

EURAM 2016

*Manageable Cooperation?*

JUNE 1-2-3 and 4, 2016 Paris – [www.euram-online.org](http://www.euram-online.org)

# FAQ (Frequently Asked Questions)

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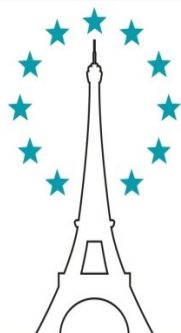
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## 1. I am a Ph.D. student

### Can I pay a reduced registration fee?

Doctoral students can attend the conference at a reduced rate. Information about registration and the registration fees will be posted in due course.

Please note, when registering, you need to upload proof that you are a current Ph.D. student before completing your payment. Appropriate documentation should be a signed and dated in a letter from your supervisor using the letterhead of the institution, your acceptance letter, or a dated student card (documents should be submitted in English. Student cards with characters other than Roman will be discarded, i.e. Chinese, Cyrillic, etc. characters). The conference team will approve your status within five working days. You will then be invited to complete your online payment. If you do not upload this documentation before completing your payment, you will be charged the full fee.

### Can I attend the Doctoral Colloquium?

To attend the Doctoral Colloquium students must submit their paper to the Doctoral Colloquium before 27 January 2016 and receive a letter of acceptance (17 March 2016, see <http://www.euram-online.org/annual-conference-2016/important-dates.html>).

If you have NOT submitted a paper to the Doctoral Colloquium event and have NOT received an acceptance letter, you may NOT attend the Doctoral Colloquium – even if your paper has been accepted for the 2016 EURAM Conference.

More information about Doctoral Colloquium will be posted in due course.

## 2. I am submitting a paper

### What are the submission criteria?

You can find all information about the submission criteria in the Call for Papers by following the URL <http://www.euram-online.org/programme2016/call-for-papers.html>

### 3.I would like to register as an auditor

Conference delegates who did not submit a paper or are not scheduled for a presentation are welcome to join the conference to develop their network and to attend any of the scientific activities of the EURAM 2016 programme. To do so, they will need to register as a paying delegate in the conference.

### 4.I have submitted a paper

#### When will I know if my paper has been accepted?

EURAM will contact you on 15 March 2016. If you have not heard from us by 2 April, please contact us on [euram2016@u-pec.fr](mailto:euram2016@u-pec.fr)

#### Will I receive the reviewers' comments on my paper?

You will receive the reviewers' comments in your notification email.

### 5.I am reviewing a paper

#### Will I receive a certificate confirming that I have reviewed a paper at EURAM?

EURAM automatically provides certificates for reviewing a paper in the course of the month of April. Moreover, the reviewers are all listed in the e-proceedings with their name, first name and affiliation.

### 6.My paper has been accepted

#### May I submit an updated version of my paper?

You can update the title and your abstract online, or upload a new version of your paper, by no later than 12 April 2016. The link to do so will be communicated in your e-notification.

#### Should I revise my paper based on reviewers' comments?

The reviewers' comments aim to help you improve your work. You may use them to revise your paper, or to help you prepare for your presentation, as you wish.

#### Why is my paper in a different track from the one I submitted to?

The Conference Programme Committee and SIG chairs sometimes move papers in order to match them with better papers of a similar theme.

#### Will my paper be published anywhere?

For EURAM 2016, the abstracts and full papers will be published in e-format and for the latter, accessible for registered delegates only.

You will be able to view the full programme on our website and to select sessions/tracks that you wish to attend based on the title of the paper, keywords, authors' names, etc.

Abstracts and full papers are made available a few weeks before the conference so that discussants and chairs can prepare their sessions. The Conference Programme Committee believes that this is important for research dissemination. However, if you oppose the publication of your paper you may request for its removal.

The Conference Books will be available for consultation in key locations (publishers' plaza, coffee break areas, registration area, etc.) and they will contain the titles and authors of all accepted papers; however, it does not contain the abstracts or full papers. In most tracks, the track or SIG Chairs will mention potential publication outlets to facilitate the publication of the best papers.

### Will the proceedings have an ISBN number?

The e-proceedings will carry an ISSN or ISBN number which will be communicated in due course.

