

Technarte

REGISTRATION GUIDE FOR TECHNARTE CALLS

V1.0

1. INTRODUCTION

Technarte launches different calls every year related to the International Conference on Art and Technology, artistic residences, exhibitions and art installations. In order to manage efficiently the submitted proposals, we have developed the Evaluation Management System (EMS), which will help the organization expedite the evaluation process of the calls and manage them more efficiently.

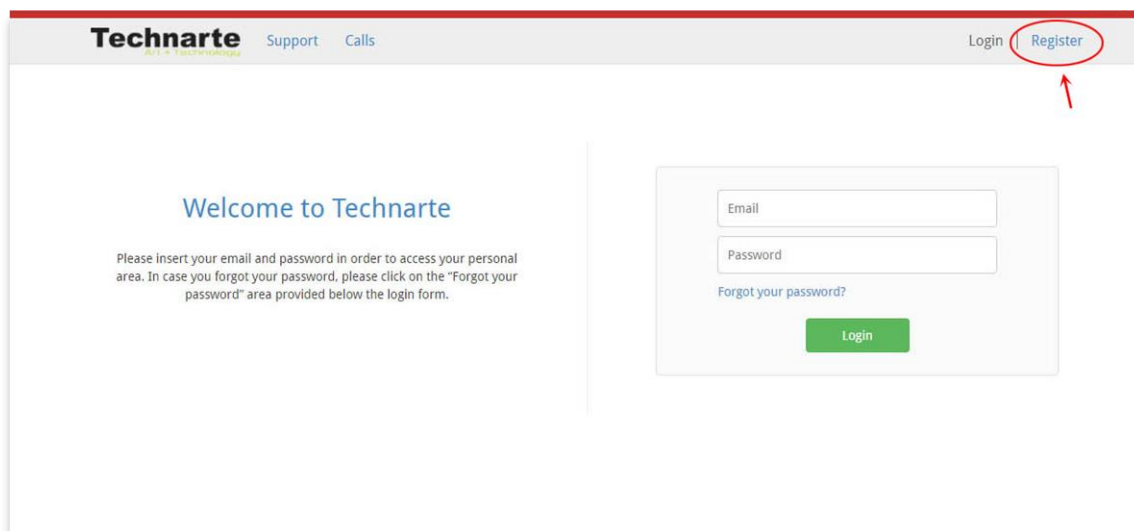
This is a short guide for applicants to the different calls. In this guide, you will learn how to fill out correctly the different forms and to successfully submit a proposal to the Technarte EMS.

