



# RGS-IBG Annual International Conference 2025

**Royal  
Geographical  
Society**  
with IBG

---

Advancing geography  
and geographical learning

## **Guidance for contributors to organised sessions**



## RGS-IBG Annual International Conference 2025

NEW TO EX ORDO?	LOGGED IN PREVIOUSLY?
<p>Email Address</p> <input type="text" value="s.evans@rgs.org"/>	<p>Email Address</p> <input type="text" value="marie.curie@example.com"/>
<p>First Name</p> <input type="text" value="Sarah"/>	<p>Password</p> <input type="password" value="*****"/>
<p>Last Name</p> <input type="text" value="Evans"/>	<p>OR</p> <input type="button" value="Login →"/> <a href="#">Forgot your password?</a>
<p>Password</p> <input type="password" value="*****"/> <input type="button" value="👁"/>	
<input type="button" value="Create Account →"/>	

- **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 2024 conference**), you can reset your password if needed.



# Key points

**Royal  
Geographical  
Society**

with IBG

---

Advancing geography  
and geographical learning

- You will be given a link by your session organisers which will take you directly to the session to submit your paper
- Delegates will be limited to **ONE** paper presentation and **ONE** panel/workshop contribution, OR, **TWO** panel/workshop contributions. The role of discussant is included as a panel/workshop contribution.
- A single paper may only be presented once at the conference.

My Submissions

My Panels

Invited Panels List

New Submission

New Panel

## Invited Panels List

Panels cluster submissions together so that they're reviewed as a group. Submit your work to a panel proposal below or [submit your own panel](#). Final decisions on panel acceptance sit with the conference organisers.

---

[← Back to List](#)

ID	Title	Status
	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;"> <p style="margin: 0;">You're Invited to Submit</p> </div> <div style="margin-left: 10px;"> <p style="margin: 0; font-size: 0.8em;">Submit your work as part of this panel.</p> </div> <div style="margin-left: auto;"> <span style="font-size: 0.8em; cursor: pointer;">X</span> </div> </div> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #f0f0f0; display: inline-block; cursor: pointer;">                     Submit to Panel →                 </div> </div> </div>	
<b>Submitted</b>	<p><b>Title</b></p> <p><b>Urban Geographies (2)</b></p> <p><b>Organisers</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>1. Dr. Sarah Evans</b> - Royal Geographical Society (with IBG)</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>2. Dr. Julian Martin</b> - RGS-IBG</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>3. Ms. Emily Barker-Jubb</b> - Royal Geographical Society (with IBG)</p> </div> <p><b>Description</b></p> <p>This is a session about urban geographies...</p> <p><b>Track</b></p>	

- Click the Submit to Panel button to start the workflow



My Submissions

My Panels

Public Panels List

New Submission

Track

Format

Title & Abstract

Authors

Topics

Panel (organised session) conv...

Open call for papers and poste...

Individual contributions for o...

New Panel

### Title & Abstract

Title

The example session

Abstract

**B** *I* U ☰ ☷  $x^2$   $x_2$   $\Omega$  ✓ Saved

An example of a paper to be submitted to the conference

489 words remaining.

Done  
Go To The Next Step

# al ographical iety

IBG

ing geography  
ographical learning

- Step 1 - Input details for your presentation



The screenshot displays a web interface for submitting a contribution. On the left is a vertical sidebar with a list of steps: 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Panel (organised session) conv...', 'STEP 4. Open call for papers and poste...', and 'STEP 5. Individual contributions for o...'. The 'STEP 2. Authors' step is currently active and highlighted with a green dot. Below the sidebar are buttons for 'New Panel' and 'New Submission'. The main content area is titled 'Authors' and contains the instruction: 'Please nominate all the authors that contributed to this submission below.' There is a list of authors with the following details:

- 1. James Kendall** Royal Geographical Society (with IBG)
  - Corresponding Author
  - Presenting Author
  - Re-order
  - Edit Author
  - Remove
- 2. Add Another Author**

At the bottom of the main content area is a button labeled 'Done' with the text 'Go To The Next Step' below it.

○ Step 2 – input author details



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.

