RGS-IBG Annual International Conference 2024

Royal Geographical Society
with IBG

Advancing geography
and geographical learning

Guidance for submitting to open call

RGS-IBG Annual International Conference 2024

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○ **Create an account on the Exordo portal.** RGS-IBG Annual International Conference 2024 | Ex Ordo

Note: If it is your first time submitting via Ex Ordo, you will be prompted to set a password. If you have previously used Ex Ordo (**such as for our 2021 conference**), you can reset your password if needed.

RGS-IBG Annual International Conference 2024

- Select 'submit your abstract'

My Submissions

My Panels

Public Panels List

New Submission

1. Track

2. Format

3. Title & Abstract

4. Authors

5. Topics

6. Panel (organised session) conv...

7. Open call for papers and poste...

8. Individual contributions for o...

New Panel

New Submission

This workflow is for submitting details of individual papers/posters for the programme only. If you are submitting overview details of an Panel (organised session), please **go back** to the landing page and navigate to the 'New Panels' workflow.

Below you will see two sets of instructions, depending on whether you are submitting your abstract to the open call or to an existing Panel. Please read those applicable to you and ignore the other set!

Individual submissions to the open call for papers and posters:

1. Details of individual contributions, to be considered for the open call, can be submitted by prospective authors.
   1. You can check whether you are in the correct workflow - does it say 'New Submission' at the top of this page? If not, try going back to the main landing page to start again.

2. Please review the guidance for presenters before submitting your abstract. This is available here.

3. Please select the 'Open call for papers and posters' track (ignore the Panels option)

4. Abstracts should be limited to 400 words.

5. Please select relevant topics for your paper or poster from the list. If none apply, please select 'Annual Conference 2024' only.

6. Please skip the pages of additional questions for 'Panel (organised session) convenors' and 'Panel (organised session) paper contributors' - leave the answers blank.

7. You will be asked to select whether you would like to be considered for an in-person or online session. Please note that we reserve the right to move individual papers to an online format to ensure session viability.

Individual submissions to a Panel (organised session)

1. Details of individual contributions, to be considered for a specific Panel, can be submitted by prospective authors.
   1. To be considered for a specific Panel, you MUST use the 'Submit to Panel' button from the panel details. Please navigate to the 'Public Panels List' and locate the specific panel

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○ Read the instructions and fill in relevant details in steps 1 to 8

- You must select open call for papers and posters

o **Input your paper title and abstract.**

- Add in author details. You can add others and indicate who will be presenting here

Select any keywords applicable to your submission

○ Leave answers blank on this page and go straight to the next step

○ Complete all details on this page

Individual contributions for organised sessions - additional Information

Keywords

Please complete the below questions if you are a PAPER AUTHOR submitting to an ORGANISED SESSION. Otherwise, please leave the questions on this page blank.

Please provide up to 5 keywords for your proposed contribution.

Timetabling requests

Do you have any timetabling requests? If so, please make these here. We cannot guarantee to accommodate all requests but will do our best subject to the wider constraints on the conference timetable.

Access requirements

Do you and/or your session contributors have any access requirements? If so, please let us know the details here. For requirements linked to the creche, please get in touch with us directly at ac2024@rgs.org

Done
Save Submission

My Submissions
My Panels
Public Panels List
New Submission
STEP 1. Track
STEP 2. Format
STEP 3. Title & Abstract
STEP 4. Authors
STEP 5. Topics
STEP 6. Panel (organised session) conv...
STEP 7. Open call for papers and poste...
STEP 8. Individual contributions for o...
New Panel

o Leave answers blank and click done.

Details will then show in the 'My Submissions' title. You have successfully submitted your paper for the open call