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

2. INTERNATIONAL CONFERENCE ON ART AND TECHNOLOGY

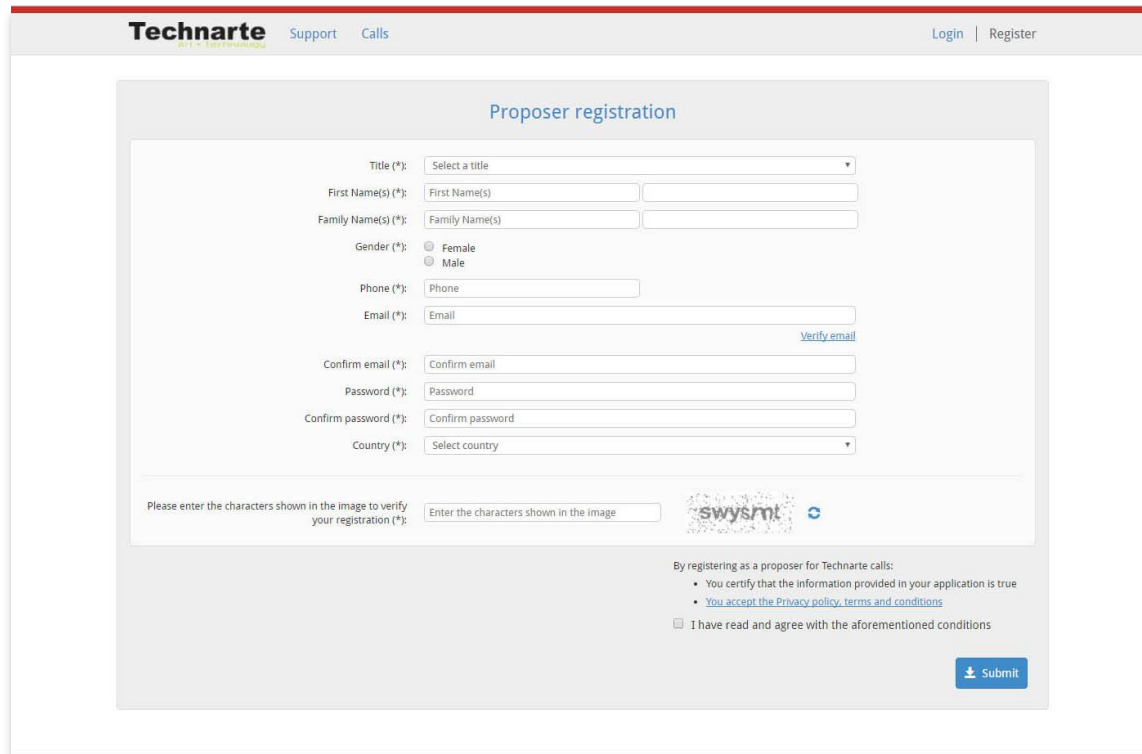
2.1. REGISTRATION

Go to the main page of EMS Technarte at <https://calls.technarte.org> and create your personal account. If you already have an EMS Technarte account, introduce your user name and password. You may 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 with an arrow pointing to it. Below the navigation bar, the main content area features a 'Welcome to Technarte' heading and a login form. The login form includes fields for 'Email' and 'Password', a 'Forgot your password?' link, and a green 'Login' button. The text below the heading reads: 'Please insert your email and password in order to access your personal area. In case you forgot your password, please click on the "Forgot your password" area provided below the login form.'

Then, introduce the general proposer registration information and click on the “Submit” button.



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

- Title (*): Select a title (dropdown menu)
- First Name(s) (*): First Name(s) (text input)
- Family Name(s) (*): Family Name(s) (text input)
- Gender (*): Female, Male
- Phone (*): Phone (text input)
- Email (*): Email (text input) with a [Verify email](#) link
- Confirm email (*): Confirm email (text input)
- Password (*): Password (text input)
- Confirm password (*): Confirm password (text input)
- Country (*): Select country (dropdown menu)

Below the form, there is a CAPTCHA section: 'Please enter the characters shown in the image to verify your registration (*):' with a text input field and a 'swysmi' image.

At the bottom right, there is a 'Submit' button. Above it, the following text and conditions are displayed:

By registering as a proposer for Technarte calls:

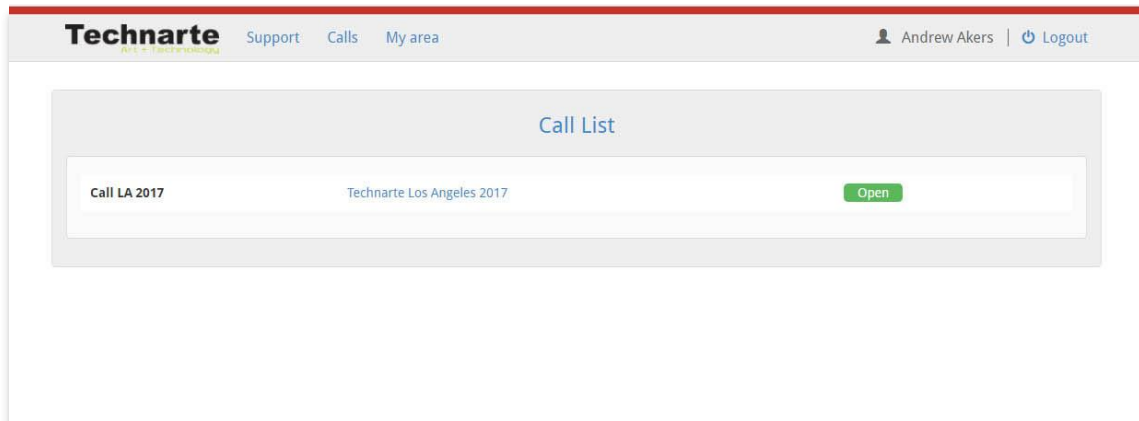
- You certify that the information provided in your application is true
- You accept the [Privacy policy, terms and conditions](#)

