

# Technarte

REGISTRATION GUIDE FOR TECHNARTE CALLS

V1.0

## 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.

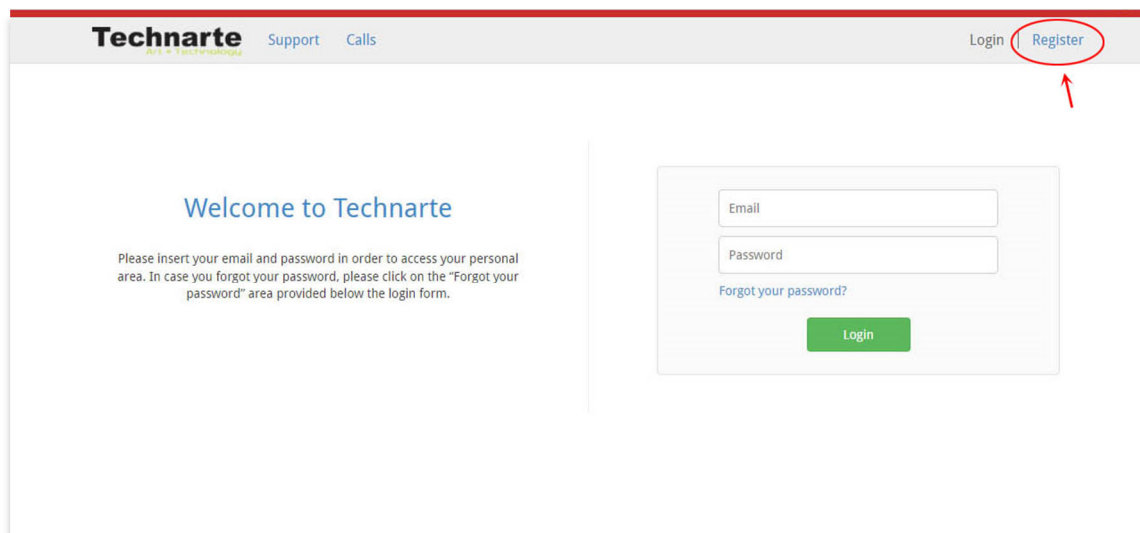
This is a short guide for applicants to the different calls. In this guide, you will learn how to fill correctly the different forms and to submit with success any proposal to Technarte calls.

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](mailto:technarte@technarte.org).

