




# RGS-IBG Annual International Conference 2024

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## **Guidance for submitting to open call**

# RGS-IBG Annual International Conference 2024

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The screenshot shows the Ex Ordo portal for the RGS-IBG Annual International Conference 2024. The page has a green header with the conference title and a 'Log In' link. Below the header, there are two main sections: 'NEW TO EX ORDO?' and 'LOGGED IN PREVIOUSLY?'. The 'NEW TO EX ORDO?' section includes fields for Email Address (j.kendall@rgs.org), First Name (James), Last Name (Kendall), and Password (masked with dots). A 'Create Account →' button is at the bottom. The 'LOGGED IN PREVIOUSLY?' section includes fields for Email Address (marie.curie@example.com) and Password (masked with dots). A 'Login →' button and a 'Forgot your password?' link are present. The Ex Ordo logo is in the bottom right corner.

- 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.

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**RGS-IBG Annual International Conference 2024**

**SUBMIT ABSTRACT**

**96 days**  
until submissions close

The submissions deadline is 23:59 on 1 March 2024 GMT. Please complete your submissions before this date.

If this conference has multiple submissions deadlines, you'll see the other deadlines when you submit.

[Submit Your Abstract →](#)

[Submit to an Existing Panel →](#)

[Submit A New Panel →](#)

**CONFERENCE DETAILS** 27th - 30th August 2024

**RGS-IBG Annual International Conference 2024**

[www.rgs.org/ac2024](http://www.rgs.org/ac2024)

The RGS-IBG Annual International Conference regularly attracts over 2,000 geographers from around the world.

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Conference Dates  
27 - 30 Aug 2024

Conference Location  
London, UK

Conference Website  
[www.rgs.org/ac2024](http://www.rgs.org/ac2024)

Contact Organisers

**NEED HELP?**

Quickly check our knowledge base.

How do I...?

Or find out more about your role

Author Articles →

Contact Ex Ordo Support

Planning an Online Event?  
Learn how to plan your online event with our [free educational webinars](#) from the Royal Geographical Society.

- Select 'submit your abstract'



## 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

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



The screenshot shows a web interface for selecting a submission track. On the left is a vertical sidebar with navigation buttons: 'My Submissions', 'My Panels', 'Public Panels List', 'New Submission', 'STEP 1. Track', 'STEP 2. Format', 'STEP 3. Title & Abstract', and '4. Authors'. The main content area is titled 'Track' and contains the question 'Which track would you like to submit to?'. There are two radio button options: 'Panels (to submit session overview details only)' and 'Open Call for Papers and Posters'. The second option is selected. At the bottom of the main area is a 'Done' button with the text 'Go To The Next Step' below it.

- You must select open call for papers and posters



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

### Title & Abstract

Title

Example title

Abstract

**B** *I* U ☰ ☷  $x^2$   $x_3$   $\Omega$  ✓ Saved

Example abstract

498 words remaining.

Done  
Go To The Next Step

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

The screenshot displays a web interface for author nomination. On the left is a vertical sidebar with navigation options: '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...', and 'STEP 7. Open call for papers and poste...'. The main content area is titled 'Authors' and contains the instruction: 'Please nominate all the authors that contributed to this submission below.' Below this, there is a list of authors. The first entry is '1. James Kendall Royal Geographical Society (with IBG)'. Underneath this name are two checked checkboxes: 'Corresponding Author' and 'Presenting Author'. To the right of the author name are three action buttons: 'Re-order', 'Edit Author', and 'Remove'. The second entry in the list is '2. Add Another Author'. At the bottom of the main content area is a 'Done' button with the text 'Go To The Next Step' below it.

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



My Submissions

My Panels

Public Panels List

New Submission

1. Track

2. Format

3. Title & Abstract

4. Authors

5. Topics

6. Panel (organised session) conw...

7. Open call for papers and poste...

8. Individual contributions for o...

New Panel

### Topics

Please choose your topics from the list below.

ANNUAL CONFERENCE 2024	1 Topics
<input checked="" type="checkbox"/> Annual Conference 2024	

KEYWORDS	54 Topics
<input checked="" type="checkbox"/> agriculture	
<input type="checkbox"/> anti-racism	
<input type="checkbox"/> borders	
<input type="checkbox"/> carceral	
<input type="checkbox"/> children & young people	
<input type="checkbox"/> climate change	
<input type="checkbox"/> coastal	
<input type="checkbox"/> creative & culture	

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- Select any keywords applicable to your 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

### Panel (organised session) convenors - additional information

Keywords

\*\*\*Please complete the below questions if you are a SESSION ORGANISER submitting a PANEL. Otherwise, please leave the questions on this page blank.\*\*\*

Please provide up to 5 keywords for your proposed session.

Session type

Please indicate the type of session.

Select an Option

Chosen format

**ORGANISED SESSIONS:**

As the session convenor, please indicate whether the session will be in-person, hybrid, or online. If you would like to apply for a hybrid format, please also complete the next question.

Select an Option

Application for hybrid format

If you would like to apply for a hybrid format, please make the case for this here. Applications will be assessed against the following criteria:

1. Clear plan for how to make the most of hybrid capacity, including how you will engage both in-person

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



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) conw...

STEP 7. Open call for papers and poste...

STEP 8. Individual contributions for o...

New Panel

### Open call for papers and posters - additional Information

Keywords

\*\*\*Please complete the below questions if you are a PAPER OR POSTER AUTHOR submitting an ABSTRACT for the open call. **Otherwise, please leave the questions on this page blank.**\*\*\*

Please provide up to 5 keywords for your proposed contribution.

Chosen format

OPEN CALL FOR PAPERS AND POSTERS:

Please confirm whether you intend to present your paper in person or online.

Select an Option

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.

**B** *I* U  $x^2$   $x_2$   $\Omega$

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](mailto:ac2024@rgs.org)

**B** *I* U  $x^2$   $x_2$   $\Omega$

Done

Go To The Next Step

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○ Complete all details on this page



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) conw...

STEP 7. Open call for papers and poste...

STEP 8. Individual contributions for o...

New Panel

### 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.

**B** *I* **U**  $x^2$   $x_2$   $\Omega$

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**B** *I* **U**  $x^2$   $x_2$   $\Omega$

Done  
Save Submission

○ Leave answers blank and click done.



My Submissions

My Panels

Public Panels List

New Submission

New Panel

### My Submissions

All of your submissions are listed below. You are free to update any of these submissions as long as the deadline date has not yet expired.

[+ New Submission](#)

[← Back to List](#)

ID	Submission	Panel	Status
	<p>Title</p> <p>Submitted</p> <p>Insert title</p> <p>Authors</p> <p>1. Mr. James Kendall - Royal Geographical Society (with IBG)</p> <p>Abstract</p> <p>tefd</p> <p>Track</p> <p>Open Call for Papers and Posters</p> <p>Topic Areas</p>		X

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