How to register and submit contributions
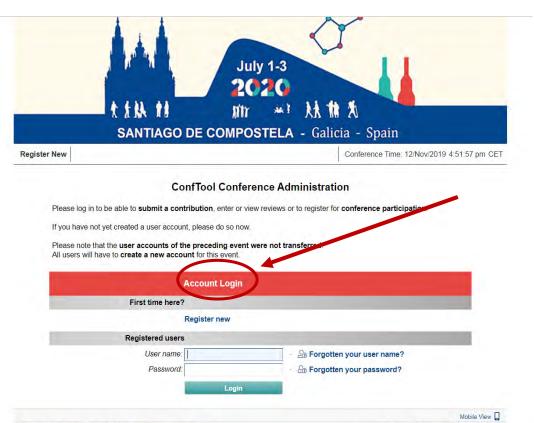
1. Go to https://wera-compostela.com/ and click: "Click here to register"

2. Create a new account

3. Fill the gaps with your personal and account information. Once they are filled, click: "Create User Account Only"

Register New

On this page you can create a new user account for the ConfTool conference management system. All fields marked with an asterisk (*) must be filled in.

Personal Information

* Organisation / Company	
Department	
* Title	○ Ms. ○ Mr. ○ Dr. ○ Prof.
* First & Middle Name	Please start each word with a capital letter and continue with small case. Do not use upper or lower case only.
* Last Name / Family Name	Please start each word with a capital letter and continue with small case. Do not use upper or lower case only.
* Address Line 1	
Address Line 2	
(*) Postcode / ZIP Code	
* City	
* Country	Spain
* Nationality	Please select...
* E-Mail	
Secondary E-Mail (Optional)	
Personal Assistant E-Mail (cc E-Mail)	You may enter the e-mail address(es) of one or several person(s) to receive copies (CCs) of all personal messages sent to you by ConfTool. Several addresses have to be separated by commas.
Homepage URL	
* Visa Invitation Letter Request	○ No, a visa invitation letter is not required. ○ Yes, a visa invitation letter is required. Please indicate if you require a visa invitation letter.
* Data Privacy Agreement	**Data Privacy Agreement** In order to use the ConfTool system, you will create a user account with your personal details. Your user data, your actions and the results of your actions will be stored within the system. **Use and Disclosure of Personal Data** Information stored in the ConfTool system will exclusively be used in relation to this event or a subsequent event. Your personal data will only be passed on to third parties for the organisation of the event, for billing purposes or if this is necessary for legal reasons (e.g. in the case of an external audit), but it will not be distributed or sold to other parties for other purposes. The Sociedad Española de Pedagogía (SEP) will process the information you provide for the purpose of formalizing your attendance at the World Education Research Association 2020 Focal Meeting. Registration for the Meeting involves simultaneously free subscribing to the Sociedad Española de Pedagogía and Bordon: Journal of Education for one year. The data that you provide will be kept for the duration of your relationship with the Sociedad Española de Pedagogía accordingly. Please, fill in the user comments box if you do not want to be free subscribed for one year to the Sociedad Española de Pedagogía and Bordon: Journal of Education. **Right to Information** You have the right to receive information on the use of your personal data and can exercise your rights to access, rectification, erasure and portability as well as to opposing and limiting their processing at Sociedad Española de Pedagogía, C/ Albasanz 26-28, 3C1, 28037 Madrid (Spain) or by email to sep@csic.es, attaching a copy of your National Identity Card (for Spanish citizens) or passport (for citizens from other countries). In addition, if you feel you have not received complete satisfaction in exercising your rights, you may file a complaint with the national control authority, the Spanish Data Protection Agency (Agencia Española de Protección de Datos), C/ Jorge Juan, 6 – 28001 Madrid (Spain). **Privacy Statement** By accepting the privacy agreement you also confirm that you read the **privacy statement** of the operators of this ConfTool installation. ☐ I accept the data privacy agreement.
User Comments	

Account Information

* User Name	Your user name must be at least two (2) characters long. It is case sensitive.
* Password	Passwords must have at least five (5) characters. They must include at least one letter (a–z) and one number (0–9). Passwords are case sensitive.
* Confirm Password	Please repeat your password for verification.

Submit and Begin With Participant Registration

Submit and Begin With the Submission of a Contribution

Create User Account Only

Mobile View 📱   Print View 🖨 ⑦

4. If you want to **submit new contributions**, click: "Your Submissions".

I you want to **register as participant**, go to step 6.

Welcome, Alice White

You are logged in as user **ratoncitoperez**.

