

Quick Guide to ASCJ ConfTool

For Submitting Authors and Panel/Roundtable Organizers

Creating/Login to a ConfTool account

- Go to the ASCJ ConfTool login page: <https://www.conftool.pro/ascj2027/>
 - To create your account, click **Create account and submit contribution**
 - If you are already registered, login with your username and password

ASCJ 2027 Conference Administration

Log in to your account to **submit a contribution**, access your submitted contributions and view the results of the reviewing process. As a reviewer you may enter and edit **reviews**.

If you have not yet created a user account, please do so now.

Account Login

First time here?

 [Create account and submit contribution](#)

Registered users

E-mail or user name: ·  [Forgotten your user name?](#)

Password: ·  [Forgotten your password?](#)

 **Login**

- If you are registering for the first time, you will be directed to the registration form
 - Please fill the mandatory fields in the Personal Information section

Personal Information

* First Name(s)
Please start each word with a capital letter and continue with lower case (e.g. John Thomas).
Do not use upper or lower case only.

* Last Name / Family Name
Please type your name in capital letters only (e.g. DOE).

* Affiliation

Department

* Position/Title

PhD Year e.g. D1 for first year, D2 for second year, and so on

* Address Line 1

Address Line 2

(*) Postcode / ZIP Code

* City

* Country

Phone

* E-Mail

Secondary E-Mail (Optional)

- Confirm the ASCJ Code of Conduct and check the “**I confirm that I have read and understood the Code of Conduct**” box
- Confirm the Data Privacy Agreement and check the “**I accept the data privacy agreement**” box
- Set your username and password

Account Information	
* User Name	 Your user name must be at least two (2) characters long.
* Password	 Passwords must be at least 5 characters long. They must include at least one letter (a–z) and one number (0–9). Passwords are case sensitive.
* Confirm Password	 Please repeat your password for verification.
Submit and Begin With the Submission of a Contribution Create User Account Only, Submit Contribution Later	

- If you would like to directly submit a contribution, click **Submit and Begin With the Submission of a Contribution**
- If you are just creating an account, click **Create User Account Only, Submit Contribution Later**
- Once you finish your registration, you should be receiving emails from **ASCJ 2027 Organizing Committee** regarding the creation of your account (if you don't receive it in your inbox, please check your spam folder)
- Please ensure you are able to receive emails from **ASCJ 2027 Organizing Committee** as we will send regular updates about your submissions and the conference in general

Understanding your Overview page

- Once you are logged in, you will see your Overview page
 - **Your Submissions:** this menu is for submitting and managing your submissions
 - **Show User Account Details:** this menu is to access your ConfTool user profile
 - **Edit User Account Details:** this menu is to edit your ConfTool user profile

Welcome, Normal USER

You are logged in as user **normal-user**.

You can select from the following options:

-  **Your Submissions**
Here you can submit new contributions and manage your submitted contributions.
You have submitted 9 contribution(s).
-  **Show User Account Details**
Here you can access the personal data of your user account.
-  **Edit User Account Details**
Here you can update your personal user data.
-  **Logout**
Please sign out when you are finished to prevent unauthorized access to your account.
-  **Logout and Return to the Main Website**
Sign out and return to the website "ASCJ 2027 Asian Studies Conference Japan".

Submitting a contribution

- To start a submission, please click **Your Submissions / submit new contributions** on your Overview page
- You will be directed to the **Submit Contribution** page, which contains general instructions about each submission track that ASCJ has: Individual Paper, Organize Panel, and Roundtable
- Select a submission track that fits your work

Submit Contribution

You may now submit a contribution for this conference.

Please select a submission type (individual paper, organized panel, roundtable).

Remember to press the **"Save Submission"** button on the second screen!

▶ Individual Paper

Instruction for Individual Papers:

- Please prepare a paper title, an abstract (no longer than 250 words), the name(s), e-mail(s), and affiliation(s) of the author(s). If two or more authors are involved, please make sure to choose the presenting author(s).
- While any person may submit a proposal for an Individual Paper presentation, a strong preference is given to those submitted by advanced PhD students or those who have completed their PhDs within the last two to three years.

Deadline: 31st Oct 2026, 11:59:59pm JST, *Time left:* 98 days 7 hours

▶ Organized Panel

Instruction for Organized Panel:

- An organized panel consists of **max. 5 participants**, which include 1 chair (required); min. 3 or max. 4 presenters; and max. 1 discussant (optional). The chair may also serve as a presenter or discussant.
- Please choose **one participant as an organizer** (i.e. the person who compiles the information on the contribution and submit).
- Please prepare a panel title, a panel abstract (max. 250 words), and the names, emails, and affiliations of all participants. The presenters' details must also provide a paper title and an abstract (max. 250 words) of their contribution.

