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REGISTRATION GUIDE FOR TECHNARTE CALLS

V1.0

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1. INTRODUCTION

Technarte launches different calls every years related to the International Conference on Art and Technology, artistic residences or eventual exhibitions. In order to manage efficiently the submitted proposals, we have developed the Evaluation Management System (EMS), which will help the organization to be more agile in the evaluation and administration of the calls.
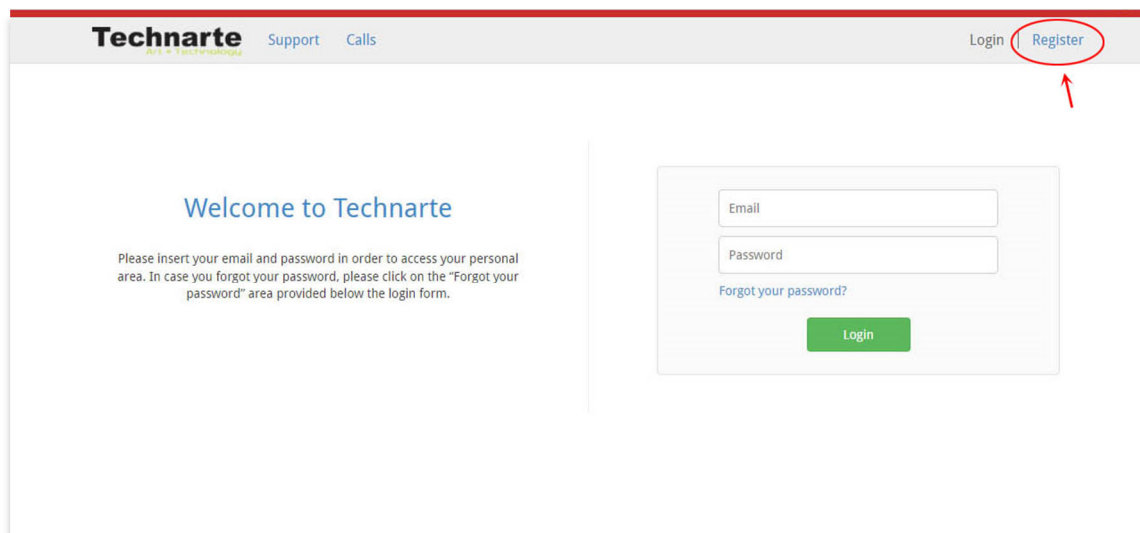
This is a short guide for applicants to the different calls. In this guide, you will learn how to fill correctly the different forms and to submit with success any proposal to Technarte calls.

If you have any doubt or question about the process and you do not find answer in this guide, you can send an email to technarte@technarte.org.
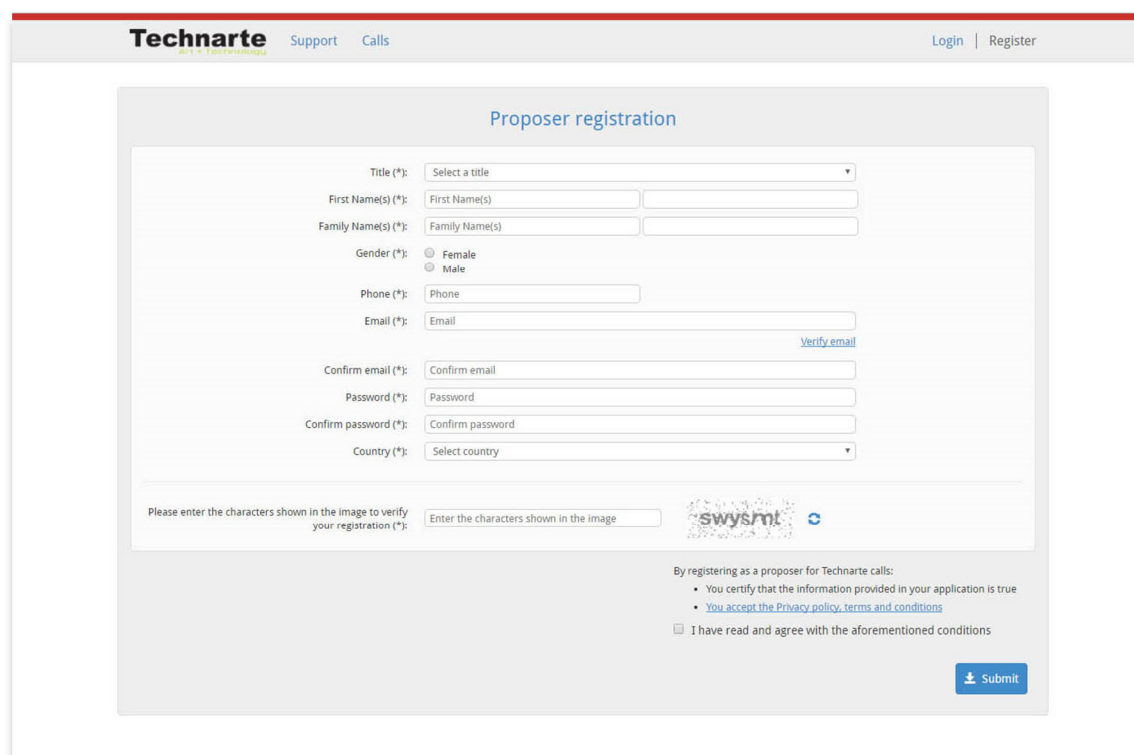
2. INTERNATIONAL CONFERENCE ON ART AND TECHNOLOGY

