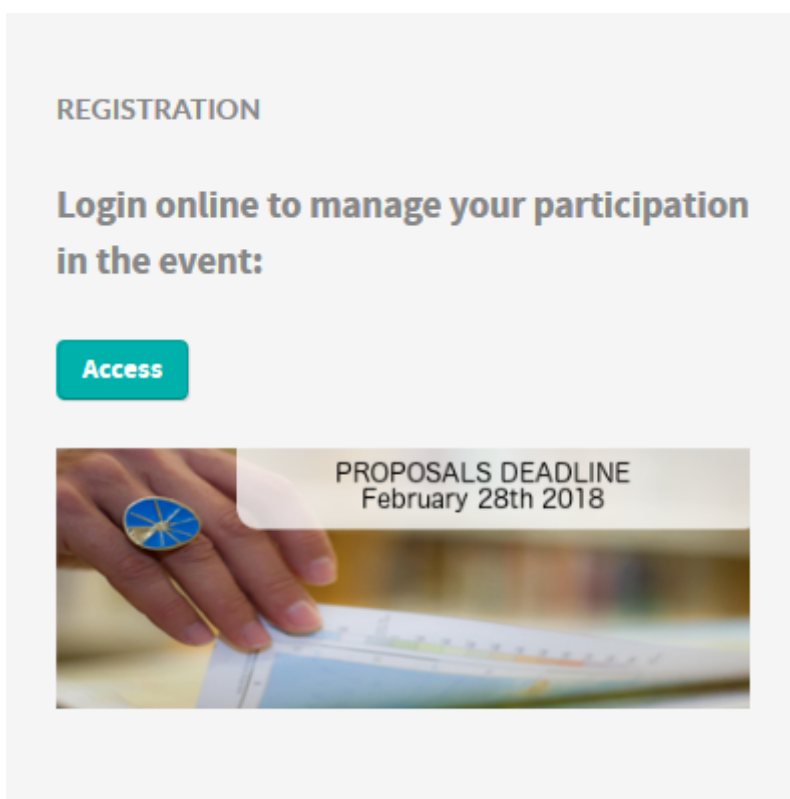




Last_update_Jan_19th_2018

1- REGISTRATION PROCESS

-Registration should be made through the WOCMES Seville 2018 website at: <http://wocmes2018seville.org/web/index.php/en/>. Once there, please click on the **access button** on the right side of the page which will take you to the **online management registration site**.



-Once on the Access page: <http://wocmes2018seville.org/go/acceso.php>, if you are a first time visitor, please click on the button: **'It's my first time here and I don't have access data'**.

-If you have already entered the access page, you must fill in the requested data in the access data form. You will be asked to provide a **personal ID and Password** which will serve to enter your personal area. The same ID

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will be required at the registration desk once in Seville in order to receive your WOCMES Seville 2018 welcome pack. Please, notice you will be required your ID and password every time you enter your personal area.

-Please notice that at this stage **you are not registered in the Congress yet**. In order to do so, you have to enter your personal area using your chosen ID and Password.

-If when entering your personal area you continue seeing the advertisement below, it means that you are not registered in the Congress yet. This will affect, among other things, the submission of Roundtables, Symposia, etc., since the system will not recognize your participant profile. More importantly, you will not be able to enter the Congress venue and receive your accreditation badge.

Advertisement x

Dear participant,

Thank you for completing the first step to register in the WOCMES Seville 2018 Congress by entering this platform.

Notice that at this moment **YOU ARE NOT REGISTERED IN THE CONGRESS** yet.

In order to do so, you are being redirected to the **Congress Inscription Area** where you will need to **fill in the online registration form** and chose the method of payment, regardless if you are going to make the payment of the fees now or after your proposal had been validated. After having filled up the online registration form, you will be registered in the Congress!!!

Thank you very much.

