**SUBMISSION PROCEDURE GUIDE**

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## 1. Login

1. To submit your proposal, creating an account on the proposal submission system is necessary. Please click on New User to proceed.
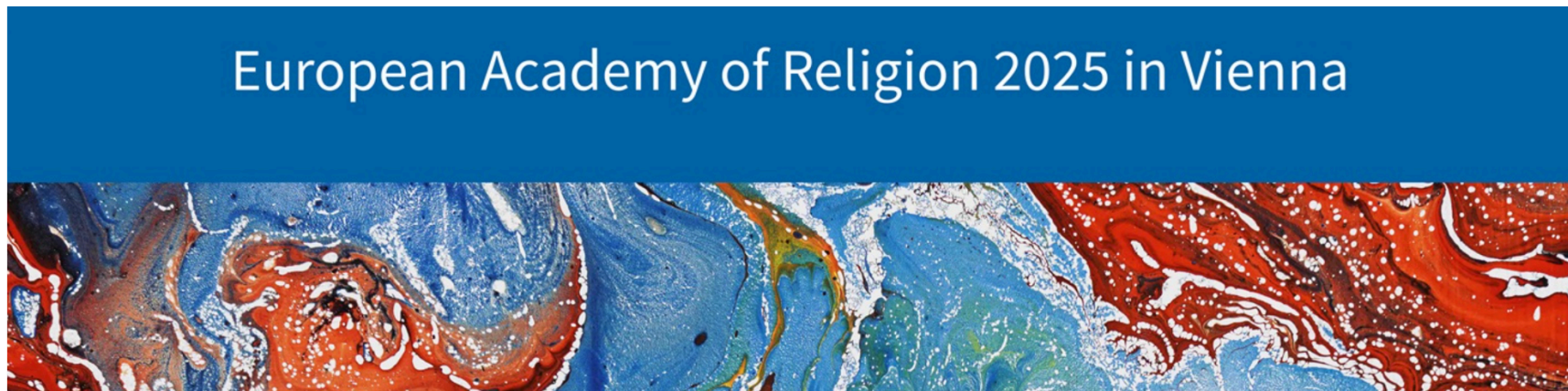


### European Academy of Religion 2025 in Vienna

**Eighth Annual Conference European Academy of Religion - Religion and Socio-Cultural Transformation: European Perspectives and Beyond**

Welcome to the online Panel proposal submission of the Eight Annual Conference of the European Academy of Religion, which will take place in Vienna from the 8th until the 12th of July 2025.

To submit your abstract, you must create an account on this platform.
Submission deadline: **December 15th, 2024**

Login | New User | Forgot password

Username

Password:

Login

2. Fill in all the fields with your personal information, ensuring the email is correct. Once you're done, authorize the privacy policy and click "Request password".



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Login   New User   Forgot password

Please insert your name and surname (i.e. "Rossi Maria") and your e-mail address (please make sure your email is correct) and you will immediately receive an email with your account credentials.
If you previously requested a password but you forgot it, request a new password by clicking on the "Forgot password" menu.

| Name * | Family name * | Country * |
| Maria | Rossi | Italy |

| E-mail * | Phone / Mobile * |
| ████████@gmail.com | ████████ |

**Privacy**

Declaration pursuant privacy law 679/2016 - Law on the protection of personally identifiable information. , in its capacity as holder of the records, informs you that data voluntarily submitted, through forms or e-mail, shall be handled in conformity to legislative decree 196/2003 with automated or manual means by , as well as by other subjects that the former may appoint to achieve the objectives of the Congress, organised by . Such information will not be disclosed. The holder of the information handled is: . In order to exercise the rights provided for by article 7 of legislative decree 196/2003 (accessing, correcting, cancelling, refusing information handling, etc.), contact  ,