## 2. INTERNATIONAL CONFERENCE ON ART AND TECHNOLOGY

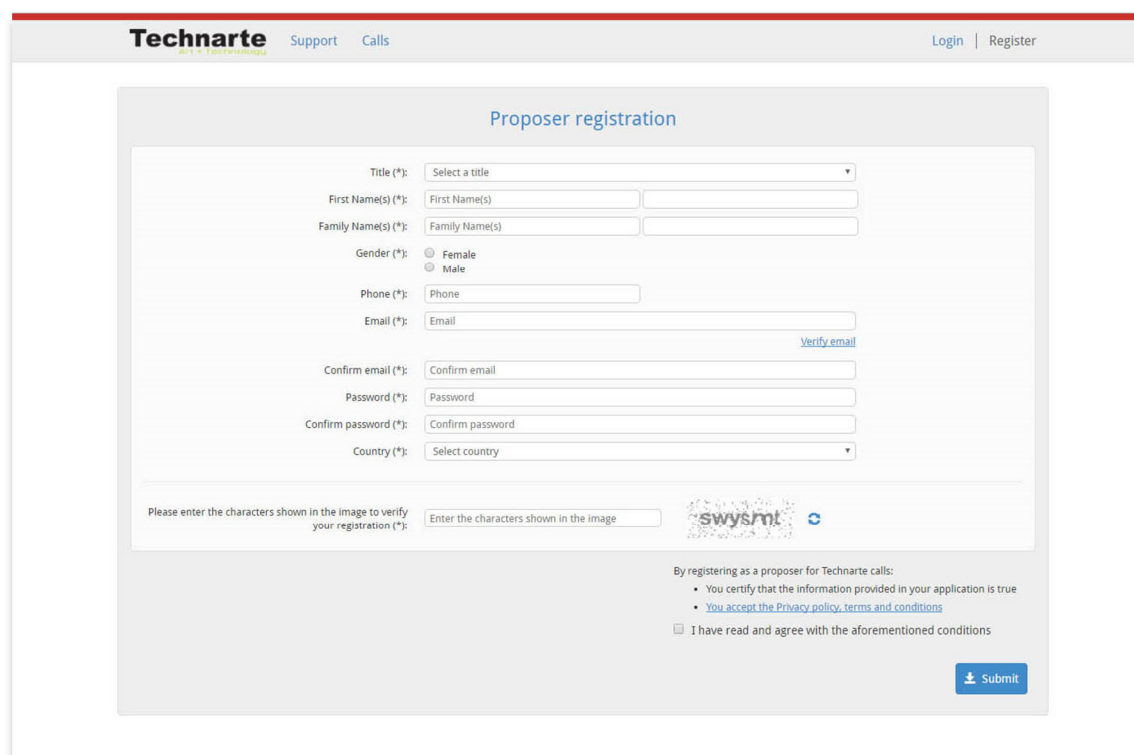
### 2.1. REGISTRATION

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.



The screenshot shows the Technarte website interface. At the top, there is a navigation bar with the Technarte logo, links for 'Support' and 'Calls', and a 'Login | Register' section. The 'Register' link is circled in red, and a red arrow points to it. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Welcome to Technarte' message with instructions on how to access the personal area. On the right, there is a login form with fields for 'Email' and 'Password', a 'Forgot your password?' link, and a green 'Login' button.

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



The screenshot shows the 'Proposer registration' form on the Technarte website. The form includes the following fields and options:

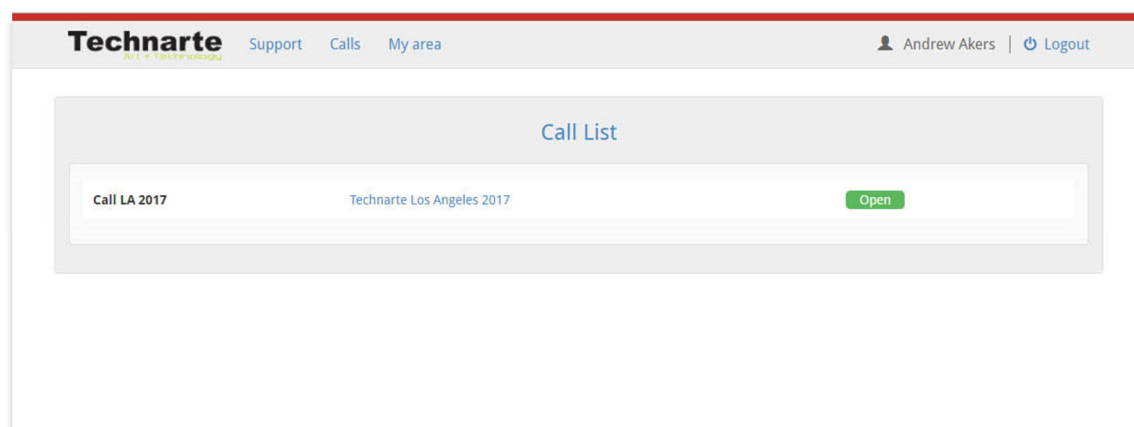
- Title (\*):** A dropdown menu with 'Select a title' as the placeholder.
- First Name(s) (\*):** A text input field.
- Family Name(s) (\*):** A text input field.
- Gender (\*):** Radio buttons for 'Female' and 'Male'.
- Phone (\*):** A text input field.
- Email (\*):** A text input field with a 'Verify email' link next to it.
- Confirm email (\*):** A text input field.
- Password (\*):** A text input field.
- Confirm password (\*):** A text input field.
- Country (\*):** A dropdown menu with 'Select country' as the placeholder.

Below the form fields, there is a CAPTCHA section with the text 'Please enter the characters shown in the image to verify your registration (\*)' and a corresponding input field. To the right of the CAPTCHA is a 'swysmt' logo. At the bottom right, there is a 'Submit' button. Above the button, there is a disclaimer: 'By registering as a proposer for Technarte calls: You certify that the information provided in your application is true' and 'You accept the Privacy policy, terms and conditions'. Below this, there is a checkbox labeled 'I have read and agree with the aforementioned conditions'.