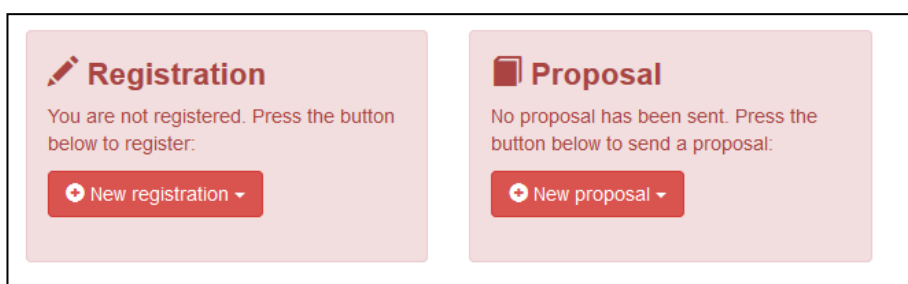
Looking forward to meeting you in Seville!!!!

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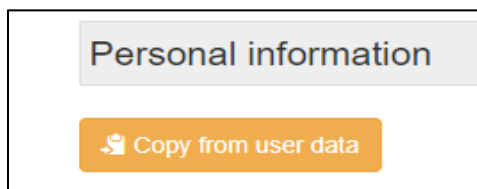
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-Once in your personal area, you will see two boxes in red colour: **one for registration and another one for proposal submission**. If you are attending the Congress as part of the audience and are not going to present any proposal, please go directly to the Registration box.



-**Introduce your personal data**. Since you have already created a profile, you can click on the button “Copy from user data” and your personal information will be transferred automatically.



-**Registration fee**. Please choose the appropriate option: regular or student. Notice that **proof of student status must be provided** to: wocmes@tresculturas.org before proceeding to pay.

-**External funding**. If the person registering for the Congress is being funded by an external body (whether his/her own University or another institution), written communication should be sent to the Wocmes Secretariat at wocmes@tresculturas.org, informing us about the specifics of his/her situation. This information will enable us to validate the registration by linking your name to the institution paying your fees.



-Agreement. Please let us know whether you accept to publish your name, institutional affiliation and e-mail address on the WOCMES Seville 2018 homepage and in the final program by clicking on the appropriate option in the personal information area.

-Method of payment. The next step is to choose whether you prefer to make the payment via wire transfer or by credit card.

-Invoice data. If an invoice on your or your institution's behalf is going to be required, please fill in the required information and when you finish the payment, you will be able to download your invoice automatically. If the system chosen for payment is the wire transfer, you will have to wait until the reception of the wire transfer by our Accounting Department. Please notice that the field 'VAT/Tax' refers to your or your institution's tax identification number.

-Once payment has been received, the registration box will turn into green and your registration will be completed. Please notice that **payment is NOT compulsory** until the proposal has been validated by WOCMES Executive Scientific Committee, although the organisers recommend previous payment in order to benefit from the special fare. The fees are as follows:

	Until February 1 st 2018	From February 1 st to April 20 th 2018*	From April 20 th 2018
Regular	100€	120€	140€
Student (1)	70€	85€	95€

(1) Students must certify their status via an institute of higher education when registering.

*Please notice that registration fees will increase from the 1st of February.

In order to ensure your name and proposal appear on the printed scientific programme registration fees must be paid before April 20th 2018.

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Registration fees include:

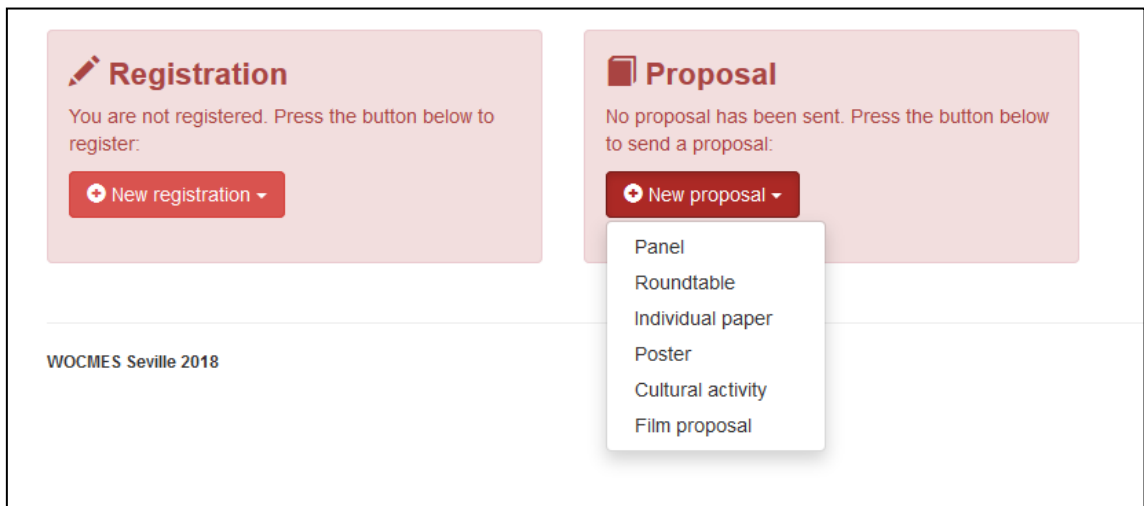
- Conference materials.
- Access to the Opening Ceremony, to all public sessions and to all the activities in the cultural programme (Film Festival, exhibitions, concerts and Book Exhibition).

Travel, airport or local transfers from and to the Congress venues, meals, accommodation, tours and personal insurance are **not** included in the registration fees.

-Terms and conditions. By clicking on the button “accept”, the registration will be completed.

For questions related to the registration process, do not hesitate to contact the WOCMES Seville 2018 Secretariat at: wocmes@tresculturas.org.

-Those wishing to register a proposal, please click on the **new proposal button**, inside the Proposal box and choose the preferred option from the drop down menu. Below you will find the different modalities of proposals available to participate in WOCMES Seville 2018.



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2. TYPES OF PROPOSALS:

Participants can submit proposals according to the following formats:

- a. Panels.
- b. Individual Papers (for later placement on a panel).
- c. Roundtables.
- d. Posters.
- e. Cultural Activity.
- f. Film proposal.
- g. Symposium.
- h. Meetings in conjunction with WOCMES.

Please, notice that each participant is allowed to present only two different types of proposals, i.e.: a panel and a round table, an individual paper and a panel but **you are not allowed to present two individual papers**. Apart from this, it is possible to participate in all the activities as chairs or discussants regardless of the number of proposals submitted. It is also possible to present an individual paper in a panel and chair it.

Once in your personal area, you will be able to see your submitted proposal/s and its/their status.

ID	IDCOM	DATE IT	TITLE	TYPE	THEME	DISCIPLINE	STATE	[OPTIONS]
76		19/05/2017 23:15:11		PANEL	AL-ANDALUS	ANTHROPOLOGY	PENDING	Q
63		19/05/2017 11:36:18		INDIVIDUAL PAPER	AL-ANDALUS	ANTHROPOLOGY	VALIDATED	Q
44		15/05/2017 18:22:59		PANEL	NORMATIVE PHENOMENA AND LAW	GEOGRAPHY	VALIDATED	Q
43		15/05/2017 13:57:25		FILM PROPOSAL	- DOES NOT APPLY -	- DOES NOT APPLY -	VALIDATED	Q
37		15/05/2017 12:40:40		CULTURAL ACTIVITY	- DOES NOT APPLY -	- DOES NOT APPLY -	VALIDATED	Q
36		15/05/2017 12:28:05		POSTER	AL-ANDALUS	ANTHROPOLOGY	VALIDATED	Q
34		15/05/2017 12:58:30		PANEL	AL-ANDALUS	ANTHROPOLOGY	VALIDATED	Q
33		15/05/2017 12:54:37		INDIVIDUAL PAPER	AL-ANDALUS	ANTHROPOLOGY	VALIDATED	Q



For 'Symposium' and 'Meetings in conjunction with WOCMES' proposals, please follow the special instructions specified in sections 'g' and 'h'.