☑ Authorization privacy law 679/2016

Request Password ✎

3. Your username and password will appear in a green box, and you will also receive them via email. Copy your newly received credentials in the Username and Password fields and Login to the Panel Submission area.
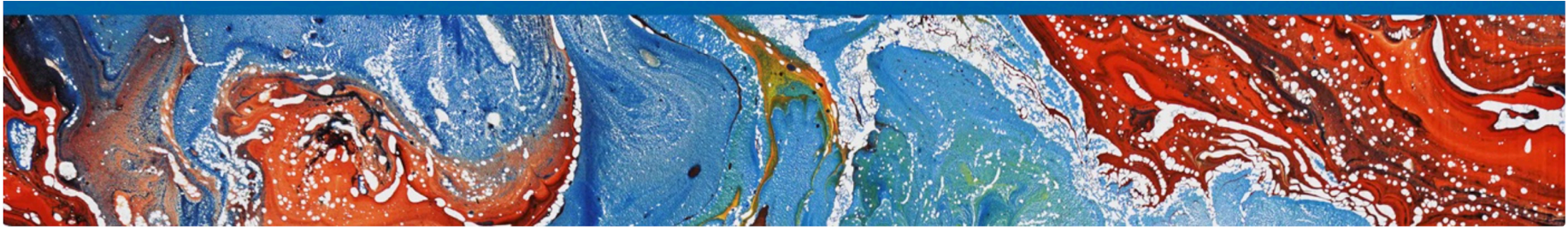


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Login    New User    Forgot password

Registration completed, you will soon receive an email with your submission account.
**username:** ████████@gmail.com
**password:** ████████

Username
████████@gmail.com

Password:
••••••••

Login ➜

**2. Panel Submission**

**2.1 Open panel/Closed panel**

1. To add a new Open Panel proposal, click on the "Add Open Panel" button in red. If you want to add a Closed Panel proposal, click "Add Closed Panel".



European Academy of Religion 2025 in Vienna

Click on this link to download the Submission Procedure Guide link to insert

It is possible to create a draft of the proposal and finalize it at a later time by logging in to this portal with your credentials. Please note that your panel proposal will not be submitted unless you click on the "Send panel" button on this portal.

We kindly ask you to proofread abstracts carefully by clicking on the "Preview" button ( 👁 ) to avoid errors before they are submitted. No changes can be accepted after submission.

Submission deadline: **December 15th, 2024.**

Please note that it is your responsibility to click **Send** on the proposals (once they are complete) before the deadline, and later submissions won't be possible. After sending your proposal, you will receive a confirmation email.
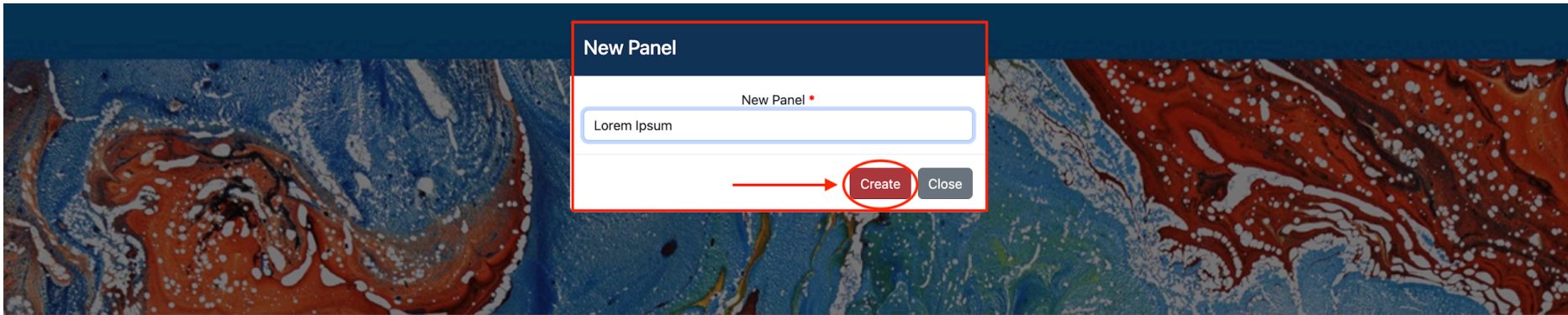
| Add Open Panel | Add Closed Panel | Add Author Meets Critique |

⚠ **Click on ➕ to add paper to panel.** ⚠

Please note that the papers will appear on the program maintaining insertion order.

| Action | Document | | Status |

2. A pop-up will appear. Write the title of your panel, and click "Create".

2. Fill in the blanks with the requested information. The fields marked with a red star are mandatory[1]. The system only supports 20min sessions, so we suggest copying texts from a saved document to avoid losing the information. It is always possible to save a draft and finalize the proposal later by logging in with your credentials.

