /Association canadienne pour l'étude de l'éducation des adultes (ACÉEÉA)</p>
 <p>European Society for Research in the Education of Adults (ESREA)</p>	 <p>Indian Adult Education Association (IAEA)</p>
 <p>International Society for Comparative Adult Education (ISCAE)</p>	 <p>Standing Conference on University Teaching and Research in the Education of Adults (SCUTREA)</p>

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

## AEGT2020 - CASAE SUBMISSIONS

HOME | ABOUT | LOG IN | ACCOUNT | SEARCH | CURRENT CONFERENCES | ANNOUNCEMENTS | SUBMISSION

Home > AEGT2020-CASAE > CASAE Submissions



Adult Education in Global Times  
An International Research Conference



# AEGT2020

edst.educ.ubc.ca/AEGT2020

JUNE 4-7, 2020  
UBC VANCOUVER

### Conference Information

- » [Overview](#)
- » [Call for Papers](#) (June 25, 2019 - September 30, 2019)
- » [Conference Schedule](#)
- » [Timeline](#)

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Username

Password

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**NOTIFICATIONS**

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## 2. REGISTERING AN ACCOUNT

- Click ACCOUNT to register for a user account.



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

[Home](#) > [AEGT2020-CASAE](#) > [CASAE Submissions](#) > [Account](#)

Fill in this form to create an account with this conference.

[Click here](#) if you already have an account with this or another conference on this site.

### Profile

Username*	<input type="text"/>	The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password*	<input type="password"/>	The password must be at least 6 characters.
Repeat password*	<input type="password"/>	
Salutation	<input type="text"/>	
First name*	<input type="text"/>	
Middle name	<input type="text"/>	
Last name*	<input type="text"/>	

- 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).

See the full Call for Proposals on the main AEGT2020 conference website: [edst.educ.ubc.ca/AEGT2020](https://edst.educ.ubc.ca/AEGT2020)

#### Author Guidelines

- Only one proposal per first author may be submitted for review. All proposals must be submitted by the end of the day on Monday, September 30, 2019.
- Proposals should be submitted online through the conference website at UBC. A separate submission portal is available for each partnering organization using the Open Conference System (OCS) platform. Please, do not submit proposals directly to any of the review coordinators.
- We recommend that you prepare your proposal in a word processor, then cut and paste the text into the spaces provided on the submission form.
- There is no need to include full reference information in proposals, although you may wish to cite key references in the text of the proposal.
- To submit a proposal, go to the conference website, select Submit a Proposal, then the organization to which you wish to submit your proposal.
- You will need to create a username and password to access the platform.
- Select the type of proposal you wish to submit, then provide the information requested.
- Paper, roundtable, poster and panel proposals should be submitted to the organization of your choosing.
- All symposium and French-language proposals should be submitted to CASAE.

[Start here to submit a paper to this conference.  
STEP ONE OF THE SUBMISSION PROCESS](#)

- **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.