Deadline: 31st Oct 2026, 11:59:59pm JST, *Time left:* 98 days 7 hours

▶ Roundtable

Instruction for Roundtable:

- A roundtable consists of **max. 5 participants**, which include 1 chair (required) and 3 to 5 speakers.
- Roundtable proposal applications should include a title and an abstract (no longer than 350 words) that includes each speaker's position on the topic being discussed.
- While one role per participant is strongly preferred, the chair may also serve as a roundtable speaker if necessary; in such a case, there must be at least 4 roundtable speakers.)

Deadline: 31st Oct 2026, 11:59:59pm JST, *Time left:* 98 days 7 hours

Note: A participant may appear in no more than two sessions in any role (presenter, chair, discussant, or speaker) but may present only one paper. If you present a paper on an Organized Panel, you cannot also present an Individual Paper. The two-appearance rule is based on the number of sessions, not the total number of roles. For example, a participant may present a paper in one session and serve as the chair and discussant in a second session. This totals three roles, but only within two sessions. The role of organizer does not count toward the appearance rule.

ASCI Submission Tracks

IMPORTANT: Always confirm the submission type before filling in the form!

1. Individual Paper

Submission of a Contribution - Step 1

Please complete the form below in order to submit your contribution. All fields marked with an asterisk (*) must be filled in. After completing the form, press "Proceed" to go to the next step that allow you to preview your submission and to save your submission. Once saved, you can return to and update this abstract at any time before the abstract submission deadline (31st Oct 2026, 11:59:59pm JST).

Submission Information

Submitting Author/Panel Organizer Normal USER (User ID: 1003)

Submission Type Individual Paper

Author(s) Details

* Author(s)

	Position/Title	First Name(s)	Last Name	E-Mail	Org. Index	Pre-sending Author
1	PhD Student	Normal	USER	normal-user@gmail.com	1	☒
2						☐
3						☐
4						☐

Add Rows for More Authors

Please list one author per line.

Please use the "French format" for all names: First names start with a capital letter and continue in lower case. Last names are written in CAPITAL letters only.

Please indicate the person's position or title. Choose one from the following categories: **Professor, Post-Doctoral, PhD Student, Independent Scholar.**

If the contribution has several authors from different organizations, please put an index number of the authors' organizations in the right column. The index numbers have to match the line numbers of the organizations below. Several organizations per author may be separated by commas.

Please make sure that your co-authors or panel members agree to the storage and processing of the submission and their personal data in accordance with the Data Privacy Agreement before you proceed with the submission.

* Affiliation(s) 1 Imaginary University

- **STEP 1:** Fill in all the necessary details about your contribution:
 - Author(s): full names, position/title, contact emails, affiliations
 - For Position/Title, please type in one of the categories provided:
Professor, Post-Doctoral, PhD Student, Independent Scholar
 - For Affiliations, type in the name of your university/organization in the fields provided, then type in the index numbers to the corresponding author(s)
 - Title of Contribution: your paper title
 - Abstract (max. 250 words): your paper abstract
 - Choose the appropriate Disciplines/Regions/Time Periods that represent your submission (this is to assist the Reviewing process)
 - Keywords (3–5 keywords)
 - If you need to let the conference organizer know about something (e.g. presentation schedule request), please fill in the **Remark to the Conference Organizer** box

- Once you are done, click **Proceed** and go to **STEP 2** to confirm your contribution details; if everything is fine, click **Save Submission**

Submission of a Contribution – Step 2

Please check your entries before submitting your contribution.

By submitting your contribution, you hereby declare that your submission is your own original work and was created without generative AI.

Please note that you have to press **"Save Submission"** to confirm and save your contribution.

Once saved, you can return to and update this abstract at any time before the abstract submission deadline (31st Oct 2026, 11:59:59pm JST).

Contribution Details

Submission Type: Individual Paper

I Am Submitting A Paper

USER, Normal [PhD Student]

Affiliation(s): Imaginary University

Submitted by: **Normal USER (Imaginary University, JP)**, ID: 1003

Presenting Author: USER, Normal normal-user@gmail.com

Disciplines: Arts / Visual Culture

Regions: Northeast Asia

Time Periods: Contemporary

Keywords: test, arts, culture

✓ [Code of Conduct](#)

Abstract

I am submitting a paper...