2.1. REGISTRATION

Go to the main page of EMS Technarte at https://calls.technarte.org and create your personal account. If you just have an EMS Technarte account, introduce your user and password. You can use your personal account for any call launched by Technarte.

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Introduce the general proposer registration info and click on "Submit" button.

You will receive an email in order to confirm your subscription. Please follow the instructions detailed in the email to confirm your account.

2.2. CALL SUBMISSION

If there is any open call at EMS Technarte, after confirming your subscription, it will appear in the platform.

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www.technarte.org

Click on the call in which you're interested in applying.

The general information of the selected call will be shown. Here is detailed the call publication date and de deadline for submissions. You can see also the thematic areas, call keywords or supporting documentation if available.

Click on ''New proposal'' to begin to introduce the information related to the selected call.

Fill in the general details for the proposal. Select the thematic area, topics and at least 3 different keywords related with your proposal. You can introduce and add more keywords in the text area below.

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After introducing this information, click on "Save" button to continue.

Note: *It's important to click on the different "Save" buttons in the forms in order to save the information regularly.*

After saving the general details, you will be able to introduce the detailed call information. At the left of the screen the different sections will appear and you should fill in, in a usual order, from the top to the bottom, the different information requested in the forms.

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Click on the first section, "Author and speaker information" and fill in the requested data.

After introducing all the information, remember to click on the "Save" button at the bottom of the screen to save this data.

Then, click on "Abstract information" on the left menu and introduce the requested data.

One more time, remember to click on the "Save" button to save the information.

Finally, click on "Paper summary" to introduce the last part of the call, this is the detailed information about your abstract. Remember that in this EMS Technarte you do not have to send us the final paper. You have to send us the abstract of the future paper that you will present in the Conference if you are finally selected.

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Technarte Support Calls My area   👤 Andrew Akers | ⏻ Logout

My area > My proposals > Los Angeles proposal for Technarte 2017 > Author and speaker information

| General details |
| Author and speaker information |
| Abstract information |
| Paper summary |
| Annexes |
| Submission |

Please make sure that you save all your changes before moving to a next section.

Fields marked with ✱ are mandatory for submission

✱ Speaker's name

(Left 100 / Max. 100 characters)

Speaker's name

Speaker's job title

(Left 100 / Max. 100 characters)

Speaker's job title

✱ Speaker's email

Web

(Left 100 / Max. 100 characters)

Web

Contact person (if not the artist)

(Left 100 / Max. 100 characters)

Contact person (if not the artist)

Contact person email

(Left 100 / Max. 100 characters)

Contact person email

⬇ Save

Technarte Support Calls My area   👤 Andrew Akers | ⏻ Logout

My area > My proposals > Los Angeles proposal for Technarte 2017 > Abstract information

| General details |
| Author and speaker information |
| Abstract information |
| Paper summary |
| Annexes |
| Submission |

Please make sure that you save all your changes before moving to a next section.

Fields marked with ✱ are mandatory for submission

✱ Title

(Left 100 / Max. 100 characters)

Title

Results

(Left 300 / Max. 300 characters)

Results

References

(Left 300 / Max. 300 characters)

References

Exhibition proposal (if possible)

(Left 300 / Max. 300 characters)

