



Last_update_Oct_6th_2017

1- USEFUL GENERAL INFORMATION

Please notice that once your proposal has been approved by the Executive Scientific Committee (ESC), it is compulsory to pay the fees of the Congress if you are interested in attending WOCMES Seville 2018 as participant. Bear also in mind that if your intention is attending as a member the public, you are not required to present any proposal but it is also compulsory to pay the fees of the Congress.

- The deadline for all proposals will be December 9th 2017.
- All sessions will be conducted in English and/or French.
- Once the registration process has been completed, applicants will receive a confirmation email from the WOCMES Seville 2018 Secretariat. If you are attending WOCMES Seville 2018 as a member of the public -without presenting a proposal- your registration process would be completed at this stage.
- Please notice that you can only present two proposals and that only one individual paper is allowed per participant. For example, a participant can be the leader of a panel and submit an individual paper for that panel or a different one.
- Notwithstanding the above restriction, participants are encouraged to act as chairs and/or discussants in the activities they register to attend or in any other of their interest.
- Once the specific proposal has been reviewed and validated, applicants will receive a confirmation email by the WOCMES Seville 2018 Secretariat. Then, the applicant must proceed with the payment process. Once the process of payment is finished (with a proof of payment in case of wire transfer sent by email to reg@wocmes2018seville.org), the proposal will become part of the final WOCMES Seville 2018 programme. Successful applicants will be informed about the specific location, date and time of their session in due course.
- Cancellation policy. Refund of registration fees, minus 30,00€ of administration costs, will be granted to delegates unable to attend if a provided written notice is received by the WOCMES Seville 2018 registration Secretariat at wocmes@tresculturas.org by February 1st

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2018. No refund of registration fees will be possible if cancellations are received after the appropriate deadline. Only those whose proposals are rejected are entitled to a full refund of the registration fee. Substitutions (i.e. by a colleague), however, can be made within the same category of registration fees (regular or student). Written notifications about substitutions must be sent to the WOCMES Seville 2018 Secretariat at wocmes@tresculturas.org, no later than May 1st 2018. Notice that the person who replaces the original participant will have to update the existing profile with his/her personal data.

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

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

2- REGISTRATION PROCESS

- When entering the WOCMES Seville 2018 registration website for the first time, please click on the button 'It's my first time here and I don't have access data'.
- Once you have accessed the registration site, you must provide the requested data in the access data form.
- A personal ID will then be sent to the email provided in your access data form. This will give you access to your personal WOCMES profile in order to register in the Congress. The same ID will be required at the registration desk once in Seville in order to receive your WOCMES Seville 2018 welcome pack.
- Your registration data can be transferred automatically into your personal information form by pressing the 'copy from user data' button.

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- Please, remember that the moment to pay the fees of the Congress is once your proposal has been validated by the ESC.
- Please, notice that access to the WOCMES Seville 2018 facilities will only be permitted to registered participants.

The WOCMES Seville 2018 website is <http://wocmes2018seville.org/>. Those wishing to attend or participate in any of the activities associated with the Congress – panels, roundtables, exhibitions, etc., – are now able to register through the ‘Registration’ section available at the website.

The fees are as follows:

	<u>Until December 9th 2017</u>	<u>From December 10th 2017 to March 31st 2018 *(Subject to a deadline extension)</u>	<u>From April 1st to May 1st 2018. *(Subject to a deadline extension)</u>
Regular	100€	120€	140€
Student	70€	85€	95€

The WOCMES Seville 2018 Secretariat is committed to keeping down costs for participants in the Congress. Negotiations are presently in progress with a number of international carriers to ensure preferential airfares for registered participants and their companions. Special room rates are also being negotiated with a range of Seville hotels. Information will also be available for those wishing to register for exhibitions or the international book fair.

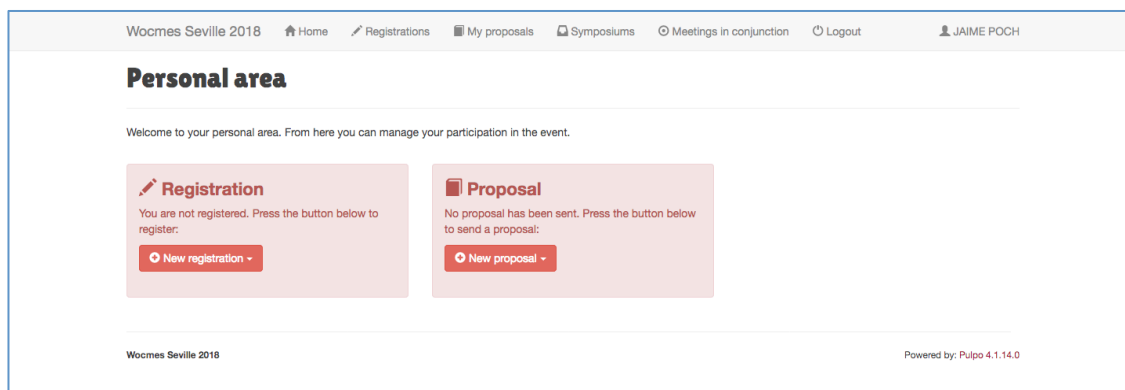


3. TYPES OF PROPOSALS:

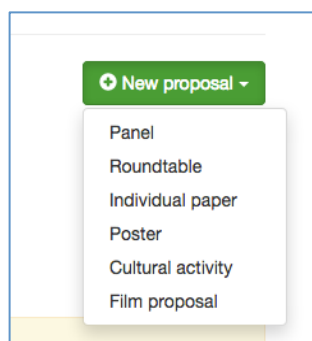
Participants can submit proposals according to the following formats:

- 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.