Confirm Data and Save Submission

[Return to Step 1](#)

[Save Submission](#)

2. Organized Panel

Overview > Your Submissions > New Submission

Submission of a Contribution - Step 1

Please complete the form below in order to submit your contribution. All fields marked with an asterisk (*) must be filled in. After completing the form, press "Proceed" to go to the next step that allow you to preview your submission and to save your submission. Once saved, you can return to and update this abstract at any time before the abstract submission deadline (31st Oct 2026, 11:59:59pm JST).

Submission Information

Submitting Author/Panel Organizer Normal USER (User ID: 1003)

Submission Type Organized Panel

Contribution Details

* Title of Contribution

Please use "Title Case", i.e., start each word with a capital letter and continue in lower case. Do not use capital letters or lower case only.

* Abstract

- **STEP 1:** Fill in all the necessary details about your contribution:
 - Title of Contribution: the title of your panel
 - Abstract (max. 250 words): your panel abstract
 - Choose the appropriate Disciplines/Regions/Time Periods that represent your submission (this is to assist the Reviewing process)
 - Keywords (3–5 keywords)
 - Chair's Details (name, position/title, email, affiliation) - *required*
 - Discussant (name, position/title, email, affiliation) – *if any*
 - Presenters' details, paper titles, and abstracts
 - If you need to let the conference organizer know about something (e.g. presentation schedule request), please fill in the **Remark to the Conference Organizer** box
- Once you are done, click **Proceed** and go to **STEP 2** to confirm your contribution details; if everything is fine, click **Save Submission** (same as Individual Papers)

Roundtable

Overview > Your Submissions > New Submission

Submission of a Contribution - Step 1

Please complete the form below in order to submit your contribution. All fields marked with an asterisk (*) must be filled in. After completing the form, press "Proceed" to go to the next step that allow you to preview your submission and to save your submission.

Once saved, you can return to and update this abstract at any time before the abstract submission deadline (31st Oct 2026, 11:59:59pm JST).

Submission Information	
Submitting Author/Panel Organizer	Normal USER (User ID: 1003)
Submission Type	Roundtable
Contribution Details	
* Title of Contribution	
Please use "Title Case", i.e., start each word with a capital letter and continue in lower case. Do not use capital letters or lower case only.	
* Abstract	

- **STEP 1:** Fill in all the necessary details about your contribution:
 - Title of Contribution: the title of your roundtable
 - Abstract (max. 350 words): your roundtable abstract
 - Choose the appropriate Disciplines/Regions/Time Periods that represent your submission (this is to assist the Reviewing process)
 - Keywords (3–5 keywords)
 - Chair's Details (name, position/title, email, affiliation) - *required*
 - Roundtable speakers' details (names, position/title, emails, affiliations)
 - If you need to let the conference organizer know about something (e.g. presentation schedule request), please fill in the **Remark to the Conference Organizer** box
- Once you are done, click **Proceed** and go to **STEP 2** to confirm your contribution details; if everything is fine, click **Save Submission** (same as Individual Papers)

Viewing your submissions

[Overview](#) > [Your Submissions](#)

 **Your Submissions**

Here you can [submit new contributions](#) and manage your submitted contributions.

You have submitted one or more contributions, which you see listed here:

111	<i>Submission Type:</i> Individual Paper Individual Paper 3 ✓ USER, Normal <i>Affiliation(s):</i> Imaginary University	▶ Show Abstract ▶ Contribution Details ▶ Edit Contribution Details ▶ Withdraw Submission
112	<i>Submission Type:</i> Individual Paper Individual Paper 4 ✓ USER, Normal; USER2, Normal <i>Affiliation(s):</i> Imaginary University	▶ Show Abstract ▶ Contribution Details ▶ Edit Contribution Details ▶ Withdraw Submission
113	<i>Submission Type:</i> Organized Panel Organized Panel 1 ✓ USER, Normal <i>Affiliation(s):</i> Imaginary University, Japan	▶ Show Abstract ▶ Contribution Details ▶ Edit Contribution Details ▶ Withdraw Submission
114	<i>Submission Type:</i> Roundtable Roundtable 1 ✓ USER, Normal <i>Affiliation(s):</i> Imaginary University, Japan	▶ Show Abstract ▶ Contribution Details ▶ Edit Contribution Details ▶ Withdraw Submission

- Once you submitted contributions, you can access your list of submissions by clicking **Your Submissions** from your Overview page
- Each submission is assigned a unique submission number
- On the right side, there several options available
 - **Edit Contribution Details:** use this feature if you want to edit the contents of your contribution (this is allowed within the submission period, which ends October 31, 2027)
 - **Withdraw Submission:** use this feature to withdraw your contribution from the conference