I have read and agree with the aforementioned conditions

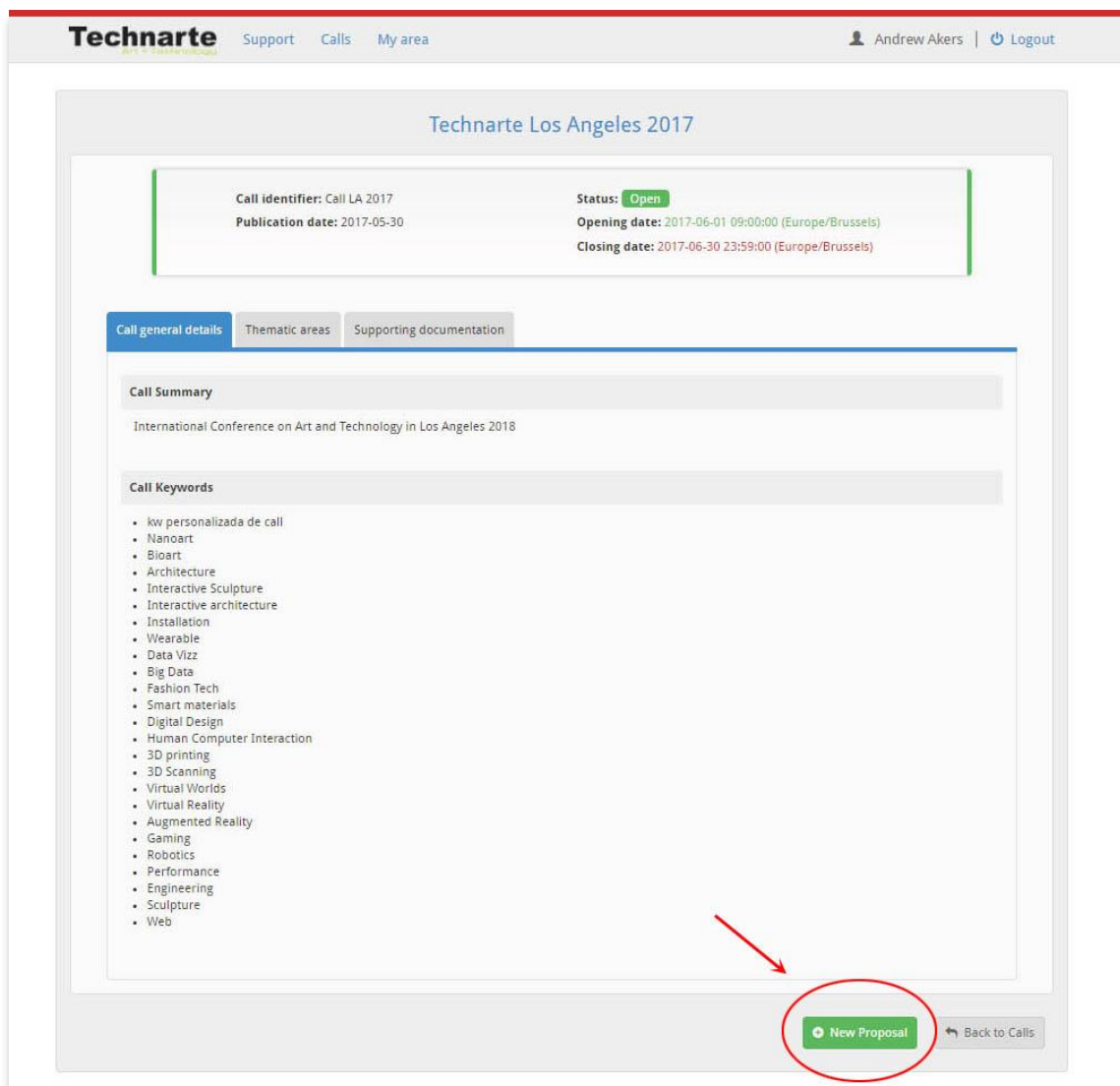
You will receive an email in order to confirm your subscription. Please follow the instructions detailed in the email to confirm your account.

2.2. CALL SUBMISSION

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



Click on the call in which you are interested in applying. The general information of the selected call will be shown. The call publication date and the deadline for submissions are detailed here. You can also see 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 can introduce and add more keywords in the text area below.