**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.



The screenshot shows the 'Call List' section on the Technarte website. The header 'Call List' is centered at the top. Below the header, there is a table with one row:

Call	Technarte	Action
Call LA 2017	Technarte Los Angeles 2017	<a href="#">Open</a>

The 'Open' button is a green button with the text 'Open' in white.

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 the deadline for submissions. You can see also the thematic areas, call keywords or supporting documentation if available.

**Technarte** Support Calls My area Andrew Akers Logout

### Technarte Los Angeles 2017

**Call identifier:** Call LA 2017  
**Publication date:** 2017-05-30

**Status:** Open  
**Opening date:** 2017-06-01 09:00:00 (Europe/Brussels)  
**Closing date:** 2017-06-30 23:59:00 (Europe/Brussels)

**Call general details** Thematic areas Supporting documentation

**Call Summary**  
International Conference on Art and Technology in Los Angeles 2018

**Call Keywords**

- kw personalizada de call
- Nanoart
- Bioart
- Architecture
- Interactive Sculpture
- Interactive architecture
- Installation
- Wearable
- Data Vizz
- Big Data
- Fashion Tech
- Smart materials
- Digital Design
- Human Computer Interaction
- 3D printing
- 3D Scanning
- Virtual Worlds
- Virtual Reality
- Augmented Reality
- Gaming
- Robotics
- Performance
- Engineering
- Sculpture
- Web

**New Proposal** Back to Calls

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.

**Technarte** Support Calls My area

Andrew Akers | Logout

My area > My proposals > New Proposal > General details

**General details**

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

**Proposal general details**

Title:

Acronym:

**Details of the proposal relating to the selected call**

Call title:

Thematic area:

Topic:

Keywords:   
(Minimum 1, maximum 3, ordered by priority)

**List of selected keywords ordered by priority**

Click on and drag an element to a new spot within the list to set the priority of the keywords.

Introduce new keyword:

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.

The screenshot shows the Technarte website interface. At the top, there is a navigation bar with 'Support', 'Calls', and 'My area'. The user is logged in as 'Andrew Akers' and can click 'Logout'. The main content area is titled 'My area > My proposals > Los Angeles proposal for Technarte 2017 > General details'. On the left, a sidebar menu lists 'General details' (highlighted with a red circle), 'Author and speaker information', 'Abstract information', 'Paper summary', 'Annexes', and 'Submission'. Below the menu, a warning message states: 'Please make sure that you save all your changes before moving to a next section.' A red arrow points from this message to the 'Save' button at the bottom right of the form. The form itself is titled 'Proposal general details' and contains fields for 'Proposal ID number' (00002), 'Title' (Los Angeles proposal for Technarte 2017), and 'Acronym' (LA2017\_Andrew). Below these, there is a section 'Details of the proposal relating to the selected call' with fields for 'Call title' (Technarte Los Angeles 2017), 'Thematic area' (2017), 'Topic' (Los Angeles), and 'Keywords' (Nanoart, Bioart, Architecture, Interactive Sculpture, Interactive architecture). A list of selected keywords ordered by priority is shown: Interactive architecture, Installation, and Smart materials. At the bottom, there is a field to 'Introduce new keywords' and an 'Add' button. A 'Save' button is located at the bottom right of the form.



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.



Technarte
Support
Calls
My area
Andrew Akers
Logout

My area > My proposals > Los Angeles proposal for Technarte 2017 > Paper summary

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.

Introduction
( Left 300 / Max. 300 characters)

Inspiration
( Left 300 / Max. 300 characters)

Innovation and technology
( Left 300 / Max. 300 characters)

Full description
( Left 1000 / Max. 1000 characters)

Future evolution
( Left 300 / Max. 300 characters)

Conclusions
( Left 300 / Max. 300 characters)