### Eighth Annual Conference European Academy of Religion - Religion and Socio-Cultural Transformation: European Perspectives and Beyond

You have 20 minutes to complete the submission or save a draft of your abstract for further modifications. It is recommended to copy and paste all the information from a saved document to avoid losing the information.

### Open Panel

Title  (239 characters left)  *
LOREM IPSUM

Panel abstract  (265 characters left)  *
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum, quia dolor sit, amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt, ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit, qui in ea voluptate velit esse, quam nihil molestiae consequatur, vel illum, qui dolorem eum fugiat, quo voluptas nulla pariatur? [33] At vero eos et accusamus et iusto odio dignissimos ducimus, qui blanditiis praesentium voluptatum deleniti atque corrupti, quos dolores et quas molestias excepturi sint, obcaecati cupiditate non provident, similique sunt in culpa, qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio, cumque nihil impedit, quo minus id, quod maxime placeat, facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet, ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.

Subject areas 1  *
Art

Subject areas 2
-

Subject areas 3
-

Number of hours  *
2

Number of Accepted papers  *
2

### NOTES

Here you may write scheduling requests (e.g. "We want to present on Wednesday") or any other information that should be transmitted to the Organizing Institution. This information will not appear online.

Notes

---

[1] Only open panels must indicate the number of papers from other scholars that will be accepted by the panel proponent.

4. To add the panel proponent, click on the red button "Add proponent"[2].



## NOTES

Here you may write scheduling requests (e.g. "We want to present on Wednesday") or any other information that should be transmitted to the Organizing Institution. This information will not appear online.