- a) **PANELS** on a common theme or issue should have a minimum of 4 paper presenters and a maximum of 6, a chair and a discussant (not mandatory). The duration of a panel will be 2 hours maximum.

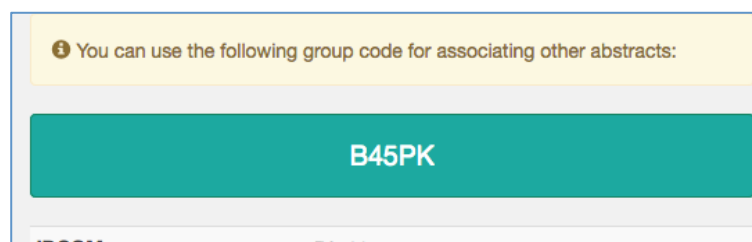
The panel leader must register the panel proposal before the rest of the panellists can register themselves as part of the panel.

The panel leader will be in charge of registering the panel and fill in the summary (max 400 words) which will include a description of the panel, as well as a description of the different papers included, with their titles if possible.

Leaders are also responsible for choosing a chair and -if suitable- a discussant for their panel.

Once the panel has been registered and the abstract uploaded, the panel leader will receive a code (see picture below) which he/she will facilitate to the rest of the panellists. Each panellist will be responsible for registering his/her own individual paper **and upload a file with the abstract of his/her lecture**, and must also **insert the panel code** provided by the leader, making sure that the theme chosen for the individual paper matches the theme of the panel.

Please note that if the panel leader wishes to present an individual paper not belonging to the panel, he/she must upload his/her own paper according to instructions provided in section b., Individual Papers.



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A chair must be identified at the time a proposal is submitted.

All panel proposals will be reviewed and validated by WOCMES Seville 2018 Executive Scientific Committee (ESC) and all panellists will receive notification by email once their proposal has been validated.

A panel will be considered 'closed' when it contains a minimum of 4 paper presenters, a chair and a discussant (not mandatory). The WOCMES organisers strongly encourage this modality of panel presentation.

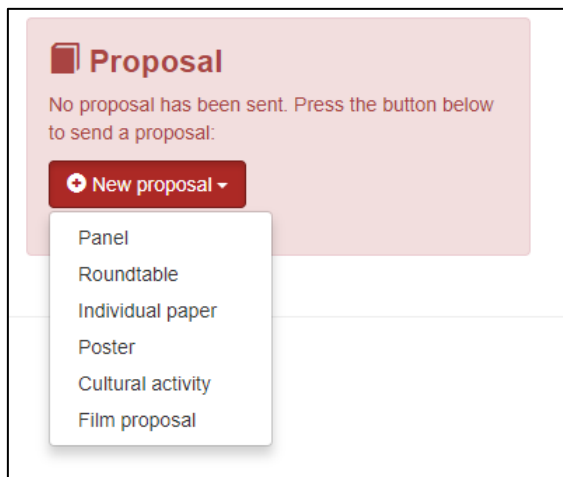
A panel will be considered 'open' when it does not contain the compulsory 4 paper presenters. This option is available to those wishing to organise a panel but not having the compulsory 4 paper presenters or wishing to invite other potential paper presenters. In this case, it will be compulsory for the panellists to upload the abstract of their panel and not only the title, as in the case of 'closed panels'.

The WOCMES Seville 2018 ESC will be responsible for closing the 'open' panels and assigning it a chair.

Finally, please keep in mind that if your intention is to group more than two panels around a common theme or discipline and/or would like to present a series of panels one after the other, you should consider submitting a Symposium. In that case, please refer to section g of these guidelines.

a. INDIVIDUAL PAPERS

Those wishing to register an individual paper, please click on the **New proposal button** inside the Proposal box and choose this option from the drop down menu.



