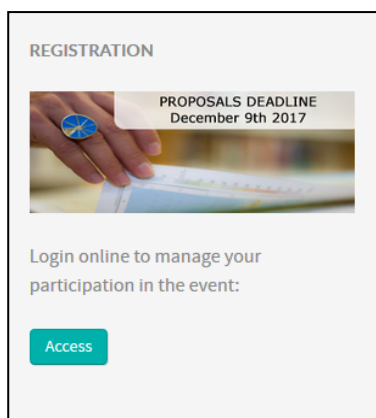




Last_update_Nov_30th_2017

1- REGISTRATION PROCESS

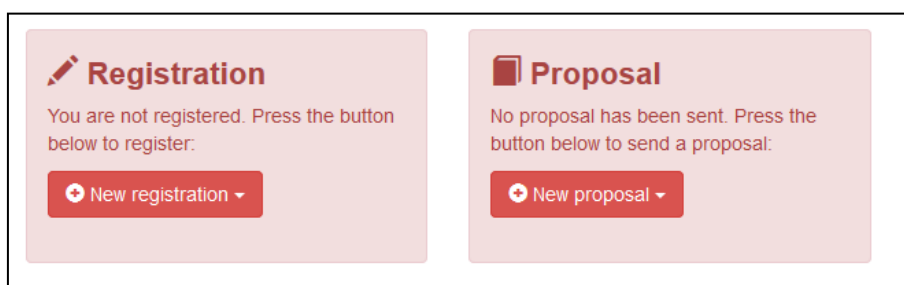
- Registration should be made through the WOCMES Seville 2018 at: <http://wocmes2018seville.org/web/index.php/en/>. Once there, please click on the on the **access button** on the right side of the page which will take you to the **online management registration site**.



- 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'**.
- Once you have 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 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 would like to 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 the ID and Password.
- Once there, 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.



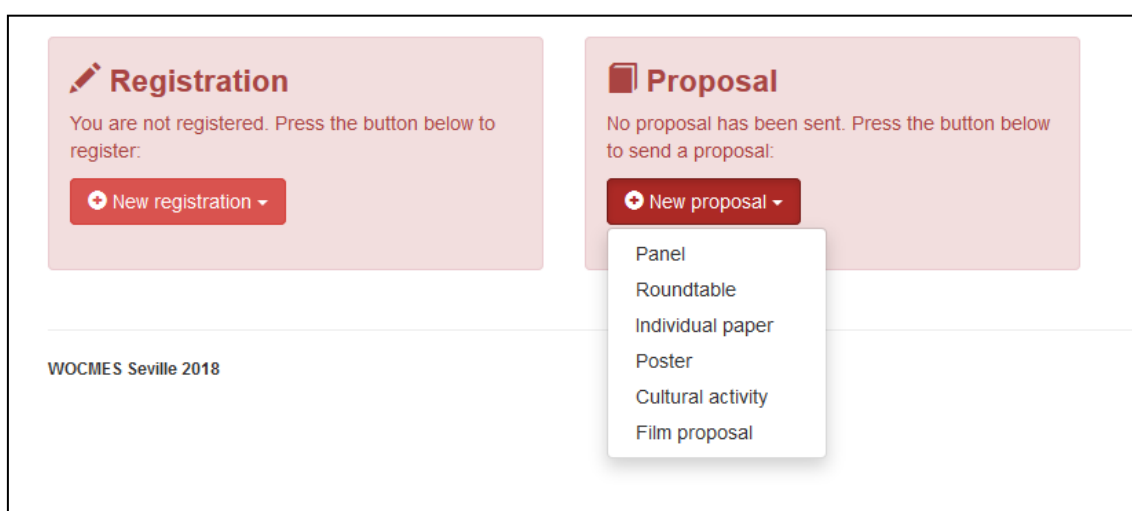
- Once you click on the **new registration button**, please choose the appropriate option: regular or student. Notice that proof of student status must be provided to: wocmes@tresculturas.org before proceeding to pay.
- Your registration data can be transferred automatically into your personal information form by pressing the '**copy from user data**' button. The next step is to choose the method of payment, either by credit card or bank transfer. If you choose the bank transfer option, you are required to send a copy of the wire as proof of payment to: reg@wocmes2018seville.org).
- Once payment has been received, the registration box will turn into green colour and you registration would be completed.



- 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€

- Those wishing register a proposal, please click on the **new proposal button**, inside the Proposal box and choose the preferred option from the drop down menu. In the point 3 below of these guidelines, you will find the different modalities of proposal available to participate in WOCMES Seville 2018.





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 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 IF	TITLE	TYPE	THEME	DISCIPLINE	STATE	[OPTIONS]
78		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
38		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.

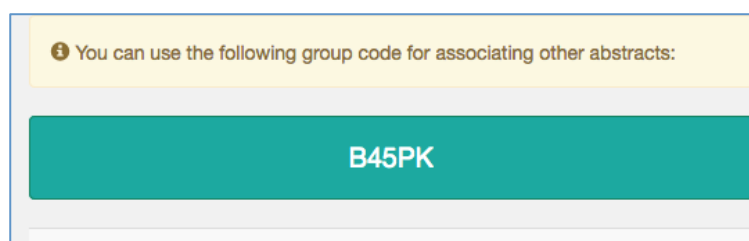
The panel leader must register the panel proposal before the rest of the panellists can register themselves as part of the panel.

The panel leader will be in charge of registering the panel 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) 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.



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.

- 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.

Associated files

- No record -



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.**

In case of coauthored papers, the procedure is as follows. Both authors must register in the Congress and pay the fees. Secondly, one of them will be in charge of submitting the paper, stating in the subject of the abstract that the paper is coauthored and including both names. In that way, WOCMES ESC will be able to assign the papers 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. The time allocated to present it in the session will have to be shared by both authors.



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.

FUNDACIÓN TRES CULTURAS

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www.tresculturas.org



3- GENERAL INFORMATION

- The deadline for all proposals will be December 9th 2017.
- All sessions will be conducted in English and/or French.
- Successful applicants will be informed about the specific location, date and time of their session in due course.
- Please, notice that access to the WOCMES Seville 2018 facilities will only be permitted to registered participants.
- 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 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.

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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.

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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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