## 7.I am registering to attend

### What does the registration fee include?

#### **The registration fee covers:**

- Admission to the workshops taking place on 31 May 2016 which will be followed by the Welcome Reception.
- Admission to all academic sessions (1 June-4 June 2016) as well as the SIG kick-off activities.
- Handout materials and information package including the electronic proceedings.
- A certificate of attendance.
- Coffee breaks & lunches to be served during the conference scientific programme, 1-4 June 2016.

#### **...but does not include:**

- EURAM Membership fees for 2017
- Standard rate: 100 Euro (inc. 21% Belgian VAT). \*
- Ph.D. students: 80 Euro (inc. 21% Belgian VAT). \*
- The EURAM Party or touristic activities
- Transportation to and from the hotel or the airport

*\* EURAM reserves itself the right to modify the membership fees for the year 2017. Should this be the case, the new membership fees will be published on the EURAM website and the EURAM 2016 website at the end of November 2016 (after board approval).*

More details on registration fees will be posted in due course.

### I am an author / presenting author / track chair / session chair/ panellist or moderator in Symposia or DWGs – do I need to register?

All participants must register to attend. If the presenting author of an accepted paper does not register before 12 April, his/her paper will not be included in the programme.

### I am an author / presenting author / track chair / session chair/ panellist or moderator in Symposia or DWGs – do I need to pay to attend?

All participants, including board members, executive committee members and even the president of the academy, have to pay the full registration fees to attend the EURAM Conference.

### Can I bring an accompanying person?

An accompanying person cannot participate in the academic programme. However, you can register them to attend the social events at an extra cost. More information will be posted in due course.

### How can I pay?

Credit card (Visa or MasterCard) or bank transfer in exceptional circumstances can make payments.

Please check your details thoroughly before completing your payment. If you need your invoice/receipt sent to a different address, or VAT number to be included, you have to fill out the field below your payment details. Requests made after the date of payment may take a few days to honour.

If you need a special invoice for your finance department, please contact us at [euramregistration@dekon.com.tr](mailto:euramregistration@dekon.com.tr)

### Is EURAM subject to VAT?

EURAM is subject to VAT. When you register, you will receive two receipts:

- For your 2017 membership, 21% VAT will be included (Belgian VAT). The EURAM VAT Number is BE 0864.204.177.
- For conference registration/participation Conference & Doctoral Colloquium Fees, 18% VAT will be included. VAT Number: 0010462389

### Will I receive confirmation of my registration?

When you submit your payment, an acknowledgement email will be sent to you automatically once your payment has been received in our system. This may take a few days especially if you chose the bank transfer option. Please make sure that the contact e-mail address that you provide is up-to-date and correct.

### Can I register for one day? Is there a special rate?

The conference fees published on the website apply to all delegates; EURAM does not offer any daily rates. We advise all authors, presenters, chairs, and co-chairs to register for the conference by 1 April 2016, which is the deadline for the lowest cost fees.

### Can I cancel my registration? Will I receive a refund?

If you need to cancel your registration, please send an email to [euramregistration@dekon.com.tr](mailto:euramregistration@dekon.com.tr)

- Cancellations made by 14 May: reimbursement of 50% of the conference fee
- Cancellations made after 15 May: NO reimbursement

### Can I get a certificate of attendance?

You will receive a certificate of attendance with your delegate pack.

### Will conference papers be accessible?

Conference papers will be accessible in e-format to registered participants only on a memory stick and on the conference website. To download papers, you will need to use your credentials (email + registration number printed on your confirmation of registration).

## 8. I am planning my stay in Paris

### Will EURAM cover any of my hotel and travel costs? Is a hotel room included in my registration fee?

No, EURAM does not cover any participants' expenses. EURAM offers the opportunity to book a hotel room when you register for the conference, with a range of budget options. Information will be posted on the website in due course.

### How can I book a hotel room?

When you register for the conference, you will be asked whether you wish to book a room in one of our preferred hotels. These hotels offer preferential rates and favourable cancellation policies to EURAM participants, and give you the opportunity to continue networking at your hotel.

However, you are also free to book the accommodation of your choice in Paris without necessarily picking from the preferred hotel list. We recommend to choose one of the many hotels very near one of the Metro line Balard Créteil (8) stations for a direct and fast access to the conference venue.

### How can I cancel my hotel room? Will I get a refund?

Please contact [euramregistration@dekon.com.tr](mailto:euramregistration@dekon.com.tr) to cancel your hotel reservation. The cancellation policy can be viewed on the registration form

### Does EURAM provide transport from the airport / train station / hotels?

No, EURAM does not provide transportation to and from airports, train stations, or hotels. Transportation fee is not included in the registration fees.