The screenshot shows the 'General details' form in the Technarte system. The form is titled 'Proposal general details' and contains the following fields and sections:

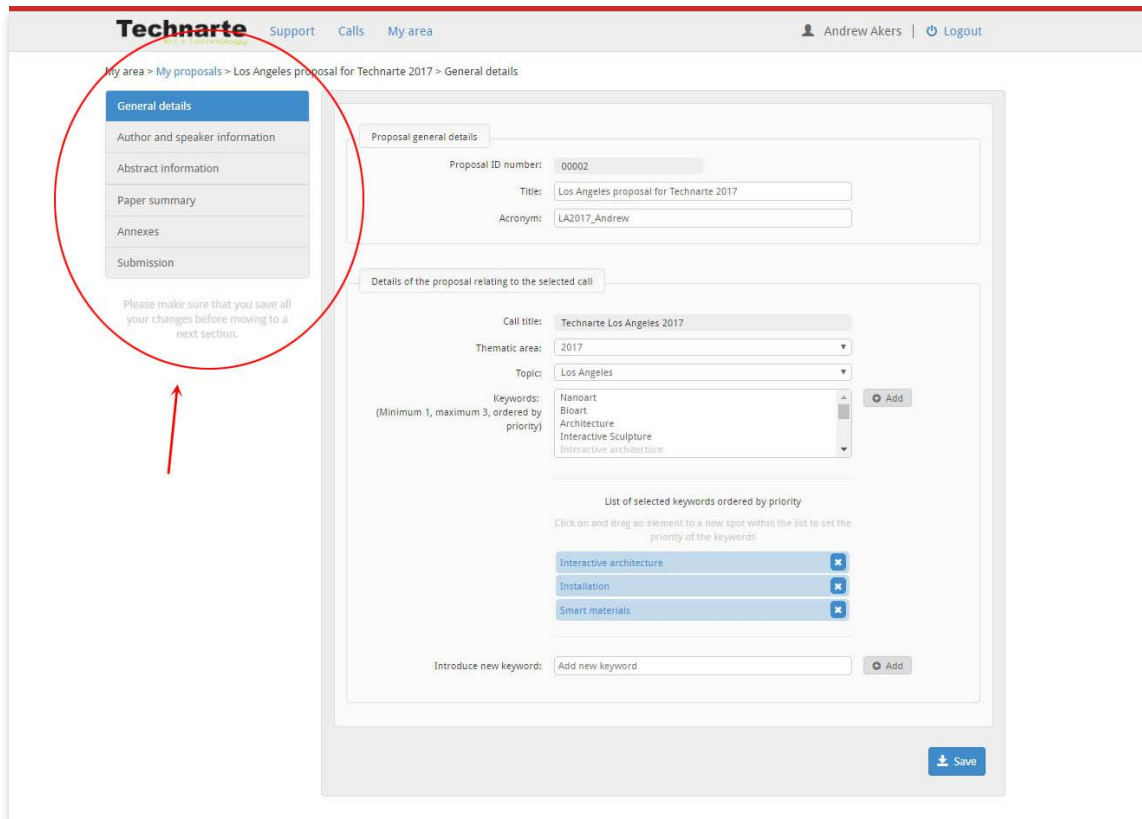
- Proposal general details:**
 - Title:
 - Acronym:
- Details of the proposal relating to the selected call:**
 - Call title:
 - Thematic area:
 - Topic:
 - Keywords: (Minimum 1, maximum 3, ordered by priority)
 - List of selected keywords ordered by priority:
 - Interactive architecture
 - Installation
 - Smart materials
 - Introduce new keyword:

A red circle highlights the 'Save' button at the bottom right of the form, with a red arrow pointing to it.

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

Note: *It is 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 add more detailed information to the call. At the left side of the screen the different sections will appear and you should complete, from top to bottom, the different information requested in the forms.



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 menu at the left and introduce the requested data.

Once again remember to click on the “Save” button to save the information.

Finally, click on “Paper summary” to fill out the last part of the call, which requires some detailed information about your abstract. Remember that in this EMS Technarte you do not need 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 > 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 job title (Left 100 / Max. 100 characters)

* Speaker's email

Web (Left 100 / Max. 100 characters)

Contact person (if not the artist) (Left 100 / Max. 100 characters)

Contact person email (Left 100 / Max. 100 characters)

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)

Results (Left 300 / Max. 300 characters)

References (Left 300 / Max. 300 characters)

Exhibition proposal (if possible) (Left 300 / Max. 300 characters)

Save

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.

