AKSE
THE ASSOCIATION FOR
KOREAN STUDIES IN EUROPE

RUHR
UNIVERSITÄT
BOCHUM

RUB

27th AKSE Conference
10–13 July 2015, Bochum (Germany)

- Instructions for panel registration/abstract submission -

General:

· Before submitting your panel/abstract, you will have to create a personal account (Login-page).
· Please note that your proposals for panels and individual presentations for AKSE 2015 will be subjected to a blind review process (two reviewers per proposal). Abstracts should therefore not disclose the name of the submitter.
· All abstracts have to be submitted in English.
· Uploading files or including pictures in the abstract/proposal text is impossible. Please type or copy and paste your text in the respective window.
· Panel titles cannot be altered after registration. All other data (personal data, panel abstract, titles of presentations and presentation abstracts) can be altered up to the submission deadline.

Deadline for submission is July 15, 2014.

For Panel Organizers:

· After creating your personal account, go to the Submissions page.
· Go to "New panel" at the end of the page.
· Register your panel. Note that the "Field" you choose for the panel will determine which reviewers your panel is assigned to.
· Please be aware that the conference management system only uses the title that is given initially as a panel identifier and accepts no later changes automatically. Therefore, avoid changing the title of your panel once it is given in the system. For inputting the title, please use plain text without any formatting.
· After successful registration, inform your panellists (they may now submit their own abstracts) and proceed to submit the *panel proposal* and your own *paper abstract*. **For both procedures**, you need to use the "New submission" bar at the end of the Submissions page:
    · When submitting the panel proposal, choose the status "Panel organizer".
    · When submitting your own paper abstract, choose the status "Panellist" and proceed as outlined under "For Panellists".
· When submitting the panel proposal (panel abstract), you need to first choose the title of your registered panel from the drop-down menu "Find your panel", then enter the same title into the "Title" box. This double procedure is necessary to make sure that your panel abstract will be automatically linked to all paper abstracts pertaining to the panel.

All submissions pertaining to a single panel (i.e., panel abstract and up to four paper abstracts) will be assigned to the same reviewers. In order to ensure the anonymity of the reviewing process, please make sure that your panel abstract (panel proposal, i.e. the text in which you explain the theme, purpose and formation of the panel) does **not disclose the names of the contributors**. You can instead speak of presenter 1, presenter 2 or panellist 1, panellist 2 etc.

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For Panellists:

· Wait until you are informed by your panel organizer that your panel has been registered.
· After creating your personal account, go to the Submissions page.
· Go to "New submission" at the end of the page and submit your abstract:
    · For status, choose "Panellist".
    · For "Field", choose "Joint Panel" (the field has already been determined by your panel organizer).
    · Use the drop-down menu "Find your panel" to select the panel to which your presentation belongs.
    · For "Title", enter the title of your presentation.
    · Enter your abstract (write-in or copy and paste).
    · For "Language", select the language in which you plan to present your paper. Please note that English language presentations will draw the largest audience.

For Individual Presenters:

· After creating your personal account, go to the Submissions page.
· Go to "New submission" at the end of the page and submit your abstract:
    · For status, choose "Individual presenter".
    · For "Field", choose the one that best fits your topic. Note that the field you choose will determine to which reviewers your abstract is assigned.
    · In the drop-down menu "Find your panel", select "No Panel".
    · For "Title", enter the title of your presentation.
    · Enter your abstract (write-in or copy and paste).
    · For "Language", select the language in which you plan to present your paper. Please note that English language presentations will draw the largest audience.

The conference management system will lead you through all these steps and should be largely self-explanatory. If you have any questions or encounter difficulties in the submission process, please do not hesitate to contact us under akse2015@rub.de.