

## Submission instructions WOCMES Barcelona 2010

### I- Categories of academic presentation:

- 1- Panels
- 2- Roundtables
- 3- Individual Papers (for later placement on a panel)
- 4- Posters
- 5- Special or Current Issues Sessions
- 6- Institutional meeting, conferences or seminars in conjunction with WOCMES

1. **PANELS** on a common theme or problem should have four paper presenters, a chair and discussant (not mandatory). The duration of a panel will last 2 hours.

Two panel submission modalities are presented below:

1.1. **Pre-organized panels** already including a minimum of four paper presenters, a chair and a discussant (not mandatory) on a common theme or problem are strongly encouraged. The duration of a panel session is 2 hours.

The organizer will provide:

- Basic information about the panel (title, discipline and theme involved...).
- Names of the paper presenters and the panel chair and discussant (if available).
- A panel summary, which should exhibit a clear scholarly focus and a clear description of the overall purpose of the panel and a brief abstract of each papers presented in the panel. It must be single spaced and up to 1000 words. Each paper

must relate to the presented theme and be academically strong.

- Notification in the form either the panel is open or closed to further papers to the four papers initially submitted.

### Series of panels

An activity made of more than one panel will be presented as a series of panels. Each panel of the series submitted in a different "pre-organized panel form" should refer to the title of the series.

1.1. **Preliminary panels** to be used as Call for Papers for specific topics are intended to be posted on the website of WOCMES with the offer to potential paper presenters to get in contact with the organizer.

The organizer will provide:

- a. Basic information about the panel (title, discipline and theme involved...).
- b. Data of the Organizer to be posted on the website of WOCMES (name,

institution, and e-mail address of the organizer)

- c. A panel summary, which should exhibit a clear scholarly focus and a clear description of the overall purpose of the panel. It must be single spaced and no more than 300 words.
- d. Once the organiser of the panel has received all requested papers, he/she will forward the complete panel proposal to the WOCMES secretariat with all the abstracts before reaching of the call for proposal deadline.

**2. 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.

The roundtable organizer will provide:

- a. Basic information about the roundtable (title, discipline and theme involved...)
- b. Names of the paper presenters, chair and participants as well as the thesis statement of each presenter.
- c. A roundtable summary, which should have a minimum of 300 words and a maximum of 400 words and should define the subject or problem to be addressed. It should be sufficiently precise to allow the executive scientific committee to understand the scope and purpose of what is being proposed.

**3. INDIVIDUAL PAPERS** presenters are kindly requested to register their proposal – if possible – for the appropriate panel from the list announced under “scientific program” on the WOCMES website, which will be

regularly updated.

Accepted papers which are not associated to an existing panel will be grouped into panels and assigned a chair by the executive scientific committee.

Please note that only one paper per participant and one additional participation as chair or discussant is permitted.

The paper presenter is invited to register its paper proposal through the online submission form “individual paper” and provide information about the paper and an abstract. The abstract should be 300-400 words, typewritten and single-spaced.

The executive scientific committee will be looking for abstracts that are scholarly, with a strong, focused statement of thesis or significance, clear goals and methodology, well-organized research data, specified sources, and convincing, coherent conclusions.

**4. POSTERS** The poster is a visual presentation used to communicate ideas and messages. Poster presenters will be given time slots to explain their work and answer question on the site of their poster. Poster presenters are invited to register their proposal through the online submission form “poster registration” and provide information about the poster and description. The description should be 300-400 words, typewritten and single-spaced.

**5. SPECIAL SESSIONS**, including current issues are meant to supplement the congress program. They should be of interest to people in all disciplines and should be set apart from the rest of the program by their compelling and unique nature. The WOCMES Barcelona 2010 executive scientific committee reserves the right to organize the special sessions.

WOCMES participants registered as such are welcome to propose special sessions in writing to the Secretariat ([wocmes@iemed.org](mailto:wocmes@iemed.org)) including information on the proposed topic, presenters, and a statement explaining why the session deserves special status on the WOCMES

Barcelona 2010 program.

Organizers are strongly cautioned not to submit for special session status proposals that would more appropriately be regular panels. If a session looks and sounds like a regular panel, it should be reviewed as such.

Only a very limited number of sessions will be accorded special status on the program. Special session proposals must reach the WOCMES Secretariat by February 1<sup>st</sup> 2010 in order to be considered.

## **6. MEETING, CONFERENCE OR SEMINAR IN CONJUNCTION WITH WOCMES**

Institutions or associations willing to

### **II- Chairs and discussants**

Panel organizers are responsible for choosing a chair and –if suitable- a discussant for their panel. A chair and discussant may be identified at the time a proposal is submitted or at any time before the meeting. To propose a chair and/or discussant the organizer will add them to their session and "invite" them to participate.

The WOCMES Barcelona 2010 Executive Scientific Committee will assign a chair to each non-preorganized panel.

schedule an event to be held during the WOCMES Barcelona 2010 (annual meeting, conference, seminar or reception...) are invited to send back the due form to the WOCMES Secretariat at [wocmes@iemed.org](mailto:wocmes@iemed.org), including information on the proposed theme of the event, name of the organizer and a statement explaining the relevance for the events to be programmed under the WOCMES.

Participants will be requested to register as WOCMES participants. Meeting space being limited, the first-come, first-served policy will be applied.

Further information related to meeting space, scheduling of the event and listing in the WOCMES Barcelona 2010 program will be provided on due course.