



FAQ (Frequently Asked Questions)

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17-20 JUNE, 2015 / WARSAW

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1. I am a Ph.D. student

Can I pay a reduced registration fee?

Doctoral students can attend the conference at a reduced rate. Information about registration and the registration fees will be posted in due course.

Please note, when registering, you need to upload proof that you are a current Ph.D. student before completing your payment. Appropriate documentation should be a signed and dated letter from your supervisor using the letterhead of the institution, your acceptance letter, or a dated student card. The conference team will approve your status within five working days. You will then be invited to complete your online payment. If you do not upload this documentation before completing your payment, you will be charged the full fee.

Can I attend the Doctoral Colloquium?

To attend the Doctoral Colloquium students must submit their paper to the Doctoral Colloquium before 28 January 2015 and receive a letter of acceptance (end of March 2015).

If you have NOT submitted a paper to the Doctoral Colloquium event and have NOT received an acceptance letter, you may NOT attend the Doctoral Colloquium – even if your paper has been accepted for the 2015 EURAM Conference.

More information about Doctoral Colloquium – [[HERE](#)]

2. I am submitting a paper

What is the submission criterion?

You can find all information about the submission criterion here: [[LINK](#)].

3. I have submitted a paper

When will I know if my paper has been accepted?

EURAM will contact you on or after 28 March 2015. If you have not heard from us by 2 April, please contact us on queries@euraminfo.org or euram2015@kozminski.edu.pl

Will I receive the reviewers' comments on my paper?

You will receive the reviewers' comments in your notification email.

4. I am reviewing a paper

Will I receive a certificate confirming that I have reviewed a paper at EURAM?

EURAM automatically provide certificates for reviewing a paper as reviewers are listed in the conference proceedings. You will be able to download

5. My paper has been accepted

May I submit an updated version of my paper?

You can update the title and your abstract online, or upload a new version of your paper, by no later than 25 April 2015 [link to be communicated after notification]

Should I revise my paper based on reviewers' comments?

The reviewers' comments aim to help you improve your work. You may use them to revise your paper, or to help you prepare for your presentation, as you wish.

Why is my paper in a different track or topic from the one I submitted to?

The Programme Committee and track chairs sometimes move papers in order to match them with better papers of a similar theme.

Will my paper be published anywhere?

The EURAM Conference programme book contains the titles and authors of all accepted papers; however, it does not contain the abstracts or full papers. Abstracts and papers will be available in e-format for conference participants only. They are made available a few weeks before the conference so that discussants and chairs can prepare their sessions. The Programme Committee believes that this is important for research dissemination. However, if you oppose the publication of your paper you may request for its removal.

Will my paper have an ISBN number?

E-proceedings and the programme book will have an ISBN number.
ISBN 978-8386437-60-0

6. I am registering to attend

What does the registration fee include?

The registration fee covers:

- Admission to all academic sessions (17-20 June 2015) as well as the pre-conference activities.
- Handout materials and information package including the conference programme book and electronic proceedings.
- A certificate of attendance.
- Coffee breaks & lunches to be served during the conference scientific programme, 17-20 June 2015.
- Welcome Reception on 17 June 2015.

...but does not include:

- EURAM Membership rates for 2016
 - Standard rate: 100 Euro (inc. 21% Belgian VAT).
 - Ph.D. students: 80 Euro (inc. 21% Belgian VAT).
- The gala dinner or touristic activities
- Transportation to and from the hotel or the airport

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More details on registration fees - [[HERE](#)]

I am an author / presenting author / track chair / session chair – do I need to register?

All participants must register to attend. If the presenting author of an accepted paper does not register before 25 April, his/her paper will not be included in the programme.

I am an author / presenting author / track chair / session chair – do I need to pay to attend?

All participants, including board members, executive committee members and even the president of the academy, have to pay the full registration fees to attend the EURAM Conference.

Can I bring an accompanying person?

An accompanying person cannot participate in the academic programme. However, you can register them to attend the social events at an extra cost – for more information [[HERE](#)].

How can I pay?

Credit card (Visa or MasterCard) or bank transfer in exceptional circumstances can make payments.

Please check your details thoroughly before completing your payment. If you need your invoice/receipt sent to a different address, or VAT number to be included, you have to fill out the field below your payment details. Requests made after the date of payment may take a few days to honour.

If you need a special invoice for your finance department, please contact us at

euram2015registration@dekon.com.tr

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Is EURAM subject to VAT?

EURAM is subject to VAT. When you register, you will receive two receipts:

- For your 2016 membership, 21% VAT will be included (Belgian VAT). The EURAM VAT Number is BE 0864.204.177.
- For conference registration/participation Conference & Doctoral Colloquium Fees, 18% VAT will be included. VAT Number: 0010462389

Will I receive confirmation of my registration?

When you submit your payment, an acknowledgement email will be sent to you automatically. A confirmation of payment will be sent to you when payment has been received by our system. Please make sure that the contact e-mail address that you provide is up-to-date and correct.

Can I register for one day? Is there a special rate?