Notes

## Proponent (this person will also be the reviewer of the paper proposals)

| Proponent | Affiliation |
| --- | --- |

Add proponent +

## Chair

| Chair | Affiliation |
| --- | --- |

Add Chair +

## Upload Attachment
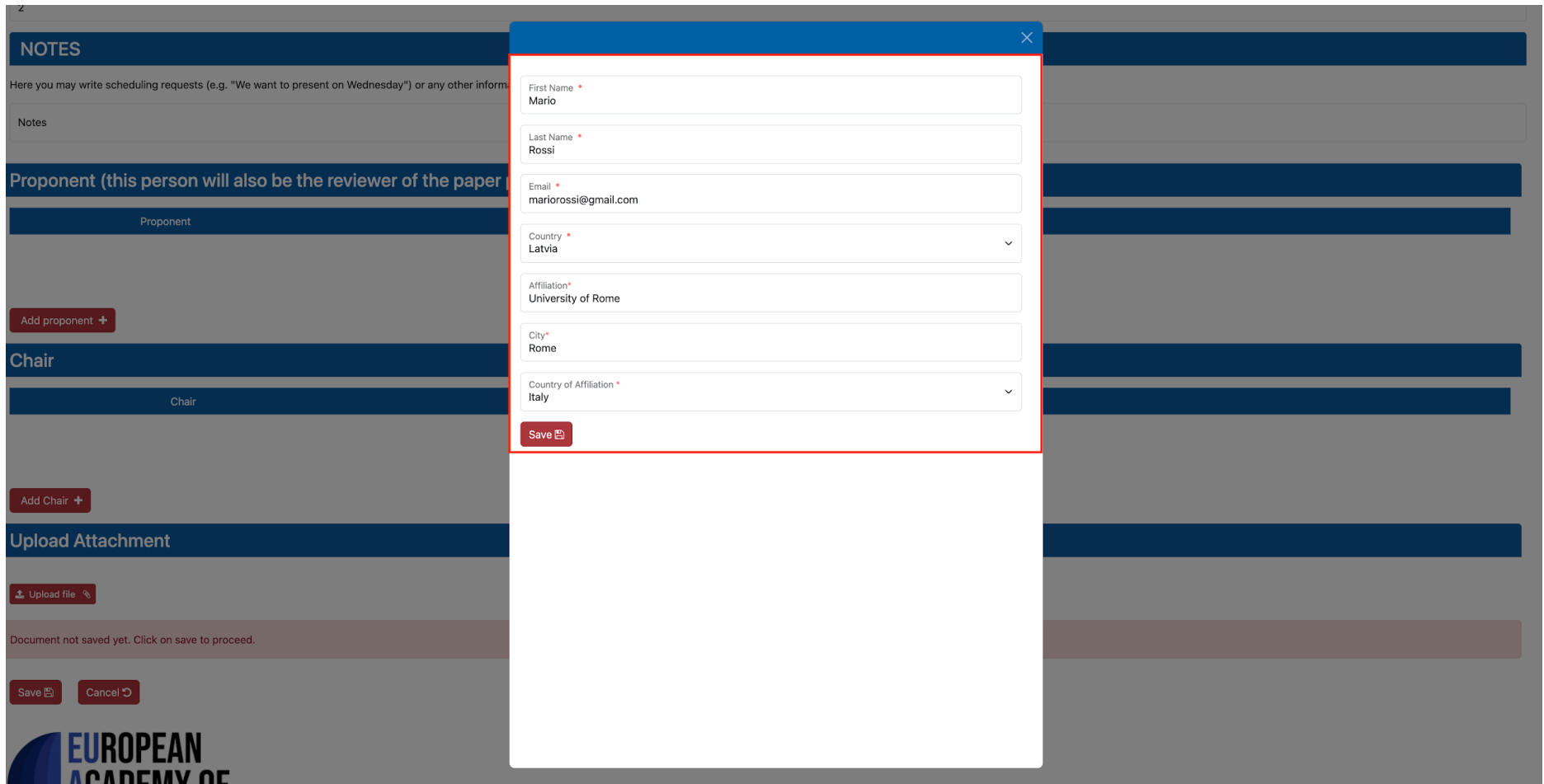
⬆ Upload file 🔗

Document not saved yet. Click on save to proceed.

Save 🖫    Cancel ↺

---

[2] Open panel proponents will also be the reviewers of the paper proposals that will be later submitted during the Call for papers.

3. A pop-up will appear. Fill in the blanks with the proponent's information and then click on Save.

7. To add a chair to your panel, click on the red button "Add Chair"[3].

### NOTES

Here you may write scheduling requests (e.g. "We want to present on Wednesday") or any other information that should be transmitted to the Organizing Institution. This information will not appear online.