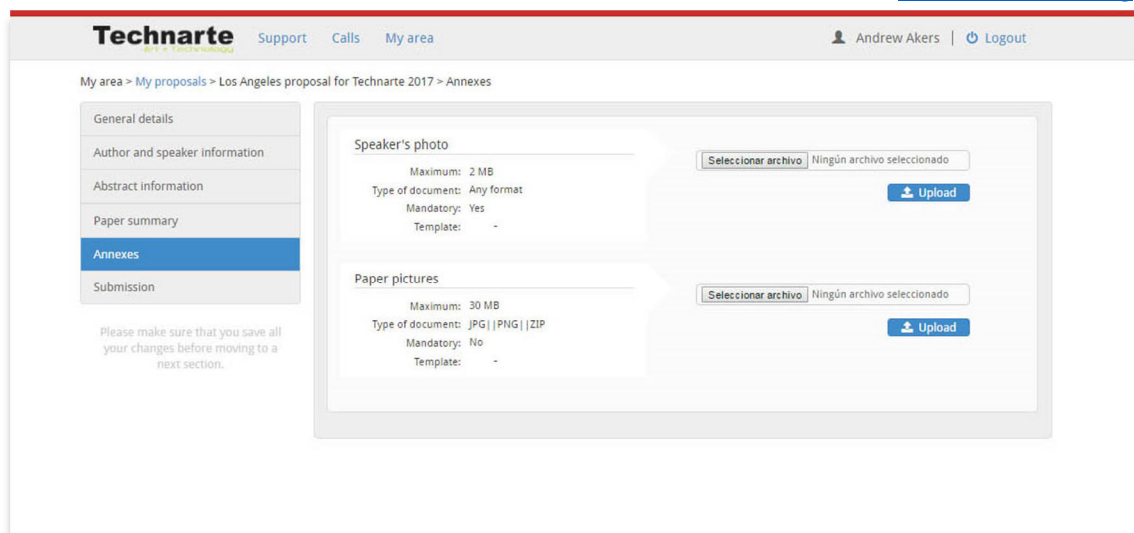
Link to multimedia references
( Left 100 / Max. 100 characters)

Save

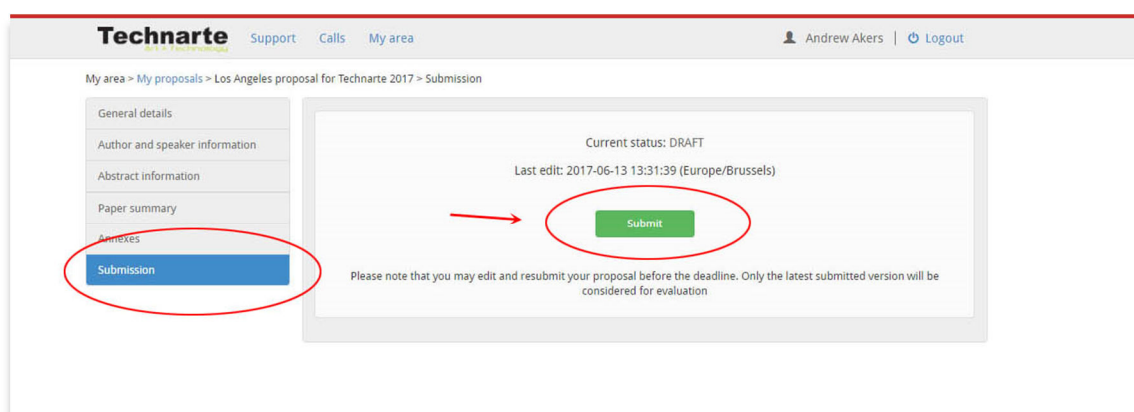
After introducing all the general, personal and abstract information, you have to attach any requested annexes or files such as speaker's photo or any other document.