Do I need a visa to come to France? How do I obtain an invitation letter to apply for a visa?

To find out if you need a visa to enter France, visit the website of the French Foreign Affairs Ministry: <http://www.diplomatie.gouv.fr/en/coming-to-france/>

Should you require a visa and invitation letter, contact [euramregistration@dekon.com.tr](mailto:euramregistration@dekon.com.tr) once you have completed the registration process and the payment of your conference fee.

## 9. I am planning my activities at the conference

Please see the Conference Programme for a full list of our confirmed speakers and topics. A link will be provided after the authors' registration deadline approximately three weeks prior the beginning of the conference.

**Will there be internet available at the conference?**

There will be wireless internet in the coffee break areas and other meeting points of the conference buildings.

**Can I attend any presentation / session?**

Yes. Once you have registered for the conference, you do not need to register for individual sessions (except in the case of Professional Development Workshops offered by exhibitors).

However, the number of seats in each room limits audience numbers. Therefore, once all seats are taken, you may not join the session due to safety regulations.

**How can I find when and where a session is?**

In your conference bag, you will find a programme outline listing all sessions, and a map of the conference locations. You can also view the programme and map online (a link will be provided in due course). Information will be available approximately three weeks prior to the kick off of the conference.

**Is there a dress code for the conference?**

There is no official dress code. However, we recommend that you wear business-casual clothing.

## 10. I am interested in attending the social events

**How can I book my ticket(s) for the EURAM Party and the SIG Social events?**

When you register for the Conference, there is an option at the end of the process to book your hotel and register for the social events. You can also buy your ticket at the registration desk when you arrive – tickets are on a first come, first served basis. For SIG's social events you need to get in touch with SIG chairs.

### Is there a dress code for the EURAM Party?

There is no dress code, but you are welcome to dress up for the occasion. We recommend that you wear comfortable clothing.

### Where can I find out about SIG social events?

Please see the website for the EURAM Welcome Reception and SIGs social events, as well as the EURAM Party [information will be available soon on the official website of EURAM 2016].

## 11. I will be presenting a paper at the conference

### Can I choose what day/time to present my paper?

The task of building the conference programme is very complex and requires the collaboration of over 150 chairs. EURAM focuses on offering a programme with scientific coherence and whereby subjects debated overlap the least.

For this reason, we cannot take personal preferences into account. If you cannot attend the full conference from 09:00 (Wednesday 1 June 2016) until 13:00 (Saturday 4 June 2016), please make sure that one of your co-authors has registered before 12 April 2016.

### What are the different session types?

There are two different session types at the EURAM Conference. These are:

- Paper Development Sessions
- Competitive Paper Sessions.

### How should I prepare my presentation?

You can view the full guidelines for presenting a paper, which will be posted on the website in due course after the e-notification of acceptance.

### What audio-visual equipment will be available?

Rooms will be equipped with a beamer and a laptop.

### How many people will be at my session?

Attendance varies from session to session. The organising team cannot influence this - various factors influence the popularity of sessions, including time of the session, topic of interest, other concurrent sessions, etc. However, due to safety measures the numbers are limited by room capacity.

### Can I get a certificate for presenting my paper? What about my co-authors?

EURAM does not provide certificates for presenting a paper. Each registered author will receive an attendance certificate in the delegate pack.

## 12. I have been asked to chair a session at the conference

### What are my expected tasks?

You can view the full guidelines for chairing a session after notification. The guidelines will be posted on the website in due course.

### Can I get a certificate for chairing a session?

EURAM does not provide certificates for chairing a session. You will receive an attendance certificate in your delegate pack. Your name will appear on the programme book as session chair.

## 13. I have been asked to be a discussant at the conference

### What are my expected tasks?

You can view the full guidelines for acting as a discussant after the notification. The guidelines will be posted on the website in due course.

### Can I get a certificate for acting as a discussant?

EURAM does not provide certificates for acting as a discussant. You will receive an attendance certificate in your delegate pack. Your name will appear on the programme book as discussant.

### My question is not listed in FAQs. Whom do I contact?

If you have further enquiries, please contact [queries@euraminfo.org](mailto:queries@euraminfo.org) or [euram2016@u-pec.fr](mailto:euram2016@u-pec.fr)

### **Partnership :**