Notes

### Proponent (this person will also be the reviewer of the paper proposals)

| Proponent | Affiliation |
|---|---|

Add proponent ✚

### Chair

| Chair | Affiliation |
|---|---|

Add Chair ✚

### Upload Attachment

⬆ Upload file ✎
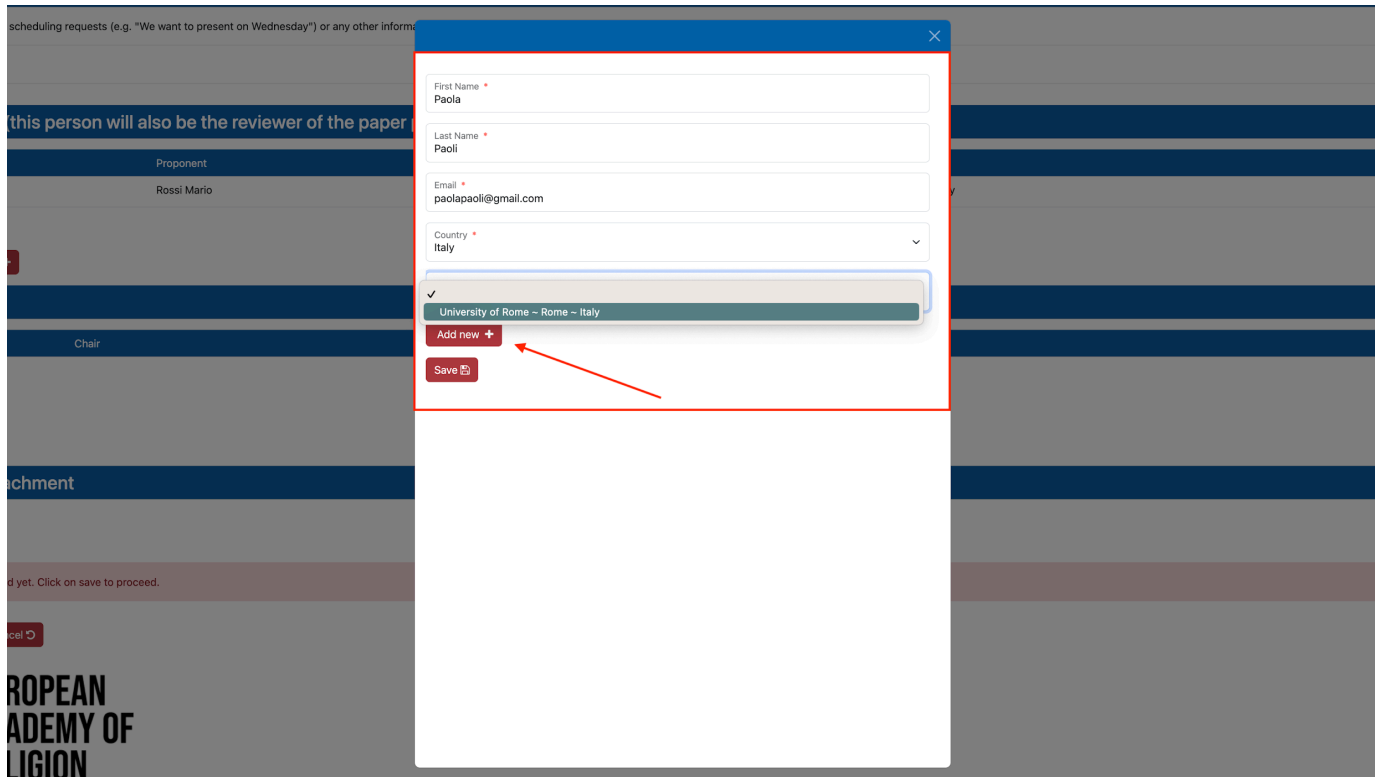
Document not saved yet. Click on save to proceed.

Save 💾    Cancel ↺

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[3] All panels must have at least one chair.

8. When filling in the chair information, if you've already added information regarding the proponent, and the chair and proponent share the same affiliation, you can select it from the drop-down menu. In case they don't have the same affiliation, click "Add new"[4].

---

[4] We encourage exchange between scholars from different institutions. Therefore, please make sure that not all participants (chair, proponent, speakers) have the same affiliation, or else proposal submission will be blocked by the system.

9. Once you're done, click "Save" to go back to the proposal submission page, where you will be able to add the papers' title and abstract.

Here you may write scheduling requests (e.g. "We want to present on Wednesday") or any other information that should be transmitted to the Organizing Institution. This information will not appear online.

Notes

**Proponent (this person will also be the reviewer of the paper proposals)**

| | Proponent | Affiliation |
|---|---|---|
| ✏️ 🗑️ | Rossi Mario | University of Rome ~ Rome ~ Italy |

Add proponent ➕

**Chair**

| | Chair | Affiliation |
|---|---|---|
| ✏️ 🗑️ | Paoli Paola | University of Rome ~ Rome ~ Italy |

Add Chair ➕

**Upload Attachment**

⬆️ Upload file 🔗

Document not saved yet. Click on save to proceed.