Fields marked with * are mandatory for submission

* Introduction (Left 300 / Max. 300 characters)

Introduction

* Inspiration (Left 300 / Max. 300 characters)

Inspiration

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

Innovation and technology

* Full description (Left 1000 / Max. 1000 characters)

Full description

Future evolution (Left 300 / Max. 300 characters)

Future evolution

Conclusions (Left 300 / Max. 300 characters)

Conclusions

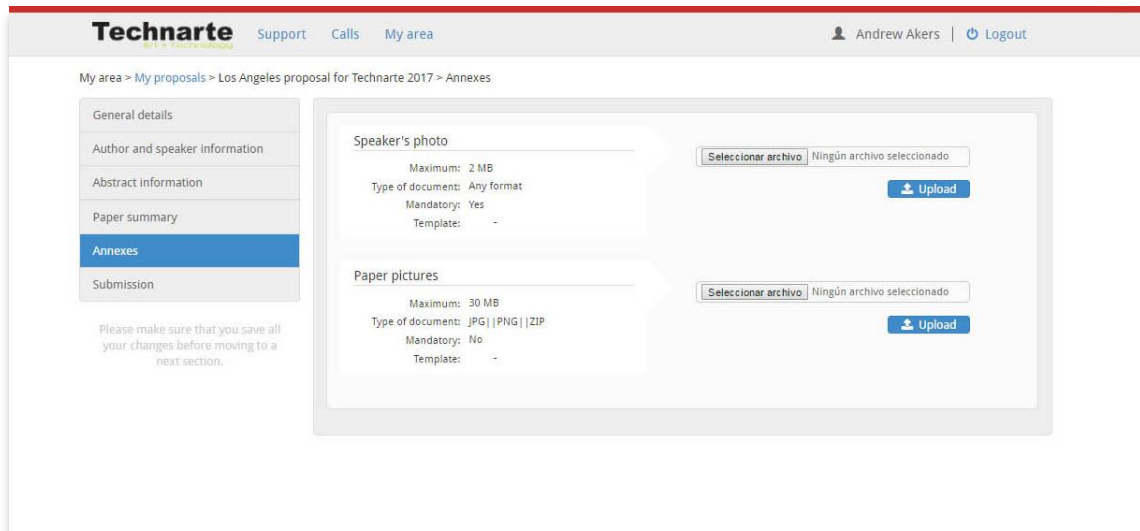
Link to multimedia references (Left 100 / Max. 100 characters)

Link to multimedia references

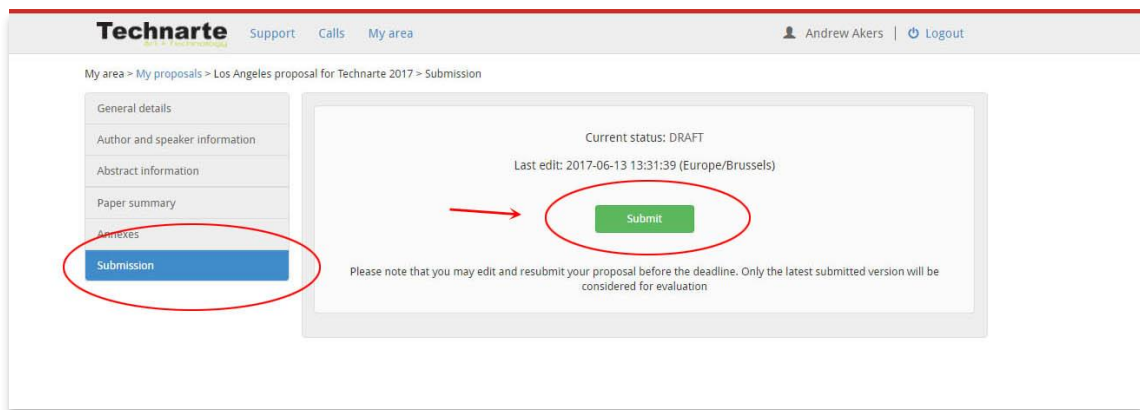
[Save](#)

After introducing all the general, personal and abstract information, you have to attach any requested annex or file such as a photo, for instance.

