Technarte

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REGISTRATION GUIDE FOR TECHNARTE CALLS

V1.0

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1. INTRODUCTION

Technarte launches different calls every year related to the International Conference on Art and Technology, artistic residences or temporal exhibitions. In order to manage the submitted proposals efficiently, 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.
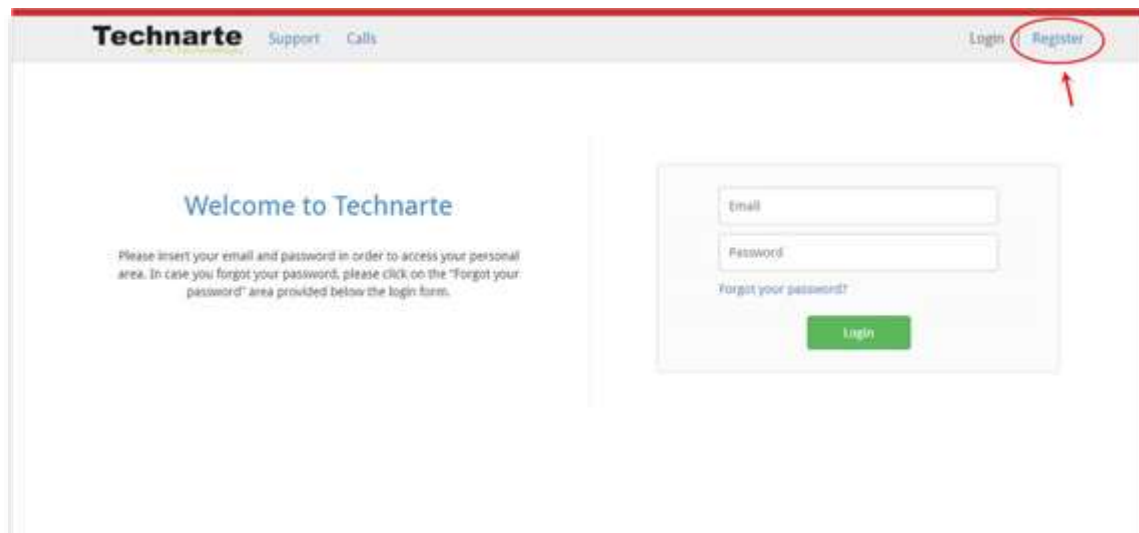
This is a short guide for applicants for the different calls. In this guide, you will learn how to fill correctly the different forms and to submit with success any proposal to Technarte calls.

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 name and password. You can use your personal account for any call launched by Technarte.

Introduce the general proposer registration info and click on the "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.   PAPER SUBMISSION

After confirming your subscription, you will see any open Technarte call at the EMS submission platform.

