



Mediterranean Programme

10th Mediterranean Research Meeting

Florence & Montecatini Terme 25-28 March 2009



INFORMATION FOR PARTICIPANTS

Paper policy and guidelines

Deadline

The deadline for submitting **the final version of the paper** is **15 January 2009**.

By submitting a paper for the MRM, a participant is agreeing to the **MRM Participation and Copyright Agreement**.

Language

Papers and presentations should be either in English or in French. However, all paper abstracts should be in English only.

Translation and interpretation services are not available and a good working knowledge of English is required.

Paper format and delivery

Papers should be delivered in electronic format (exclusively in **Word**) in a single file containing text, graphs, cover page, etc. by e-mail to: **paper.medmeet@eui.eu**.

Papers should be approx. 25 pages in 1.5 line spacing (approx. 8,500 words, i.e., 60,000 characters with spaces), including footnotes or endnotes, references, tables and graphs.

Papers should include an updated abstract of some 500 words in English.

The Mediterranean Programme will not carry out any additional editing or formatting of the papers. When submitting, please follow the formatting guidelines:

- **Paper size:** A4, portrait orientation
- **Cover page:** cover page should indicate **ONLY** workshop number, title of paper, name(s) of author(s), institution(s), e-mail address(es)
- **Margins:** 2.5 cm for top, bottom, left and right margins
- **Line spacing:** 1.5 lines

- **Font for text:** Times New Roman 12pt
- **Font for quotations:** Times New Roman 10pt
- **Font for footnotes/endnotes:** Times New Roman 10pt
- **Page numbering:** pages should **NOT** be numbered
- **NO** headers and footers should be inserted
- **Tables and graphs:** these should be created and inserted AT THE END of the paper, and should be numbered
- **Alignment:** justified (left and right)
- **Software:** MS Word
- **Pictures:** no pictures should be included.

Logistics guidelines

The MRM takes place in Montecatini Terme and that is where you will be hosted.

You will receive a registration form that will allow you to indicate your accommodation preferences.

Travel

Participants are expected to arrive in the afternoon on Wednesday 25 March and depart on Saturday 28 March after lunch.

You will receive a travel allowance based on your country of departure (independent of your nationality). This is a flat amount no matter what your actual travel costs are.

If you are receiving money from another institution to cover your travel costs you will not be granted the travel allowance from the MRM.

Travel allowances will be given in cash (Euro) during the MRM.

| Country of departure | Travel allowance in Euro |
|---|--------------------------|
| Italy | 0 |
| Geographic Europe, including all EU Member States (with the exception of Italy), USA, Canada and others not listed here | 125 |
| Algeria, Egypt, Iran, Iraq, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, Turkey and the countries from the Arabian Peninsula | 550 |

Visas

Non-EU/US/Canadian citizens will receive a letter of invitation to facilitate visa procedures.

Please contact us at medmeet@eui.eu if you do not receive this by 15 January 2009 or if you will be accompanied by (an)other person(s).

Accommodation

Participants pay for their own accommodation costs.

They will benefit from a special discount rate that the hotels offer to the MRM. Furthermore, they can choose among different price solutions (all prices are inclusive of breakfast and taxes):

- Single room (Euro 75 per night)
- Double room (Euro 55 a person per night) to be shared with one other participant
- Triple room (Euro 35 a person per night) to be shared with two other participants

Please be reminded that the hotel will charge for last-minute cancellations. No charge will be applied if the cancellation is communicated at latest by 11am the day before.

The hotels are all 4 star hotels with en-suite facilities, satellite TV, mini-bar etc. They are all within walking distance from each other and from the MRM workshop venues.

We do not make exceptions on our travel allowance and/or accommodation rules.

Meals

The following meals are offered by the MRM:

- Wednesday 25 March dinner;
- Thursday 26 March lunch;
- Friday 27 March lunch and dinner;
- Saturday 28 March lunch.

Participants' guests will be asked to pay a lump sum of Euro 50 to cover these meals. This is a flat-rate amount and will be applied even if guests do not attend all the meals. The amount will be deducted from the participant's travel allowance. If you are not eligible for travel allowance the amount will have to be paid in cash at the registration desk.

Contacts

Please send enquiries to:

Monique Cavallari and Elisabetta Spagnoli

- **Applications, visas and logistics** (travel and accommodation): medmeet@eui.eu

Fax: +39 055 4685 763

Telephone: +39 055 4685 790 – 709

Logistics FAQs

- **Will you reimburse the price of my ticket?**

No, your ticket will not be reimbursed. You will receive a travel allowance based on your country of departure (independent of your nationality). This is a flat amount independent of your real travel costs.

- **Do you offer prepaid tickets?**

No, since we are not reimbursing the price of tickets.

- **On what basis do you calculate the travel allowance?**

Travel allowances are calculated on 1) average prices of tickets from various countries and 2) higher allowances for MENA countries.

- **If my institution is paying for part of the ticket, am I eligible for the MRM travel allowance?**

No, in this case you will not receive a travel allowance from the MRM.

- **When and how will I be reimbursed?**

You will be reimbursed during the MRM, in Euro, in cash.

- **Can I arrive later than Wednesday?**

No, you are expected to arrive at the latest on Wednesday evening.

- **From Florence airport, how do I get to the hotel?**

A public bus runs every hour from the airport to Montecatini Terme. On Wednesday only ground transportation will be provided by the MRM; a hostess will welcome you at the airport and direct you to the shuttle bus.

- **From Pisa airport, how do I get to the hotel?**

The train runs frequently from the airport to Montecatini Terme. On Wednesday only ground transportation will be provided by the MRM; a hostess will be welcoming you at the airport and direct you to the shuttle bus.

- **If I arrive on a different day than Wednesday in Pisa will there be ground transportation to the hotel?**

No, you should organize your own ground transportation.

- **What should I do if I am landing in an airport that is not Florence or Pisa?**

You should reach Florence by train and then proceed, always by train, to Montecatini Terme.

- **If I need to book a hotel in Pisa or Florence can you help me?**

No, you should make your own arrangements.

- **How do I get to Pisa and Florence airports after the conference?**

We will provide ground transportation to both airports, both on Saturday afternoon and Sunday morning.

- **If my airplane leaves very early on Monday will there be ground transportation to the airport?**

No. In this case we strongly suggest you to book a hotel near the airport for Sunday night.

- **What is the price of a taxi from Pisa or Florence to Montecatini Terme?**

Approximately Euro 90.

- **Is Montecatini Terme reachable by train?**

Yes, there are frequent trains from both Florence and Pisa to Montecatini Terme.

- **How far is Montecatini from Florence and Pisa?**

Approximately 45 km.

- **Who will cover accommodation costs?**

You will pay for accommodation costs directly to the hotel benefiting from a special rate.

- **Can I bring a guest?**

Yes, you are allowed to bring a guest. You will be charged for his/her accommodation and meals.

- **What kind of hotels are you booking?**

The hotels are all 4 star hotels with en-suite facilities, satellite TV, mini-bar, etc.

- **Where are the hotels based in respect to the conference venue?**

They are all within 2 minutes walking distance from each other and from the workshop venues.

- **Do you pay for meals?**

The following meals are offered by the MRM:

- Wednesday dinner;
- Thursday lunch;
- Friday lunch and dinner;
- Saturday lunch.

- **What kind of technical equipment are you providing?**

All seminar rooms will be equipped with a data projector for PowerPoint presentations.

- **Are you providing hard copies of papers?**

No. We will give you a CD ROM that contains all papers presented during the MRM. If you need hard copies you can order them but you will have to pay for this service.