Save 💾    Cancel ↺

10. To add a paper to your panel, click the "+" symbol next to it.

| | | |
|---|---|---|
| Add Open Panel | Add Closed Panel | Add Author Meets Critique |

**Click on  +  to add paper to panel.**

| Action | Document | | Status |
|---|---|---|---|
| 👁 🗑 ✏ + | **LOREM IPSUM** | ✔ Send Panel | **Ready to send** |

Add Paper to Panel

Exit ↪

EUROPEAN

11. A pop-up will appear. Write the title of the paper, and click "Create".

12. Fill in the blanks with the requested information. The fields marked with a red star are mandatory.
        To add a speaker linked to this paper, click the red button "Add new speaker".

## Eighth Annual Conference European Academy of Religion - Religion and Socio-Cultural Transformation: European Perspectives and Beyond

You have 20 minutes to complete the submission or save a draft of your abstract for further modifications. It is recommended to copy and paste all the information from a saved document to avoid losing the information.

### Guidelines for submitting proposals

All the proposals may only be submitted online. Abstracts submitted via e-mail will not be considered.
The abstract **text** may not be longer than **2000 char.**

*PANEL : LOREM IPSUM*

### Abstract

Paper title  (221 characters left)  *
DE FINIBUS BONORUM ET MALORUM

Abstract text    (696 characters left)  *
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

### Speaker

Please enter the authors in the correct order, as this will be the order they will appear in all the published material. In case you wish to change the order, please use the arrow button next to the names of the respective authors.
Please note that these data will be used for any communication concerning this abstract.
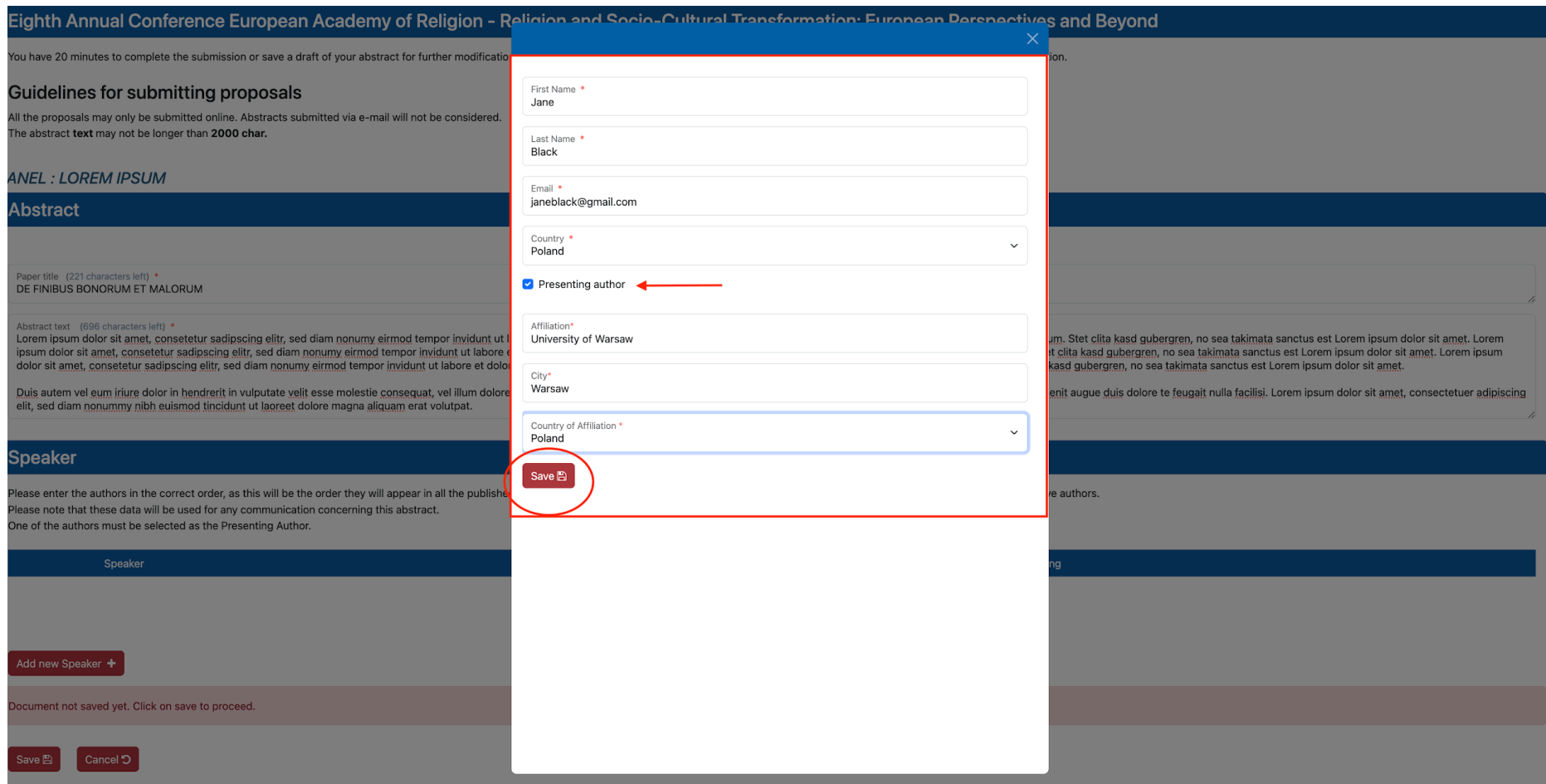One of the authors must be selected as the Presenting Author.

