REGULATIONS FOR THE PRESENTATION OF COMMUNICATIONS TO THE XVIII INTERNATIONAL STUDENTS CONGRESS

Please, read the following instructions before proceeding to write your summary. **Failure to meet these criteria will be considered sufficient reason for non-acceptance of the work.**

Only those students registered for the Congress may obtain a certificate of participation and/or attendance. A registered student is understood to be one who has paid the registration fee for the Congress through the platform.

1. **ABSTRACT SUBMISSION (deadline March, 28th 2022).**

You must first contact a professor who will act as your tutor. They will supervise your work and check the abstract that you will present to the congress.

You must submit the abstract through the online platform. It is the responsibility of the first author of the project to carry out the submission process and to send the form.

The official languages of the congress are Spanish and English.

2. **REQUIREMENTS TO PRESENT A SUBMISSION TO THE CONGRESS.**

In order to present a submission to Congress, the following requirements are established:

• The maximum number of authors per submission is five, including tutors.

• The maximum number of tutors per submission is two.

• A tutor could be any person who is part of the Teaching or Research Staff of the university or any other university staff member with demonstrable professional experience in the area of investigation.

• A student can only participate in a maximum of two submissions.

• A student can only be the main author of one submission.

• The professors-tutors of the University may not appear as authors of a submission, except for projects carried out by postgraduate students, where they will appear as the last author.

• Postgraduate students cannot simultaneously participate in the Congress as tutor and present a submission at the Congress.

3. ACCEPTANCE OF THE COMUNICATION BY THE TUTOR.

Once the abstract has been sent, the tutor will receive an email to validate the submission, and it will be then that the submission will be considered officially accepted and will be sent to the corresponding Scientific Committee. **Remember: The submission will be accepted for presentation at the congress ONLY WHEN the tutor validates it!**

Projects that have not been submitted through the application may not be evaluated or eligible for a prize. Students who have registered but have not processed their submission within the stipulated period, will only be able to apply for a certificate of attendance at the Congress.

4. ACCEPTANCE FROM THE COMUNICATION BY THE SCIENTIFIC COMMITTEE

• Each scientific committee will evaluate and decide on the category in which each work will compete based on criteria of quality and interest.

• The modalities of presentation will be: oral communication or poster.

• The resolution will be communicated to both the student and the tutor in good time.

• If the scientific committee considers it appropriate, it may issue a report to the tutor with suggestions and/or corrections to be applied to the reviewed submission. The scientific committee can then (1) accept the subsequent revision of the project for its publication in the conference proceedings or (2) reject the communication in case the quality of the work is considered insufficient

5. PRESENTATION OF YOUR WORK DURING THE CONGRESS.

• Students must ensure that their presentations comply with conference regulations regarding the presentation format. It is important to take note of the place and time assigned for the presentation. All the presentations will be public with time allowed for questions. In all cases, the first author will present the research.

• The CIE Organizing Committee will take steps to arrange for preferential printing rates for congress participants assigned poster presentations. Any discount offer will be announced in the web in advance.

• The final programme of the CIE will be published in advance, including details about the date, place and time of each communication session during which the authors must be available to present their project to the jury. Students who do not comply with these instructions will be disqualified from receiving prizes for the best communications.

6. QUESTIONS OR PROBLEMS DURING ABSTRACT SUBMISSION?

For any questions related to the submission of papers, send an email to the respective Scientific Committee according to the area of knowledge. **The mail must sent by the tutor who will be the only interlocutor.**

Architecture: Code ARQ. Cie_arquitectura@uchceu.es
Audiovisual communication: Code COM. Cie_comunicacion@uchceu.es
Law, Marketing and Business: Code DER. Cie_derechoymarketing@uchceu.es
Industrial Design: Code DIS. Cie_disenyo@uchceu.es
Education: Code EDU. Cie_magisterio@uchceu.es
Nursing: Code ENF. Cie_enfermeria@uchceu.es
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