

# Guidelines and criteria for the submission of **SUB-THEME PROPOSALS** for EGOS Colloquia



## **Please note:**

Convenor teams of an EGOS Colloquium should conform to the following principles:

- At least 2 co-convenors (one of whom can be the leader, i.e. the so-called main convenor) from 2 different countries; a convenor team should not consist of more than 3 members in total.
- Each team should include at least one co-convenor who is familiar with EGOS Colloquia, the EGOS sub-theme group process and the EGOS spirit.
- Each team should include at least one co-convenor who is a senior researcher (reputation, guarantee of quality, attraction of participants).

**Deadline for submission for sub-theme proposals for the 32<sup>nd</sup> EGOS Colloquium in Naples, Italy, July 7–9, 2016:**

Monday, December 15, 2014, 23:59:59 CET

1. To submit (and upload) a sub-theme proposal, the main submitter/convenor has to be (a) either a so-called "registered user" or (b) an active (or former) EGOS member:
  - If you have neither been an active EGOS member, nor a registered user, nor ever uploaded a short paper or a sub-theme proposal for the EGOS Colloquia, you first of all need to become a registered user! Please click on "**Join EGOS here**" at the top of the EGOS website.
  - If you are an active or former EGOS member, log in to "MyEGOS" using your member ID or email address + your password.
2. After having logged in with your EGOS member or registered user number, please go to your **MyEGOS** and click on (Naples 2016) "Submit your sub-theme proposal".

**Please fill in the form** (all boxes marked with \* are mandatory!)

- **Sub-theme title** – please do not use capital letters!
- **Proposal: brief summary** – no more than 150 words.
- **Proposal file** – please upload your proposal in **.doc, .docx or .pdf** format!
- **Keywords** – no more than 7

### 1. **Main convenors:**

- **EGOS member no.** – **Last name, first name** – **Affiliation** [i.e. university/institution/organization/department, etc.] – **Country** – **Short biography** [no more than 100 words]
- **EGOS history (optional)** – please mention, amongst others, if you have even been a convenors of prior EGOS Colloquia, your "personal" EGOS history, etc.

### 2. **Convenors 2:**

- **EGOS member no.** – **Last name, first name** – **Affiliation** [i.e. university/institution/organization/department, etc.] – **Country** – **Short biography** [no more than 50 words]
- **EGOS history (optional)** – please mention, amongst others, if you have even been a convenors of prior EGOS Colloquia, your "personal" EGOS history, etc.

### 3. **Convenor 3:**

- **EGOS member no.** – **Last name, first name** – **Affiliation** [i.e. university/institution/organization/department, etc.] – **Country** – **Short biography** [no more than 50 words]
- **EGOS history (optional)** – please mention, amongst others, if you have even been a convenors of prior EGOS Colloquia, your "personal" EGOS history, etc.

If you have any further questions, please do not hesitate to contact me at any time.

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