| Speaker | Affiliation | Presenting |
|---------|-------------|------------|

Add new Speaker +

Document not saved yet. Click on save to proceed.

Save  Cancel

15

13. Fill in the fields with the requested information, and select "Presenting author" if they will be presenting the paper during the conference. **All papers must have at least one presenting author selected**. Once you've added all the information, click "Save".

14. Once you've added at least two papers to your panel, you can have an overview of your proposal by clicking on the "Preview" button. When the proposal meets the requirements stated in the Call for Proposals, click on "Send Panel". Once the panel is sent, it won't be possible to edit its content later.
**Proposals will be evaluated by the Executive Committee and you will receive a notification of acceptance/rejection by December 31st, 2024.**



Click on this link to download the Submission Procedure Guide : link to insert
It is possible to create a draft of the proposal and finalize it at a later time by logging in to this portal with your credentials. Please note that **your panel proposal will not be submitted unless you click on the "Send panel" button** on this portal.
We kindly ask you to proofread abstracts carefully by clicking on the "Preview" button ( 👁 ) to avoid errors before they are submitted. **No changes of any kind will be accepted after submission.**

**Submission deadline: December 15th, 2024.**

EuARe does not take responsibility for abstracts that are not finalized and submitted by this deadline. Please ensure that your submission is complete and you have received the confirmation e-mail.

| Add Open Panel | Add Closed Panel | Add Author Meets Critique |
|---|---|---|

Click on  +  to add paper to panel.

| Action | Document | | Status |
|---|---|---|---|
| 👁 ✏ + | **LOREM IPSUM** | ✔ Send Panel | **Ready to send** |
| 👁 🗑 ✏ | DE FINIBUS BONORUM ET MALORUM<br>paper of: LOREM IPSUM | | Ready to send |
| 👁 🗑 ✏ | LOREM IPSUM DOLOR SIT AMET<br>paper of: LOREM IPSUM | | Ready to send |

Exit ⏻

## 2.2 Author Meets Critique

1. The procedure is similar to the Open/Closed panel submission. Click on "Add Author Meets Critique".



Click on this link to download the Submission Procedure Guide : link to insert

It is possible to create a draft of the proposal and finalize it at a later time by logging in to this portal with your credentials. Please note that **your panel proposal will not be submitted unless you click on the "Send panel" button** on this portal.