**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.*





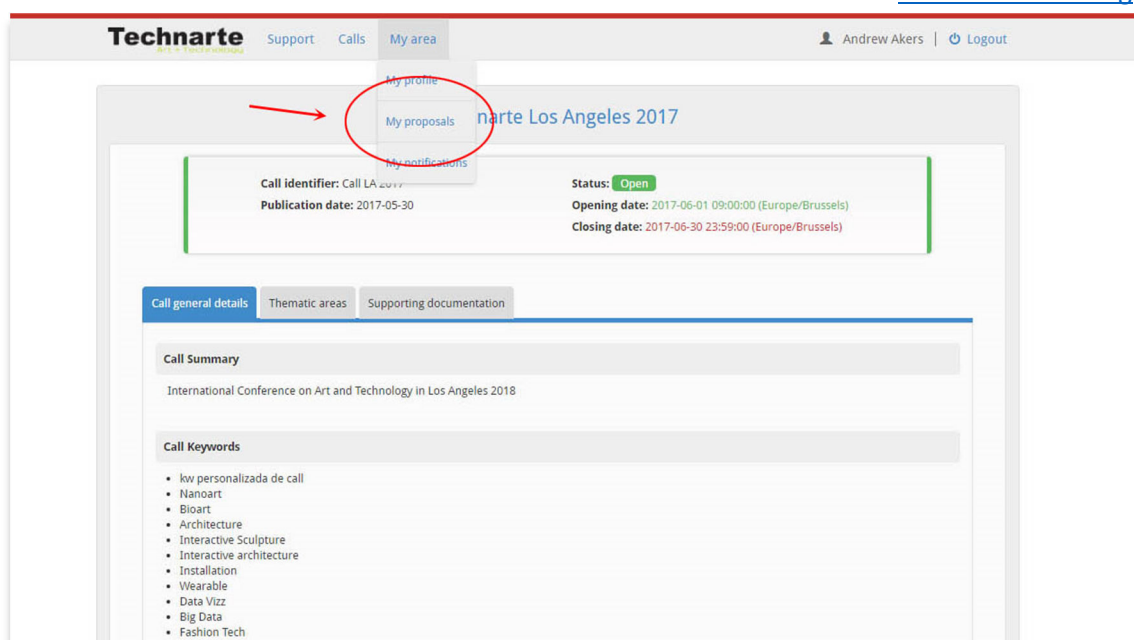
After uploading the files, click on “Submission” field at the left menu. Then click on the “Submit” button to submit your proposal.



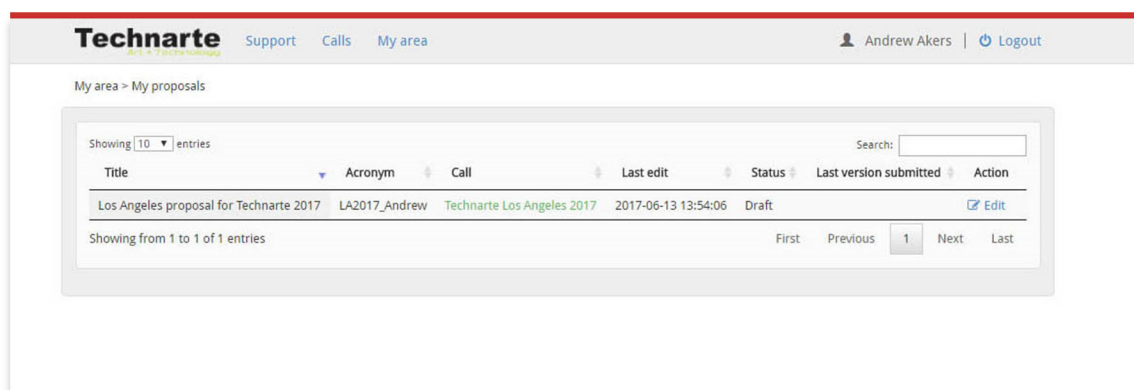
You can make changes in your proposal after submitting it, but always before the deadline date.