Click on the call that you are interested in applying. The general information of the selected call will be shown, such as the call publication date and de deadline for submissions. You can see also the thematic areas, call keywords or supporting documentation if available.
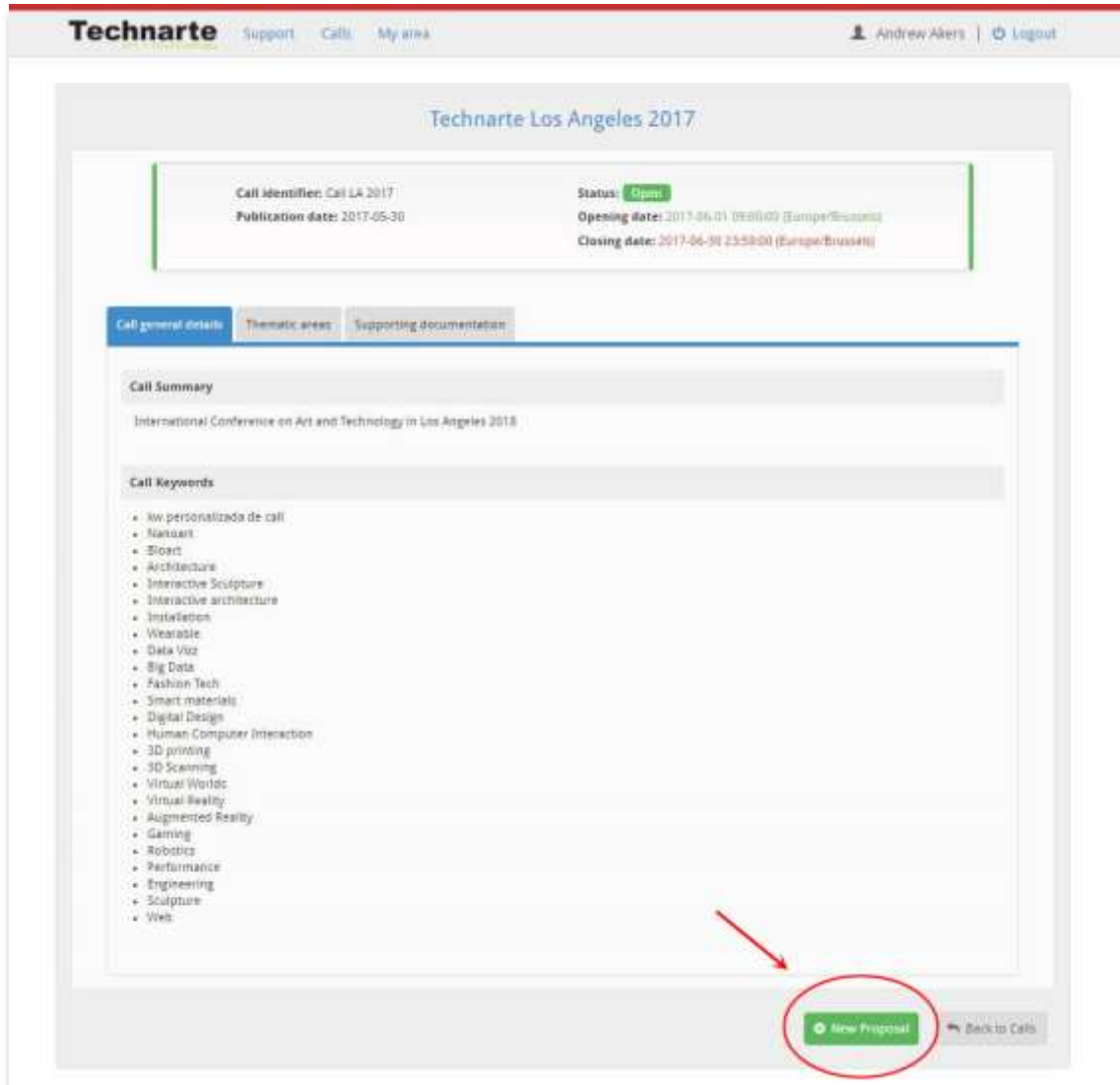
Click on "New proposal" to begin to introduce the information related to the selected call.

Fill in the general details for the proposal. Select the thematic area, topics and at least 3 different keywords related to your proposal. You may introduce additional keywords in the text area below.

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

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

After saving the general details, you will be able to introduce more specific information on your paper. At the left hand side of the screen the different sections will appear and you should fill in, from the top to the bottom, the different information requested in the forms.

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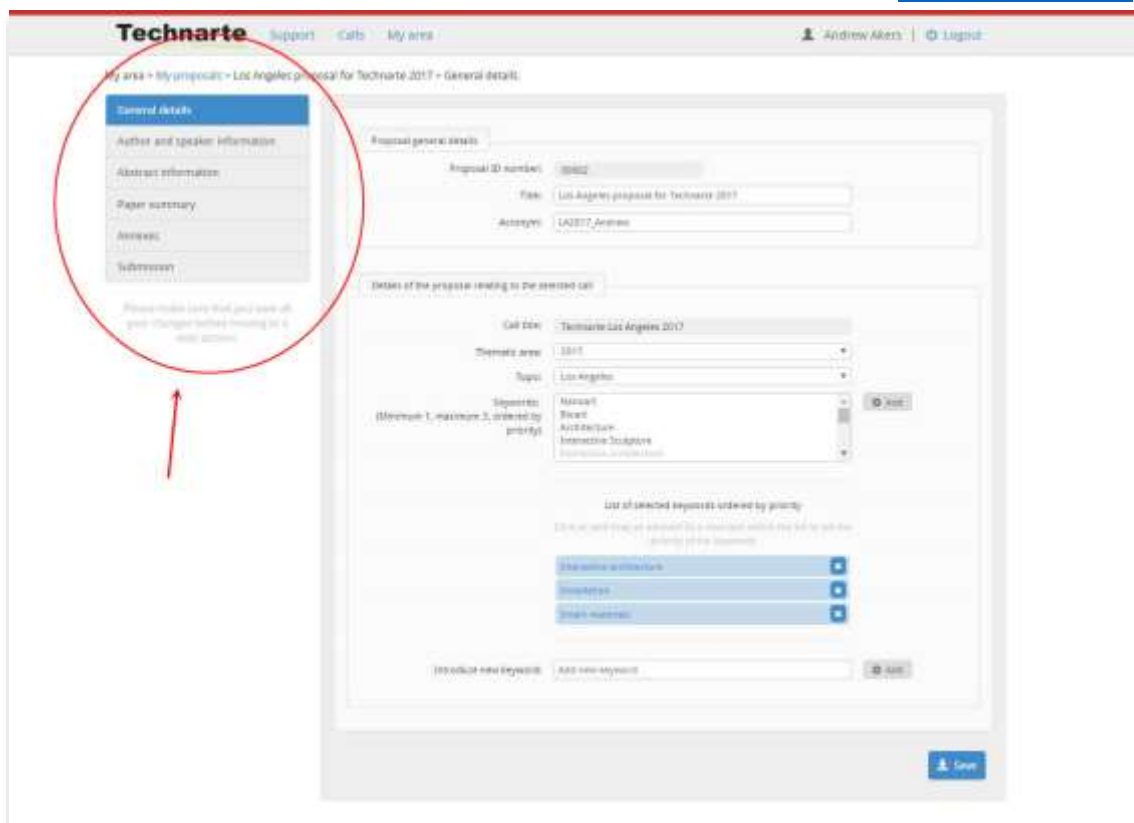
Click on the first section, "Author and speaker information" and fill in the requested data.