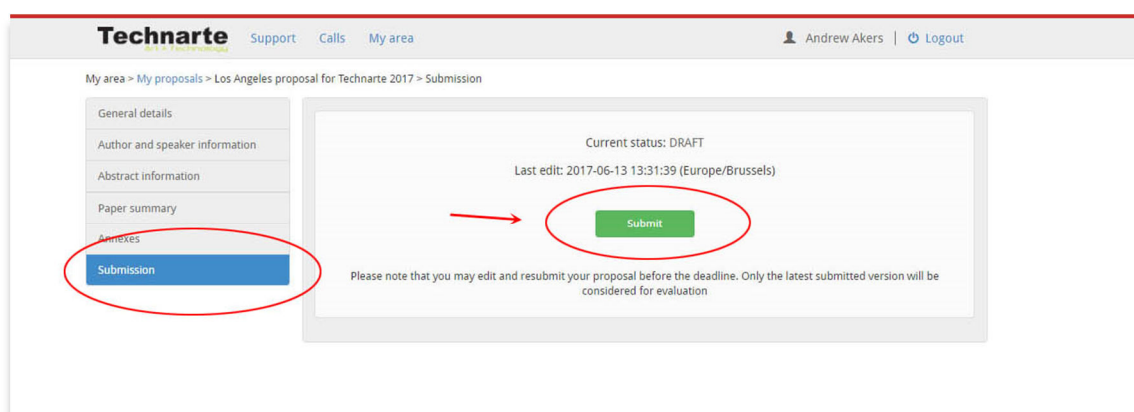Exhibition proposal (if possible)

⬇ Save

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After introducing all the general, personal and abstract information, you have to attach any requested annexes or files such as speaker's photo or any other document.

Note: Multimedia material related to your proposal should be sent via Wetransfer, Dropbox, Google Drive or any similar method. You have to detail the url of the uploaded files in the field "link to multimedia references" that you can find at the "Paper summary" form.

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After uploading the files, click on "Submission" field at the left menu. Then click on the "Submit" button to submit your proposal.


You can make changes in your proposal after submitting it, but always before the deadline date.

Note: *You may edit and resubmit your proposal before the deadline. Only the latest submitted version will be considered for evaluation.*