Proposals must be submitted by clicking on the 'My proposals' button at the top of the 'Personal area' and selecting the desired option from the 'My proposal' menu.



By clicking the "new proposal" button you will access a scroll-down menu with all the available options:



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

ID	IDCOM	DATE IF	TITLE	TYPE	THEME	DISCIPLINE	STATE	[OPTIONS]
76		19/05/2017 23:15:11		PANEL	AL-ANDALUS	ANTHROPOLOGY	PENDING	Q
63		19/05/2017 11:38:18		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 13:07:25		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 12:08:30		PANEL	AL-ANDALUS	ANTHROPOLOGY	VALIDATED	Q
33		15/05/2017 12:04:37		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 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 by uploading an abstract (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.

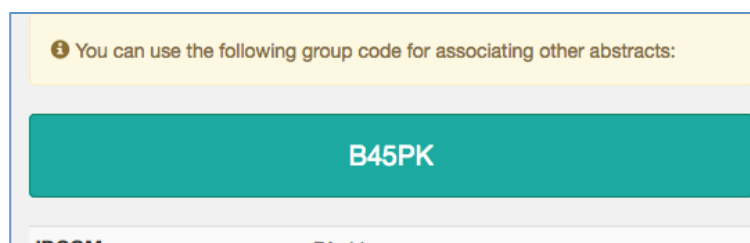
Leaders are also responsible for choosing a chair and –if suitable- a discussant for their panel.

Once the panel has been registered and the abstract uploaded, the panel leader will receive a code (see picture) which he/she will facilitate to the rest of the panellists. Each panellist will be responsible for registering his/her own individual paper including just



the title, 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. It is not necessary for all the panellists to upload the abstract of his/her speech.

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.



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.

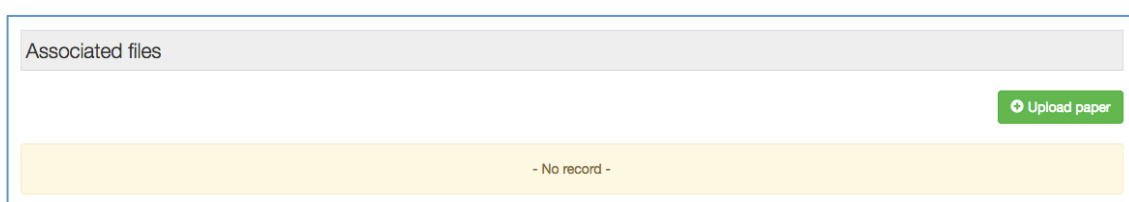
A panel will be considered 'open' when it does not contain the compulsory 4 paper presenters. This option is available to those wishing to organise a panel but not having the compulsory 4 paper presenters or wishing to invite other potential paper presenters. In this case, it will be compulsory for the 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.

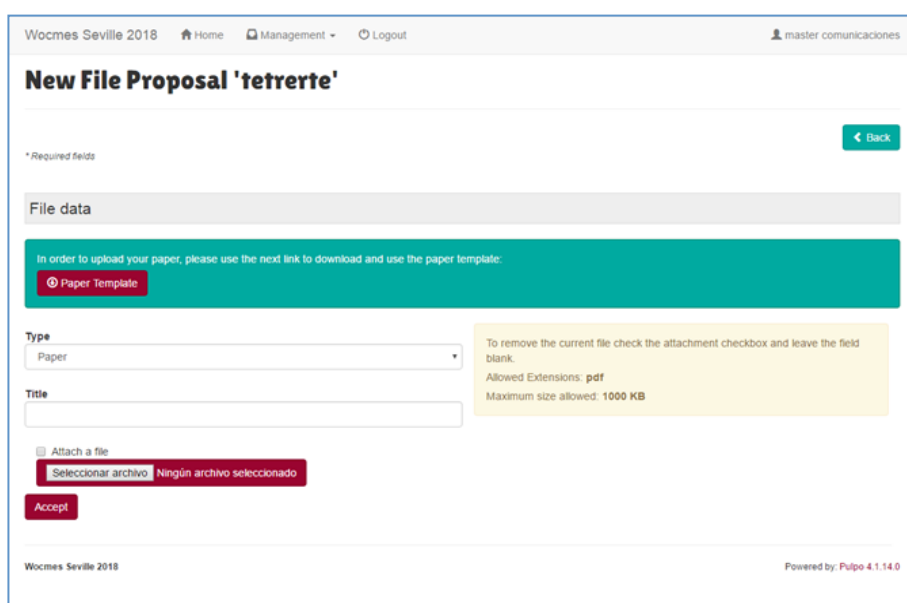


b. INDIVIDUAL PAPERS which are not part of a closed or an open panel will be evaluated and validated independently by the ESC, which will assign them to a specific panel according to the theme and discipline chosen by the presenter.

Papers can be uploaded by clicking the 'upload paper' button.



After that, a new screen will appear in which 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. Please, bear in mind that for evaluation purposes we only need an abstract and not the full paper and that it has to be uploaded in .pdf format.





- c. **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 ESC and all members of the roundtable will receive notification once their proposal has been validated.

- d. **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 ESC 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.



- e. **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.

- f. **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.

- g. **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.

- h. **MEETINGS IN CONJUNCTION WITH WOCMES.** Institutions or associations 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.

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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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