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.

Once again, remember to click on the "Save" button to save the information.

Finally, click on "Paper summary" to introduce the last part of the call, where detailed information about your abstract need to be introduced. Remember that in this EMS Technarte you do not have to send us a final version of your presentation. You have to send us the abstract of the paper that you will present at the Conference if you are eventurally selected.

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After introducing all the general, personal and abstract information, you have to attach any requested annexes or files such as a personal photo and a video file.
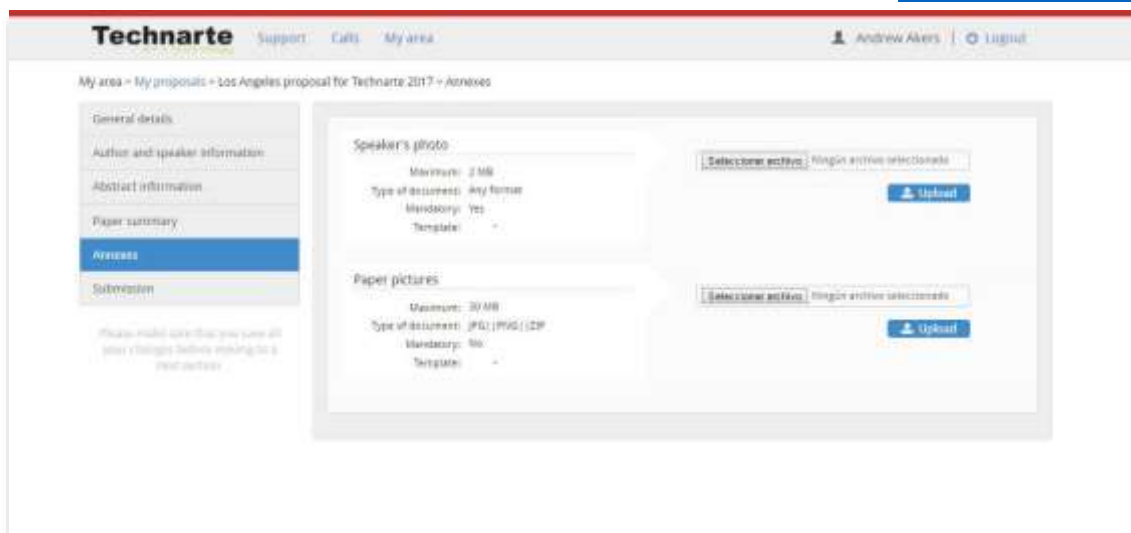
After uploading the files, click on "Submission" field at the left menu. Then click on the "Submit" button to submit your proposal.
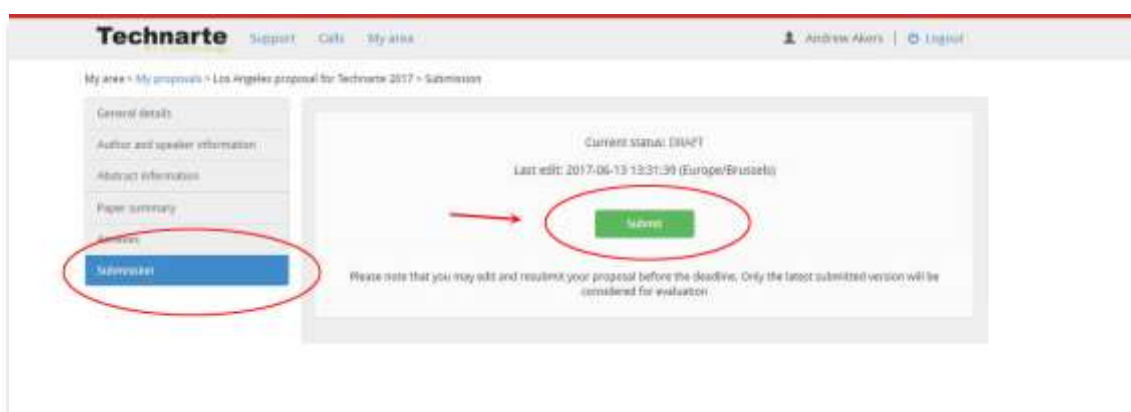