We kindly ask you to proofread abstracts carefully by clicking on the "Preview" button ( 👁 ) to avoid errors before they are submitted. **No changes of any kind will be accepted after submission.**

**Submission deadline: December 15th, 2024.**

EuARe does not take responsibility for abstracts that are not finalized and submitted by this deadline. Please ensure that your submission is complete and you have received the confirmation e-mail.
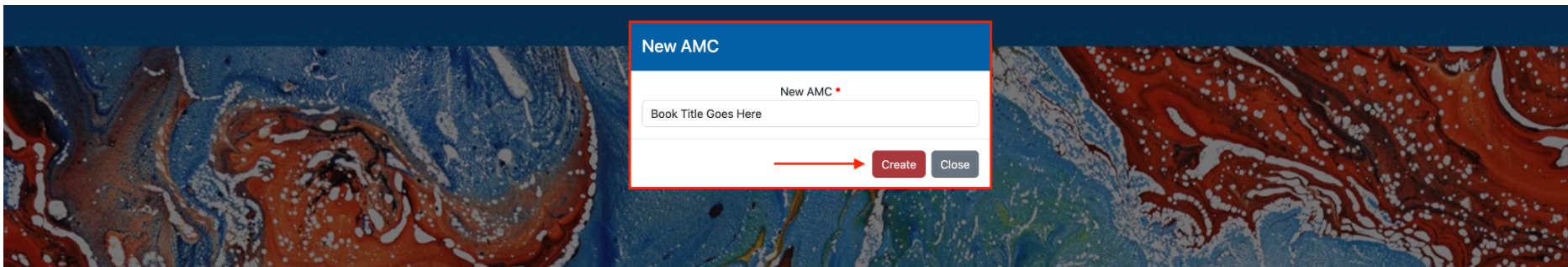
[Add Open Panel]        [Add Closed Panel]        [Add Author Meets Critique]

Click on  +  to add paper to panel.

2. Insert the title of the book presented

3. Fill in all the fields with the requested information. The fields marked with a red star are mandatory. The system only supports 20min sessions, so we suggest copying texts from a saved document to avoid losing the information. It is always possible to save a draft and finalize the proposal later by logging in with your credentials.

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You have 20 minutes to complete the submission or save a draft of your abstract for further modifications. It is recommended to copy and paste all the information from a saved document to avoid losing the information.

**Author Meets Critique**

Title   (230 characters left)  *
BOOK TITLE GOES HERE

Panel abstract   (1128 characters left)  *
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Subject areas 1  *
Art

Subject areas 2
-

Subject areas 3
-

Number of hours  *
2

Publisher
Publisher Name Goes Here

Year
2024

**NOTES**

Here you may write scheduling requests (e.g. "We want to present on Wednesday") or any other information that should be transmitted to the Organizing Institution. This information will not appear online.

Notes

4. Scroll down the page and add information regarding the Proponent, Chair, Author of the book, and Speakers (**at least two, of which the Author may be one**) following the instructions on pages 8-11 of this guide. When you've added all the information, click on Save.

5. To view the Preview of your proposal, click on the eye button next to it. Once you've finalized it, click on "Send AMC". **Proposals will be evaluated by the Executive Committee and you will receive a notification of acceptance/rejection by December 31st.**

**Submission deadline: December 15th, 2024.**

EuARe does not take responsibility for abstracts that are not finalized and submitted by this deadline. Please ensure that your submission is complete and you have received the confirmation e-mail.
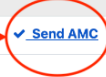
| Add Open Panel | Add Closed Panel | Add Author Meets Critique |

Click on ➕ to add paper to panel.

| Action | Document | | Status |
|---|---|---|---|
| 👁 | **LOREM IPSUM** | | **Sent** |
| | 👁 DE FINIBUS BONORUM ET MALORUM<br>paper of: LOREM IPSUM | | Sent |
| | 👁 LOREM IPSUM DOLOR SIT AMET<br>paper of: LOREM IPSUM | | Sent |
| 👁 🗑 ✏ | **BOOK TITLE GOES HERE** | ✔ Send AMC | To be completed |

Preview

Exit ➡