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

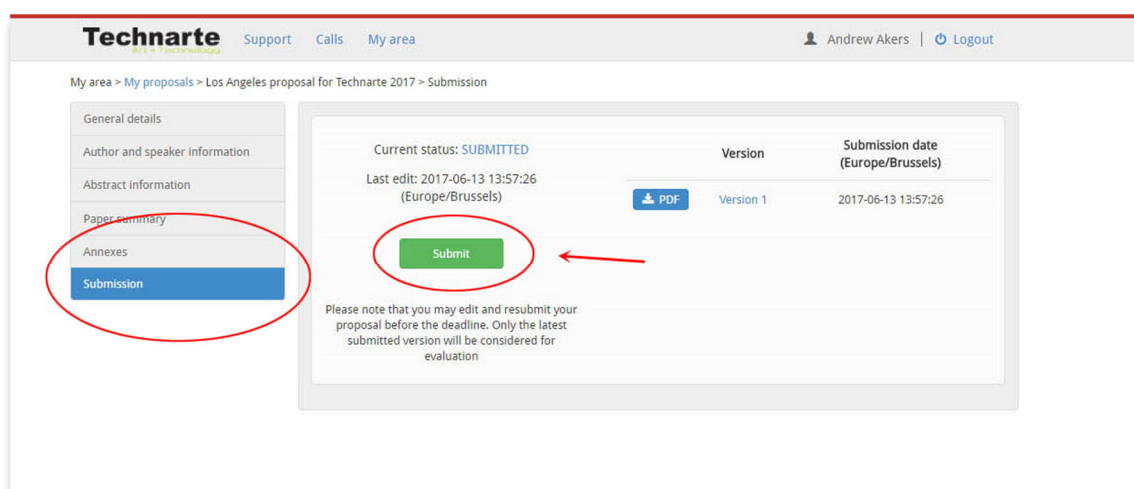
Whenever you want before the deadline date, you can log out from EMS Technarte and log in later again to resubmit the proposal with any change you consider.



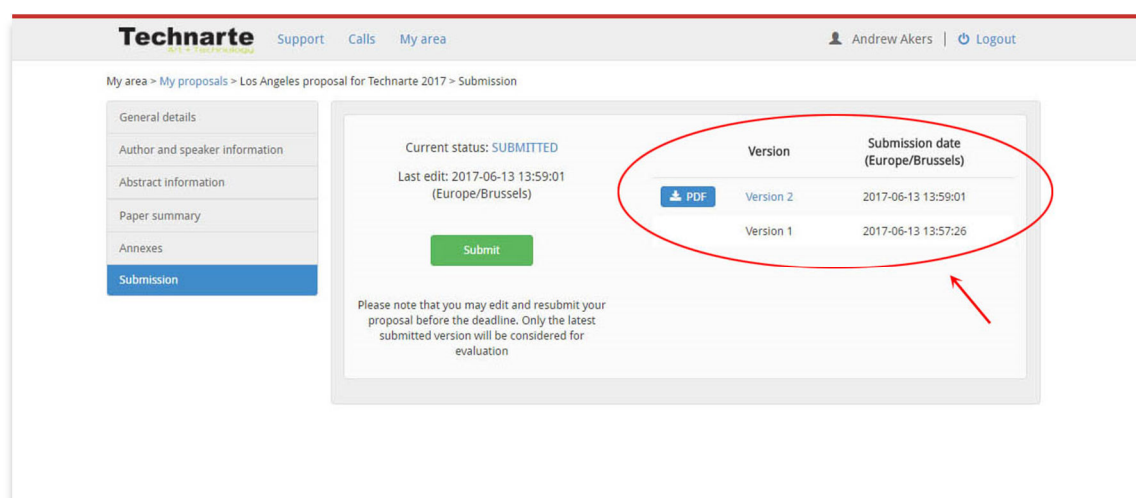
You have to select in the top menu "Mi area" > "My proposals" and then select the proposal in which you want to make changes.



After editing your proposal, go to the "Submission" section in the left menu, and click on "Submit" button again.



Once submitted the new version of the proposal, the different submitted versions and the submitted dates will appear.



The screenshot shows the Technarte website interface. The top navigation bar includes 'Support', 'Calls', and 'My area'. The user is logged in as 'Andrew Akers' with a 'Logout' link. The breadcrumb trail indicates the user is in 'My area > My proposals > Los Angeles proposal for Technarte 2017 > Submission'. On the left, a sidebar lists navigation options: 'General details', 'Author and speaker information', 'Abstract information', 'Paper summary', 'Annexes', and 'Submission' (which is highlighted). The main content area shows the 'Current status: SUBMITTED' and 'Last edit: 2017-06-13 13:59:01 (Europe/Brussels)'. A green 'Submit' button is visible. A table displays the submitted versions, with a red circle highlighting the 'Version' and 'Submission date' columns. A red arrow points to the 'Version 2' row. Below the table, a note states: 'Please note that you may edit and resubmit your proposal before the deadline. Only the latest submitted version will be considered for evaluation'.

Version	Submission date (Europe/Brussels)
Version 2	2017-06-13 13:59:01
Version 1	2017-06-13 13:57:26

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.