Papers (each contribution has its own title and abstract) ▾

#### 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 and online participants and attendees

- Ignore steps 3 and 4 and proceed to step 5 as these pages are just for session organisers and open call participants



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

### 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 ☰ ☷ 🔗  $x^2$   $x_2$  Ω

#### Access requirements

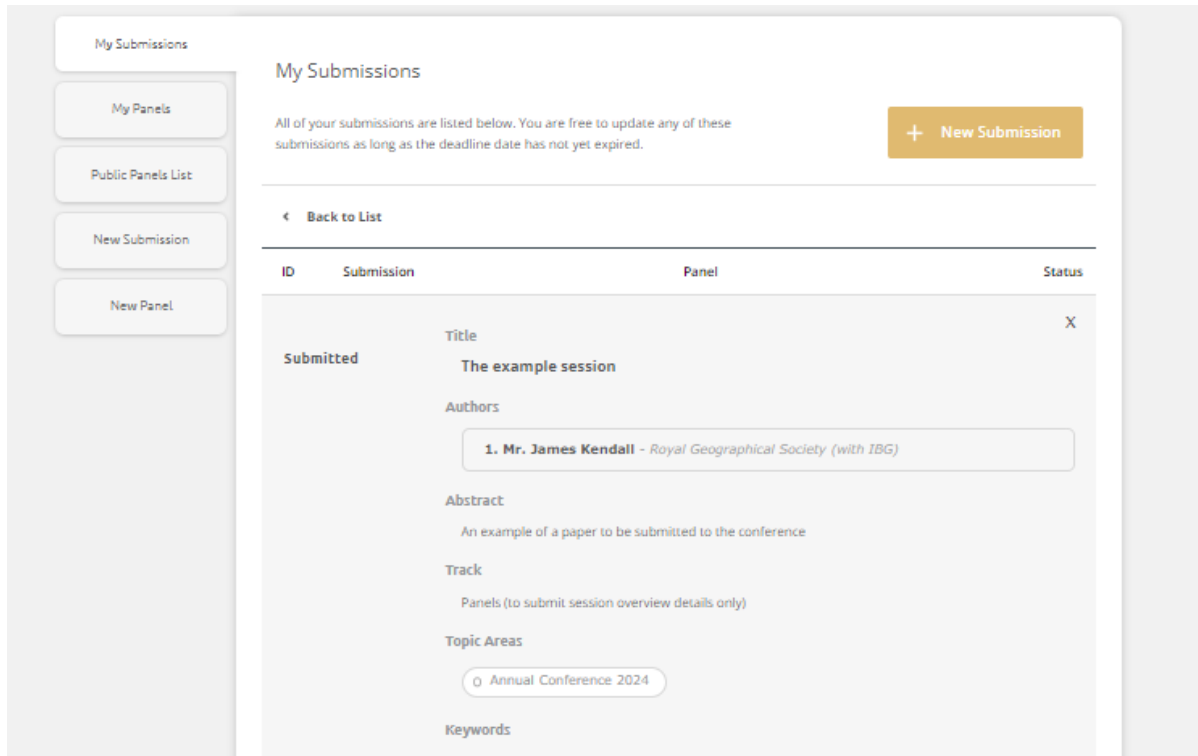
Do you and/or your session contributors have any access requirements? If so, please let us know the details here. For requirements linked to the creche, please get in touch with us directly at [ac2024@rgs.org](mailto:ac2024@rgs.org)

**B** *I* U ☰ ☷ 🔗  $x^2$   $x_2$  Ω

Done  
Save Submission

○ Step 5 - Fill in the boxes and click done.





The screenshot displays a web interface for managing submissions. On the left, a vertical sidebar contains navigation buttons: 'My Submissions', 'My Panels', 'Public Panels List', 'New Submission', and 'New Panel'. The main content area is titled 'My Submissions' and includes a '+ New Submission' button. Below this, a table lists submissions with columns for ID, Submission, Panel, and Status. One submission is shown as 'Submitted' with the title 'The example session'. The submission details are displayed in a modal window, showing the author '1. Mr. James Kendall - Royal Geographical Society (with IBG)', an abstract 'An example of a paper to be submitted to the conference', a track 'Panels (to submit session overview details only)', and a selected topic area 'Annual Conference 2024'.

**Royal  
Geographical  
Society**  
with IBG

Advancing geography  
and geographical learning

- When complete, your submission will show as demonstrated in the picture.