The conference fees published on the website apply to all delegates; EURAM does not offer any daily rates. We advise all authors, presenters, chairs, and co-chairs to register for the conference by 25 April 2015, which is the deadline for the lowest cost fees.

Can I cancel my registration? Will I receive a refund?

If you need to cancel your registration, please send an email to euram2015registration@dekon.com.tr

Cancellations made by 21 May: reimbursement of 50% of the conference fee

Cancellations made after 21 May: NO reimbursement

Can I get a certificate of attendance?

You will receive a certificate of attendance with your delegate pack.



Will conference papers be accessible?

Conference papers will be accessible in e-format to registered participants only. Besides, papers will be published in the e-book of abstracts but also in print that you will receive at the on-site registration together with your conference bag and badge.

7. I am planning my stay in Warsaw

Will EURAM cover any of my hotel and travel costs? Is a hotel room included in my registration fee?

No, EURAM does not cover any participants' expenses. EURAM offers the opportunity to book a hotel room when you register for the conference, with a range of budget options. Information will be posted on the website in due course.

How can I book a hotel room?

When you register for the conference, you will be asked whether you wish to book a room in one of our preferred hotels. These hotels offer preferential rates and favourable cancellation policies to EURAM participants, and give you the opportunity to continue networking at your hotel. However, you are also free to book the accommodation of your choice in Warsaw without necessarily picking from the preferred hotel list.

How can I cancel my hotel room? Will I get a refund?

Please contact euram2015registration@dekon.com.tr to cancel your hotel reservation. The cancellation policy can be viewed on the registration form

Does EURAM provide transport from the airport / train station / hotels?

No, EURAM does not provide transportation to and from airports, train stations, or hotels. Transportation fee is not included in the registration fees.

8. I am planning my activities at the conference

Please see the Conference Programme for a full list of our confirmed speakers and topics. A link will be provided after the authors' registration deadline, as of 25 April.

Will there be internet available at the conference?

There will be wireless internet available at the conference.

Can I attend any presentation / session?

Yes. Once you have registered for the conference, you do not need to register for individual sessions (except in the case of Professional Development Workshops offered by exhibitors).

However, the number of seats in each room limits audience numbers. Therefore, once all seats are taken, you may not join the session due to safety regulations.

How can I find when and where a session is?

In your conference bag, you will find a programme of all sessions, and a map of the conference locations. You can also view the programme and map online (a link will be provided in due course). Information will be available after the notification.

Is there a dress code for the conference?

There is no official dress code. However, we recommend that you wear business-casual clothing.

9. I am interested in attending the social events

How can I book my ticket(s) for the EURAM Party and the SIG Social events?

When you register for the Conference, there is an option at the end of the process to book your hotel and register for the social events. You can also buy your ticket at the registration desk when you arrive – tickets are on a first come, first served basis.

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Is there a dress code for the EURAM Party?

There is no dress code, but you are welcome to dress up for the occasion. We recommend that you wear comfortable clothing.

Where can I find out about SIG social events?

Please see the website for the EURAM Welcome Reception, Get Together Activity (Fun4U) and SIGs social events, as well as the Gala Dinner [information will be available soon on the official website of [EURAM 2015](#)].

10. I will be presenting a paper at the conference

Can I choose what day/time to present my paper?

The task of building the conference programme is very complex. For this reason, we cannot promise that we will be able to take personal preferences into account. If you cannot attend the full conference from 15:00 (17 June 2015) until 18:45 (20 June 2015), please make sure that one of your co-authors has registered before 25 April 2015.

What are the different session types?

There are two different session types at the EURAM Conference. These are:

- Paper Development Sessions
- Competitive Paper Sessions.

How should I prepare my presentation?

You can view the full guidelines for presenting a paper, which will be posted on the website in due course after the notification.

What audio-visual equipment will be available?

Rooms will be equipped with a beamer and a laptop.

How many people will be at my session?

Attendance varies from session to session. The organising team cannot influence this - various factors influence the popularity of sessions, including time of the session, topic of interest, other concurrent sessions, etc. However, due to safety measures the numbers are limited by room capacity.

Can I get a certificate for presenting my paper? What about my co-authors?

EURAM does not provide certificates for presenting a paper. Each registered author will receive an attendance certificate in the delegate pack.

11. I have been asked to chair a session at the conference

What are my expected tasks?

You can view the full guidelines for chairing a session after notification. The guidelines will be posted on the website in due course.

Can I get a certificate for chairing a session?

EURAM does not provide certificates for chairing a session. You will receive an attendance certificate in your delegate pack. Your name will appear on the programme book as session chair.

12. I have been asked to be a discussant at the conference

What are my expected tasks?

You can view the full guidelines for acting as a discussant after the notification. The guidelines will be posted on the website in due course.

Can I get a certificate for acting as a discussant?

EURAM does not provide certificates for acting as a discussant. You will receive an attendance certificate in your delegate pack. Your name will appear on the programme book as discussant.

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If you have further enquiries, please contact queries@euraminfo.org or
euram2015@kozminski.edu.pl