Regardless of whether the Individual Paper (IP) is going to part of an Open or a Closed Panel it is mandatory to attach an abstract of the paper. Without it, it will not be possible to evaluate the Individual Paper. Consequently, it will maintain its initial status as “pending”.

Please notice that **in the case that the Individual Paper is going to be part of an Open or Closed panel**, you should insert the Group code (which you should have already received from the Panel leader). If it is not going to be part of any panel, please leave the box empty.

The next step is to provide personal information about the author and the Individual Paper. Please remember to fill in the most important field called “Theme”. In case the IP is going to be part of a Panel, please choose the same theme as the Panel.

Co-authored papers. In case of co-authored papers, the procedure is as follows. One of the authors will be in charge of submitting the paper, stating in the title of the abstract that the paper is co-authored and including both names. That way, WOCMES Executive Scientific Committee will be able to assign the paper to the authors and reflect it in the final programme. Once the paper has been scheduled for presentation during the Congress, the paper presenter will be informed and will be in charge of informing the other author. Please notice that if both authors intend to attend the Congress they must both register and pay the fees. The time allocated to present it in the session will have to be shared by both authors.



Organizer / Author		
Name*	Surname*	Affiliation*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposal data		
Title*	<input type="text"/>	
Type	Individual paper ▼	
Theme	Al-Andalus ▼	
Discipline	Anthropology ▼	
Key words	<input type="text"/>	
<small>Separated by commas</small>		

The following step will be to provide the language in which the Individual Paper will be presented and the days you will be available for the presentation. Please remember that academic sessions will only take place from the 16th to the 20th of July 2018. Finally click on the "Accept" button.

Specific data for this type of proposal <i>Individual paper</i>	
Language*	English ▼
If there is a valid reason why your panel cannot be scheduled on one of the days given below, please indicate which day:	
Not available these days*	<input type="checkbox"/> AVAILABLE ALL DAYS <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20
Needed equipment	<input type="checkbox"/> Overhead projector <input type="checkbox"/> DVD
Accept	



The message below will appear in order to inform you that your Individual Paper has been correctly uploaded. But remember that your abstract has not been submitted yet!!!!!!

New proposal

The data of the paper has been stored correctly. Now you will be able to attach files related to your paper.

Abstract submission is the last and most important step. In order to submit your abstract, you have to click on the “upload paper” green button to the right.

Please do not forget to upload the file with the abstract of your proposal as this is compulsory for evaluation

Status:

Pending ▼

CCE Notes

Upload paper

Group code

This proposal is not associated

From the screen below you will be able to download a template by clicking in the ‘paper template’ button where you will be allowed to write your abstract in 300-400 words. Do not forget to click on the “attach a file” button in order to upload the abstract in .pdf format only. Please bear in mind that for evaluation purposes we only need an abstract and not the full paper.



File data

In order to upload your paper, please use the next link to download and use the paper template:

Paper Template

Type

Title

Attach a file

Seleccionar archivo

Ningún archivo seleccionado.

To remove the current file check the attachment checkbox and leave the field blank.

Allowed Extensions: pdf

Maximum size allowed: 1000 KB

Accept

Finally, you will see the message below showing that the “current file” has been uploaded. The process would now be finished. We strongly recommend you to go to your personal area and check if your Individual Paper has been correctly submitted with the abstract included and if not, please repeat all the steps again.

← Back
✎ Modify
✖ Remove
← Back

File data

Date: 14/12/2017 16:10:04

Type: Paper

Title: Title of the abstract

Current file

- b. ROUNDTABLES** promote informed discussion and debate concerning the current state of scholarship in particular fields, work currently in progress or the particular problems involved in the employment of new approaches, new models, etc. The roundtable format lends itself to open discussion in an atmosphere where participants provide their points of view and engage the audience in active discussion. Participants do not prepare papers and do not lecture to the audience. Rooms are set in a manner to facilitate discussion and to allow for group interaction.



