



CIES 2012
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Frequently Asked Questions

1. How long does my presentation have to be?

It is important that session time (90 minutes) is distributed equally among the session participants and that adequate time (30 minutes) is left for Q&A and audience engagement. The length of your presentation is determined by the number of participants in your session. If there are 4 presenters, each presenter should plan to present for 15 minutes. If there are 3 presenters in your session, you can plan to present for up to 20 minutes. If there are 5 presenters, each presentation should be limited to 12 minutes. Discussants should limit comments to 10 minutes. It is the chair's responsibility to hold presenters to time limits.

2. What is the difference between a chair and a discussant?

Chair and Discussant roles: If you have been designated as a chair or discussant in a paper session, please review the roles and responsibilities below. If you cannot fulfill your role as a chair or discussant, please notify us at cies2012.pr@gmail.com by March 19th. If you are in a session with a discussant, plan to send your final papers to him/her by April 2, 2012. E-mail addresses of session participants are available in the session listing in the online program.

Chair Role. Chairs are responsible for the overall planning and execution of sessions to facilitate the sessions' success. Chairs are expected to orient the audience to the session. Chairs need to be attentive to time allocations, but the role of chair involves much more than keeping time.

Chair Responsibilities. The responsibilities of the chair fall into two time periods: before the session and at the session. A session's success may depend on the chair's ability to limit the time of presentations and temper discussion from the floor to allow sufficient time for interaction.

Before the session, chairs are expected to contact any discussants to begin a conversation about shaping the session. At the session, chairs are required to (1) open the session at the scheduled time and orient the audience to the context with a few brief introductory remarks, (2) introduce the participants before their presentations, (3) limit time for each presenter and discussant, (4) raise issues that can facilitate audience engagement, and moderate panel or floor discussions, and (5) adjourn the session in time to allow the room to clear before the next session begins.

Discussant Role. Discussants serve as commentators on the papers and on issues or substantive points pertaining to them. They are responsible for providing professional and constructive criticism and raising issues for broader consideration that connect to the papers presented. A



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discussant may draw upon his or her expertise or views in commenting on papers or presentations.

Discussant Responsibilities. The responsibilities of discussants fall into two time periods: before the session and at the session. Before the session, discussants are expected to (1) read the papers for the session to organize their thoughts and prepare comments, (2) prepare appropriate analytical or critical commentaries on the significance and contribution of the papers, and (3) connect with the session chair to review the shape of the session and the time constraints on the length of discussion.

At the session, discussants serve as commentators on the papers and on issues or substantive points pertaining to them and provide comments on papers that will assist authors in moving their research forward. The latter kind of commentary may include remarks during the session, comments written directly on the papers, and/or discussions with the authors. The discussant should attempt to synthesize the research presented across the presenters focusing on the topic, methodologies, and/or the importance and potential impact of the questions being posed through the research. It is appropriate for the discussant to pose questions through their comments that are intended to stimulate discussion among the audience and presenters.

3. How do I know if my session has a discussant?
 - a. Search the program (<http://convention2.allacademic.com/one/cies/cies12/>) for your last name
 - b. Click on the title of your session.
 - c. Look under session participants.
 - d. If there is no one listed as discussant, then your session does not have a discussant.

4. My session has a discussant – where can I find contact information to e-mail my paper or presentation?

You have to be logged in to [All-Academic](#) to see the email address of the participants in your session.

- a. Log in to All-Academic.
 - b. Search the program for your last name.
 - c. Click on the title of your session.
 - d. Email addresses of session participants appear next to their names.
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5. What is the latest I can request changes?

March 26th is the last day we can accept changes for the final print program. Any requested



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changes to sessions made after that date will appear in a program addendum.

6. Can I register on-site?

If you are a presenter, you must register online by March 19. If you are not registered by then, your presentation will be removed from the program. If you are not presenting, you can register on site.

7. I'm having trouble with registration. Who can I contact?

Contact iuconfs@indiana.edu or call 812.855.4224 if you have any questions or problems with registration.

8. When will the final program be out?

The final program will be out on April 2, 2012.

9. What do I do if I can no longer attend the conference?

If you are a presenter, please let us know so that we can withdraw your paper from the program. If you have already registered, cancellations must be made **in writing** to the Conference Registrar no later than Friday, March 30th, to be eligible for a refund (less a \$35 cancellation fee). **NO refunds** will be issued after that date. The registrar can be reached at iuconfs@indiana.edu.

10. How do I become a member of CIES?

You can become a member of CIES by subscribing to the *Comparative Education Review* (<https://subfill.uchicago.edu/JournalPUBS/WebForm2.aspx?webpub=cer>). Subscribers are automatically enrolled as members of CIES. A CIES membership is based on the calendar year. Membership includes a subscription to the *Comparative Education Review*, the CIES Newsletter, which is published three times a year, and a discount on registration fee at CIES annual conferences.

11. When and where is the 2012 conference?



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CIES 2012 is being held at the Caribe Hilton in San Juan, Puerto Rico on April 22-27.

12. What is the deadline for proposal submission?

The early bird deadline for paper, panel, and workshop proposals is October 1st, 2011. The final deadline for all submissions is October 31st, 2011 at 11:59 pm EST.

13. How long should my proposal be? What information should I include in my proposal?

Proposals should be 500-750 words in length. To be considered for review, the following six elements must be addressed in the paper even if the results, conclusions, or findings are not complete or final at the time of the submission:

- a) objectives or purposes
- b) perspective or theoretical framework
- c) methods, techniques, or modes of inquiry
- d) data sources, evidence
- e) results and/or conclusions
- f) significance of the study to the field of comparative and international education

14. How do I submit a proposal?

To submit a proposal, go to <http://convention2.allacademic.com/one/cies/cies12/> and follow instructions on the site. You should receive a confirmation e-mail after completing the submission process.

If you have previously submitted to CIES, use your login information from last year. If you have forgotten your user name and/or password, request your log in information here:

http://convention2.allacademic.com/one/cies/cies12/index.php?click_key=3&cmd=Forgot+Password%3F&PHPSESSID=52dbb41982aa2d8ed058ee406c52a6d3.

If this is your first time submitting a proposal, follow the link

(<http://convention2.allacademic.com/one/cies/cies12/>) to create a new account.



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15. Can I submit more than one proposal? Can I present more than one paper?

To promote broad participation in the meeting, individuals will be limited to submitting and presenting only one individual paper presentation. However, an individual may also serve as chair or discussant in addition to his or her presentation. In cases where an individual is participating in a group panel, that person may also present an individual paper provided that the content is substantially different.

16. When will I know if my proposal is accepted?

Notifications will be sent out on or around December 19, 2011.

17. When will the conference program be available?

The first draft of the conference program will be available on or around January 17, 2012.

18. When is the deadline for registration?

Online registration will close at 11:59pm EST on March 19, 2012. Presenters who have not registered by then will be removed from the conference program. Non-presenting conference attendees are also encouraged to register online. On-site registration will be available.

19. I have a question that I can't find the answer to on the website. Who can I contact?

Contact cies2012@psu.edu if you have additional questions or concerns about the conference.