Whenever you want before the deadline date, you can log out from EMS Technarte and log in later again to resubmit the proposal with any change you consider.
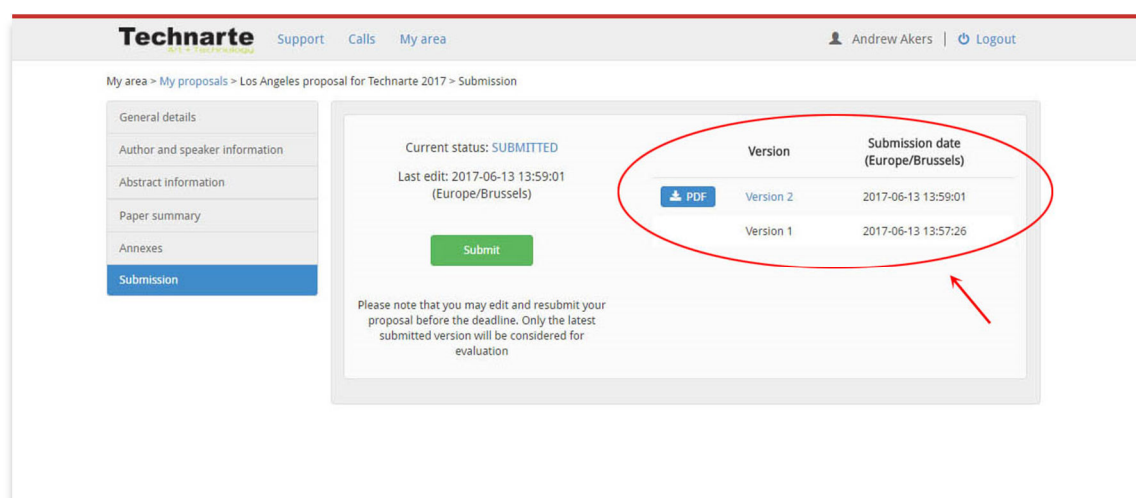
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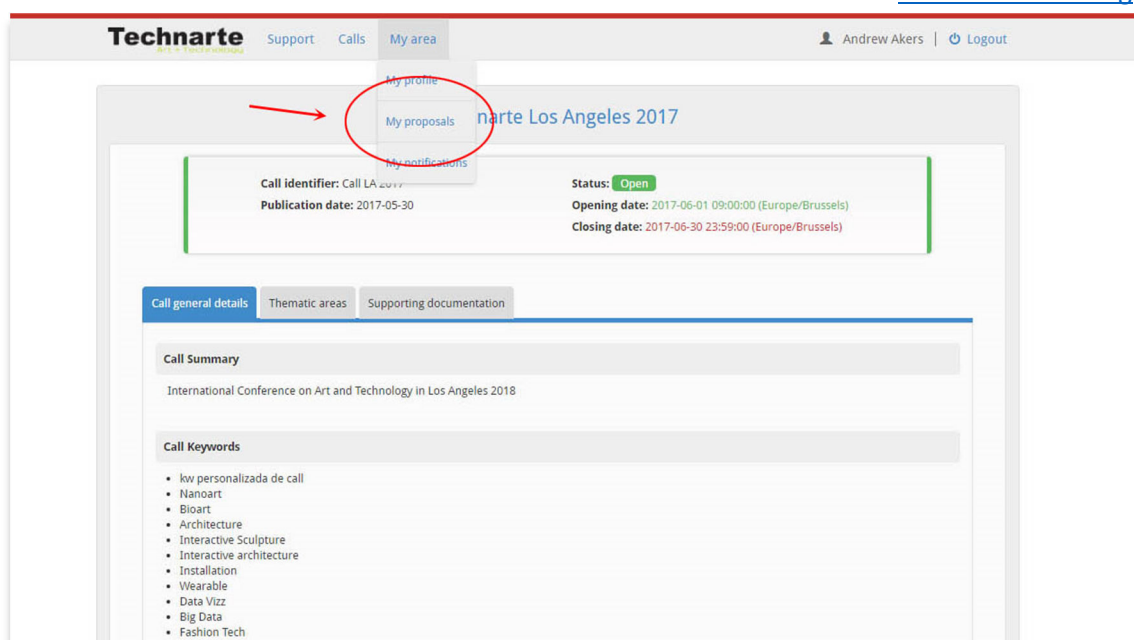
You have to select in the top menu "Mi area" > "My proposals" and then select the proposal in which you want to make changes.
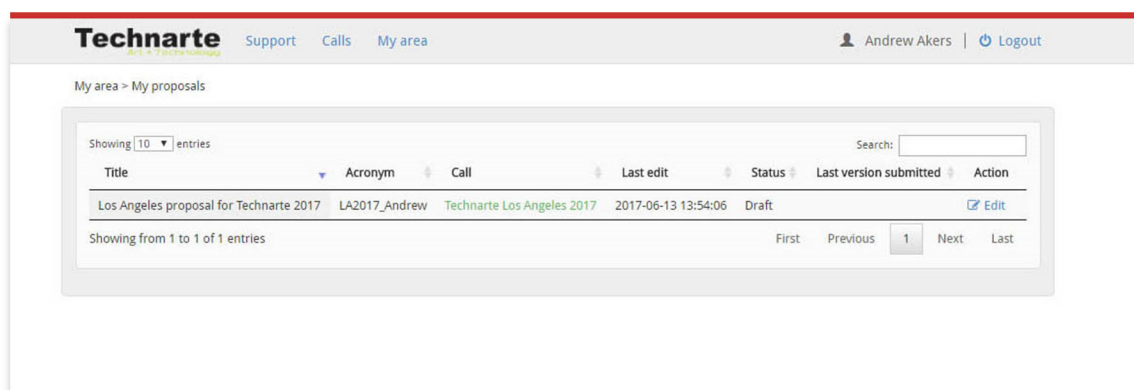
After editing your proposal, go to the "Submission" section in the left menu, and click on "Submit" button again.
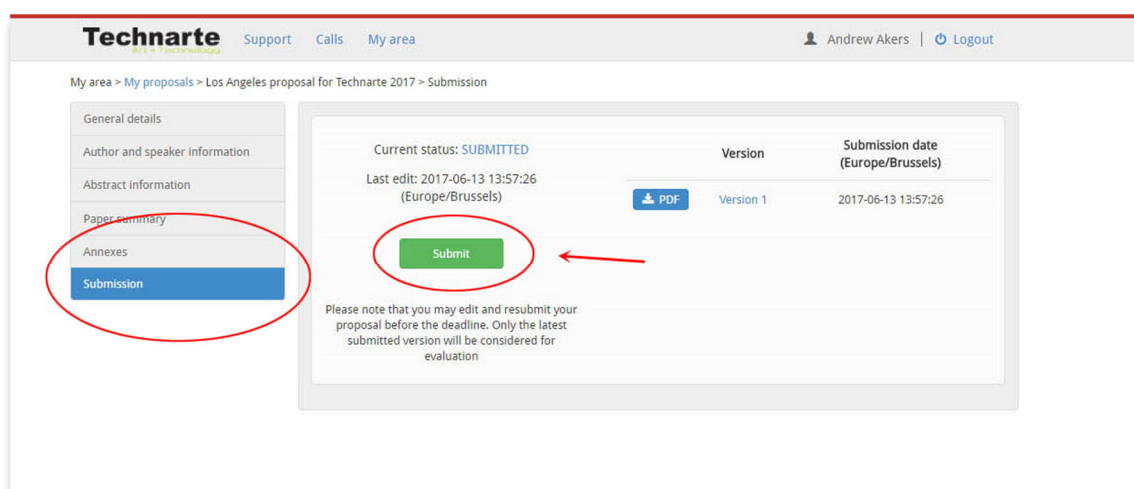
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Once submitted the new version of the proposal, the different submitted versions and the submitted dates will appear.

You can also create a pdf with the introduced data clicking on ''pdf'' button.

Remember that only the latest submitted version will be considered for evaluation.