

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



Sub-theme proposal submissions are expected to include an outline of the proposed theme and the related area of interest (maximum of 2 pages), as well as a short description of the team of convenors, including their academic background and experience. Submissions should be linked with the overall Colloquium theme; however, sub-theme proposals should avoid repetition of the overall Colloquium theme in their titles.

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

- Diversity with respect to *gender, geographical background, and academic age*, among others.
- Include at least *one convenor with experience in organizing and running a sub-theme* at a previous EGOS Colloquium.
- Maximum convenor team size is three scholars; proposals from teams of four or more convenors will not be considered.

Submission period for sub-theme proposals for the 40th EGOS Colloquium in Milan, July 4–6, 2024:

- Start: Friday, September 30, 2022
- End: Monday, December 5, 2022, 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 email address (or your EGOS member number) + your password.
2. After having successfully logged into the EGOS website with your email/EGOS member number or with your registered user number, please go to your **MyEGOS** and click on (Milan 2024) “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** = outline of the proposed theme and the related area of interest (max. 2 pages), and a short description of the convenor team, inc. their academic background and experience. Please indicate if you are available for running a hybrid sub-theme!
→ Please upload your proposal in **.doc, .docx or .pdf** format!

- **Keywords** → No more than 7!

1. **Convenor 1** [“main convenor”]:

- **EGOS member no. – Last name, first name – Email – Affiliation** [i.e. university/institution, department, etc.] – **Country – Short biography** [no more than 100 words]
- **EGOS history (optional)** = your “personal” EGOS history: please mention, amongst others, if you have ever been a convenor at and/or attended previous EGOS Colloquia.

2. **Convenor 2:**

→ Please provide the requested information; cf. above (Convenor 1).

3. **Convenor 3:**

→ Please provide the requested information; cf. above (Convenor 1).

If you have any questions, please contact Angelika Zierer, Head of EGOS Executive Secretariat:
angelika.zierer.secretariat@egos.org