Note: Multimedia material related to your proposal need to be sent via cloud, ftp, shared server or similar method, such as Wetransfer, Dropbox or Google Drive. You have to detail the url of the uploaded files in the field "link to multimedia references" that you may find at the "Paper summary" form.



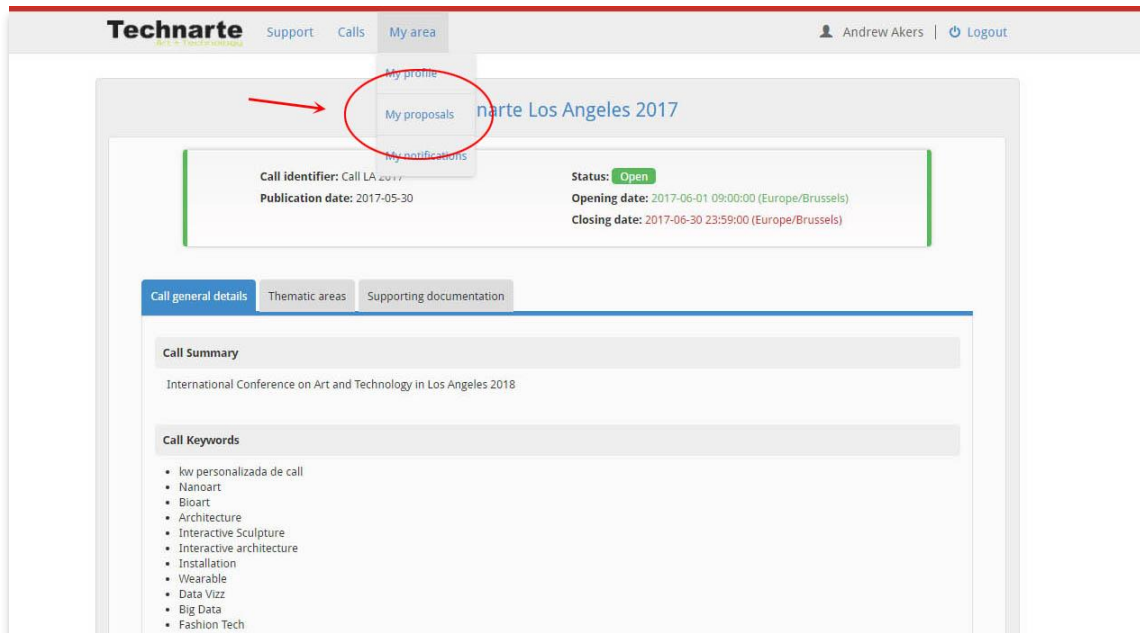
After uploading the files, click on the “Submission” field at the left menu. Then click on the “Submit” button to submit your proposal.



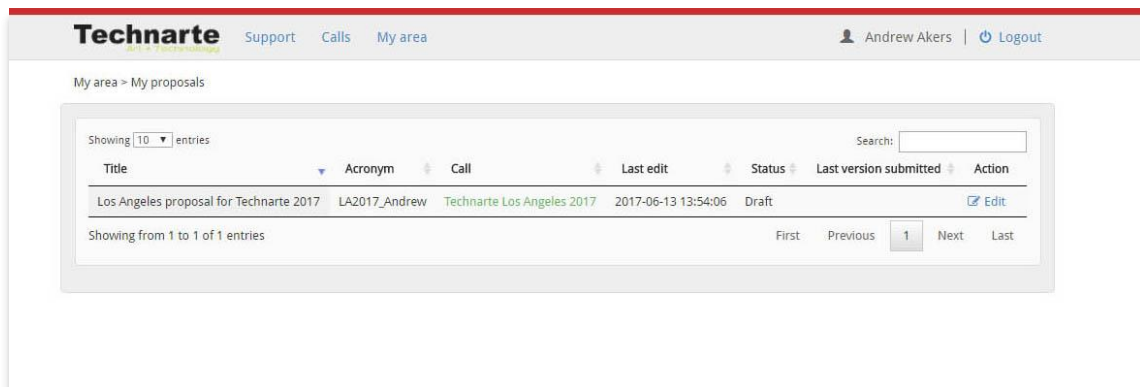
You can apply changes to your proposal after submitting it, but always before the deadline date.