Each roundtable must have a person who serves as the organizer, and between 4 and 6 participants. The organizer will introduce the name, thesis of statement and email of every member of the roundtable. **Please notice that all roundtable participants must be registered before proceeding to this step.** Roundtable organizers are responsible for choosing a chair and -if suitable- a discussant. A chair must be identified at the time a proposal is submitted.

All roundtable proposals will be reviewed and validated by the WOCMES Seville 2018 Executive Scientific Committee and all members of the roundtable will receive notification once their proposal has been validated.

Please notice that all participants in a Roundtable must have paid their fees in order to be able to attend.

- c. **POSTERS** are a visual presentation used to communicate ideas and messages. Poster presenters will be given time slots to explain their work and answer questions on the site of their poster. Information about the specific location of the poster will be provided in due time.

All posters will be reviewed and validated by the WOCMES Seville 2018 Executive Scientific Committee and all poster presenters will receive notification once their proposal has been validated.

Presenters are responsible for the print-out of their validated poster, up to a maximum of 3 units, laid out according to the following template: 120 cm. x 70 cm. (48 in. x 28 in.).

In order to facilitate the printing process and logistics, the WOCMES Seville 2018 Secretariat offers the possibility to contact a local supplier.

- d. **CULTURAL ACTIVITY** entails any proposal outside the strict academic field and could take the form of an exhibition, a performance, a concert or any other artistic expression.



All cultural activities will be reviewed and validated by WOCMES Seville 2018 organising team. Cultural activities presenters will receive mail notification once their proposal has been validated.

- e. **FILM PROPOSAL** entails the projection of any audiovisual output in the form of a feature film, documentary, short-film or animation film. Film proposals will be reviewed and validated by the WOCMES Seville 2018 organising team.
- f. **SYMPOSIUM** consists of a series of panels grouped together thematically. Specific symposia can be suggested either by an outside institution or person or by the WOCMES Seville 2018 organizers.

Please notice that those wishing to register a symposium must do so through the designated button at the top of the registration area.

When registering a symposium proposal, the organizer should follow the closed panel instructions and select the symposium option available.

- g. **MEETINGS IN CONJUNCTION WITH WOCMES.** Institutions, associations or individuals wishing to schedule an event to be held during WOCMES Seville 2018 (annual meeting, board meeting, reception, etc.) are invited to register their request through the designated button at the top of the registration area.

Each Meeting in conjunction must have a person who serves as the organizer. The organizer will introduce the name of every participant in the meeting. Please notice that all participants in a Meeting in Conjunction must have registered and paid their fees in order to be able to attend.

Meetings in conjunction proposals will be reviewed and validated by the WOCMES Seville 2018 organising team.



IV. THEME

Al-Andalus
 Ancient Middle East
 Christian Studies
 Conflict Analysis and Resolution
 Contemporary Middle East
 Cultural Studies
 Economics
 Gender Studies
 International Relations and
 International Law
 Islamic Studies
 Jewish Studies
 Linguistic and Literature
 Media Studies
 Medieval Studies
 Mediterranean Studies
 Migration Studies
 Nationality / Identities and
 Ethnicity
 Normative Phenomena and Law
 North Africa
 Politics
 Sepharad and Sephardic Diaspora
 Scientific Culture
 Translation studies
 Urban and Regional Studies
 Water, Agriculture and the
 Environment

MAJOR DISCIPLINES

Anthropology
 Arabic and Islamic Studies
 Archaeology
 Architecture
 Art
 Communication / Information
 Demography
 Economics
 Economic and Social Development
 Education
 Egyptology
 Environmental Studies
 Ethnology
 Gender Studies
 Geography
 Hebrew and Jewish Studies
 History
 International Relations
 Languages and Literature
 Law
 Library Studies
 Linguistics
 Museum Sciences
 Musicology
 Philology
 Philosophy
 Political Sciences
 Sociology
 Theology
 Urban Planning

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