You can make changes in your proposal after submitting it, but always before the deadline date.

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. Please note that no changes may be performed and no proposal may be sent once the call is closed. If the proposal was not submitted on time, the organization will not consider any data saved as "draft".
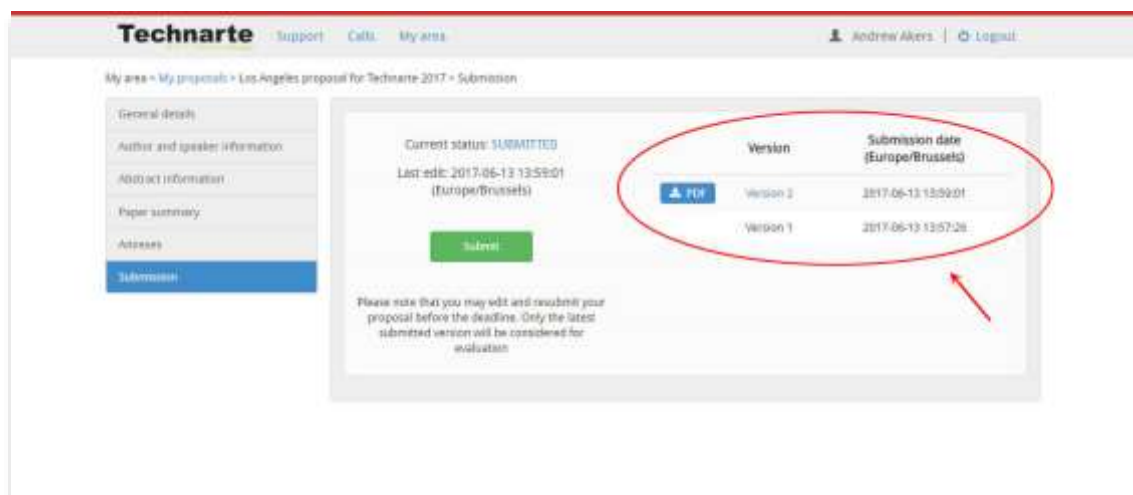
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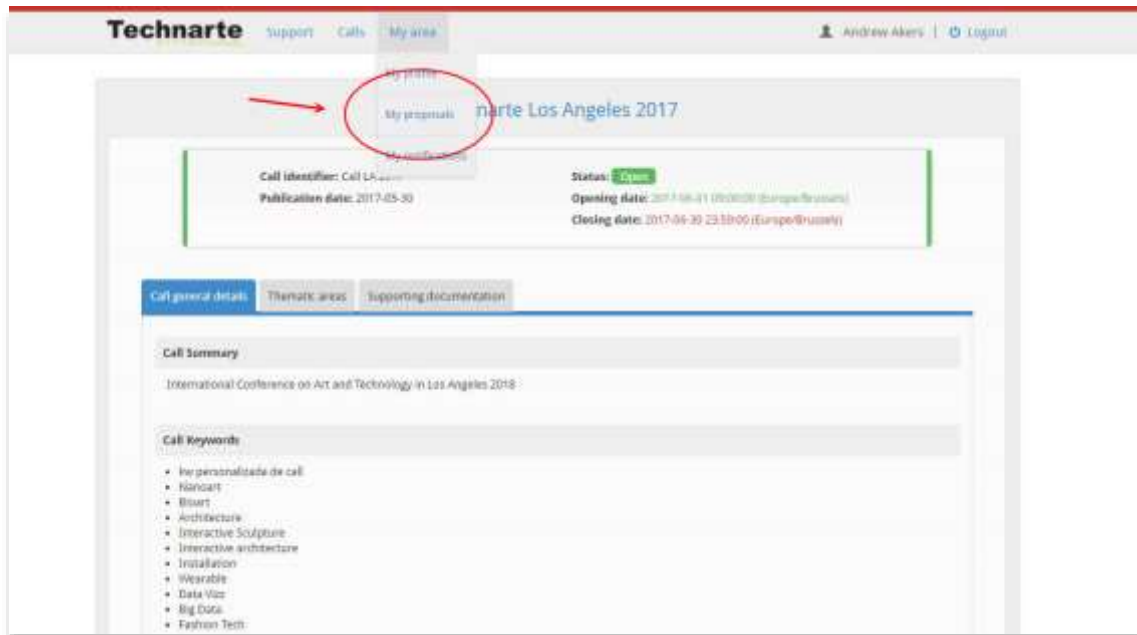