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

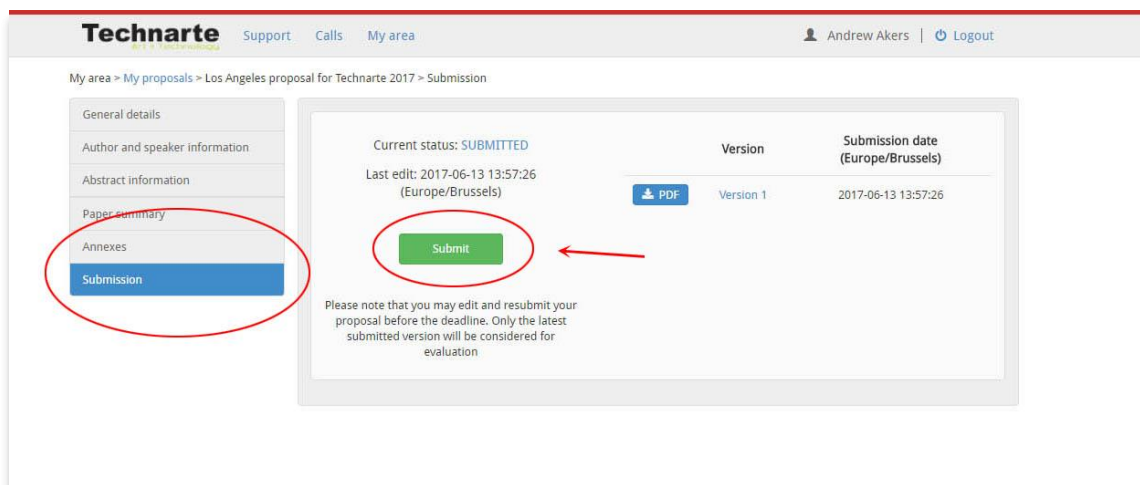
You may log in and log out from EMS Technarte as many times as you wish, as well as edit or resubmit your proposal, but only before the deadline date.



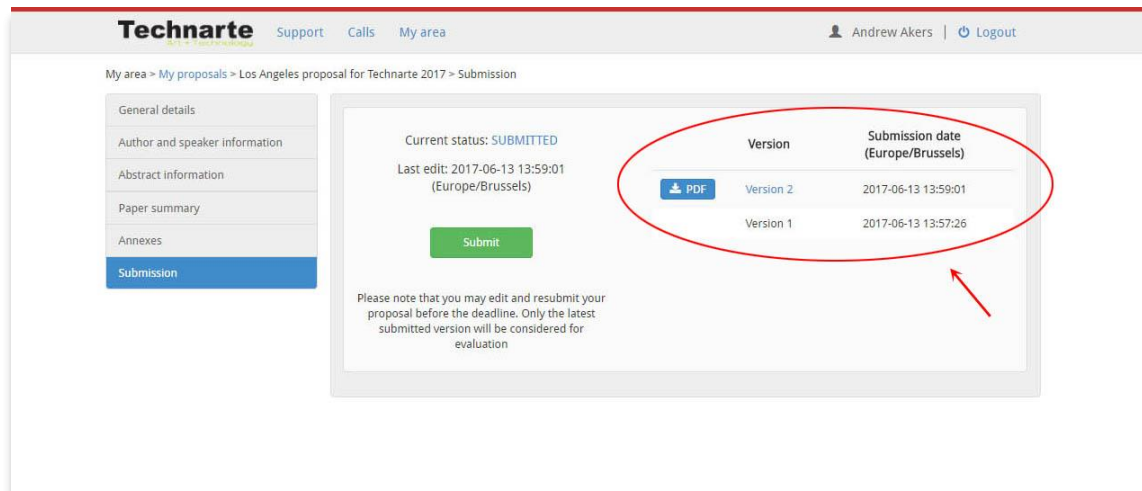
For this, you need to proceed to “My area” > “My proposals” at the top menu and then select the proposal in which you want to make changes.



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 submission interface. The current status is SUBMITTED. The last edit was on 2017-06-13 13:59:01 (Europe/Brussels). A table lists the submitted versions:

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

A red circle highlights the table, and a red arrow points to the 'Version 2' row. A 'Submit' button is visible below the table. A note at the bottom states: 'Please note that you may edit and resubmit your proposal before the deadline. Only the latest submitted version will be considered for evaluation.'

You can also create a pdf with the introduced data by clicking on the “pdf” button.

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