You have to select in the top menu "Mi area" > "My proposals" and then select the proposal in which you want to make changes.
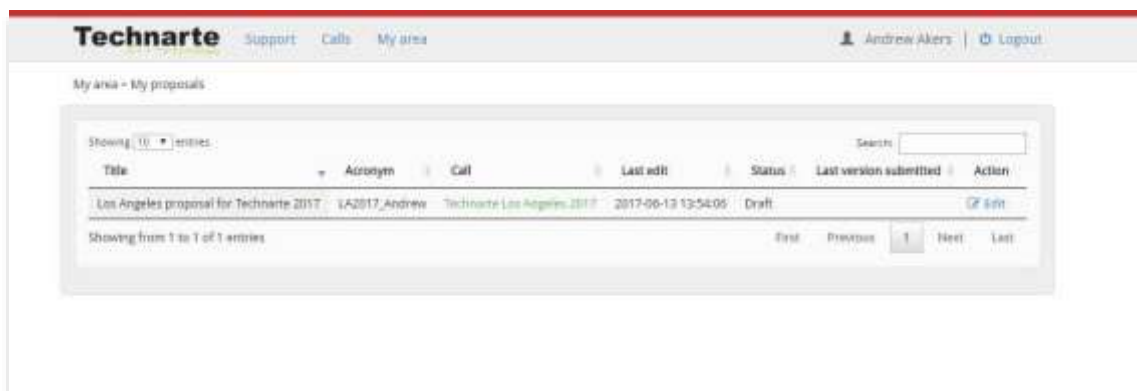
After editing your proposal, go to the "Submission" section in the left menu, and click on "Submit" button again.
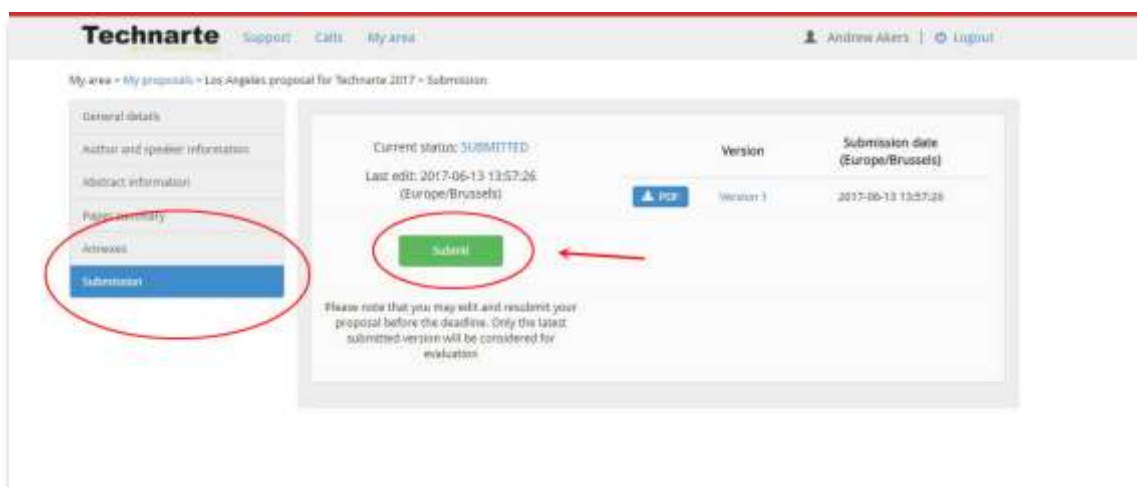
Once submitted the new version of the proposal, the different submitted versions and the submitted dates will appear.

You can also create a pdf document including all the introduced data clicking on the "pdf" button.

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