You are **not yet registered as participant**. You can register below.

You can select from the following options:

Your Submissions
Here you can submit new contributions and manage your submitted contributions.

Register as Participant
Here you can register for conference participation.

Show User Account Details
Here you can access the personal data of your user account.

Edit User Account Details
Here you can update your personal user data.

Logout
Please sign out when you are finished to prevent unauthorised access to your account.

Logout and Return to the Main Website
Sign out and return to the website "World Education Research Association Focal Meeting 2020 (WERA 2020)".

Print View

5. Depending on what type of contribution you are interested in, click: "Paper submission", "Poster submission", or "Symposium Submission".

*More information available in: https://wera-compostela.com/dec.html

Your Submissions

Here you can submit new contributions and manage your submitted contributions.

Submit Contribution

You may now submit a contribution for this event. Please select a submission type or a track.
Remember to click the "Complete Submission" button on the second screen!

Paper Submissions
Paper proposals must include the following information:
- Title of contribution
- Proposal information/Research questions and theoretical approach (350 words)
- Methods (150 words)
- Contribution and findings, Scientific significance (250 words)
- References (up to 10)
- Abstract for publication (250 words)
- Keywords (up to 5)

Your proposal should be as clear and concise as possible. Please use APA style (www.apastyle.org) for text and reference formatting.
Deadline: 1st Dec 2019, 11:59:59pm CET, *Time left:* 18 days 11 hours
Deadline for file uploads: 1st Dec 2020, 11:59:59pm CET, *Time left:* 384 days 11 hours

Poster Submission
Poster proposals must include the following information:
- Title of contribution
- Proposal information/Research questions and theoretical approach (350 words)
- Methods (150 words)
- Contribution and findings, Scientific significance (250 words)
- References (up to 10)
- Abstract for publication (250 words)
- Keywords (up to 5)

Your proposal should be as clear and concise as possible. Please use APA style (www.apastyle.org) for text and reference formatting.
Deadline: 1st Dec 2019, 11:59:59pm CET, *Time left:* 18 days 11 hours
Deadline for file uploads: 1st Dec 2020, 11:59:59pm CET, *Time left:* 384 days 11 hours

Symposium Submission
Symposium proposals must include the following information:
- Title of contribution
- Symposium abstract (250 words)
- Keywords (up to 5)
- Information on chairs
- Information on discussant(s)
- Symposium paper abstracts (150 words each)

Note that each symposium lasts 90 minutes.
Deadline: 1st Dec 2019, 11:59:59pm CET, *Time left:* 18 days 11 hours
Deadline for file uploads: 1st Dec 2020, 11:59:59pm CET, *Time left:* 384 days 11 hours

6. If you want to **register as participant**, click: "Register as Participant".

Welcome, Alice White

You are logged in as user **ratoncitoperez**.

You are **not yet registered as participant.** You can register below.

You can select from the following options:

📄 **Your Submissions**
Here you can submit new contributions and manage your submitted contributions.

📝 **Register as Participant**
Here you can register for conference participation.

👤 **Show User Account Details**
Here you can access the personal data of your user account.

👤 **Edit User Account Details**
Here you can update your personal user data.

➡ **Logout**
Please sign out when you are finished to prevent unauthorised access to your account.

⌂ **Logout and Return to the Main Website**
Sign out and return to the website "World Education Research Association Focal Meeting 2020 (WERA 2020)".

7. Select your participant status information.

📇 **Registration for Participation - Step 1 of 4: Participant Status**

Here you can register for conference participation. Please select your status.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and invoice from the overview page.

1. Participant Status	2. Event and Item Selection	3. Payment Details	4. Confirm Registration

Participant Status Information

Time Discount	Early Bird
* Status	○ Regular
	○ Institutional participants
	○ Non-university education professionals
	○ Students and unemployed participants
	○ Participants registered in the SEP 2020 Congress

Proceed to Step 2: Event and Item Selection

Overview > Participant Data
Print View 🖨 ❓ ↑
Contact and Legal Notice · Contact Address: admin@wera-compostela.com
Privacy Statement · Conference: WERA 2020
Conference Software - **ConfTool Pro** 2.8.80+TC
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*More information available in: https://wera-compostela.com/registration.html

	Early bird registration	**Regular registration**
Regular participants	€300	€350
Institutional participants*	€245	€300
Non-university education professionals	€245	€300
Student and unemployed participants	€130	€150
Workshops	€50	€70
Management fee	€5	€6
* Institutional participants are members of the Spanish RETINDE Associations and members of the WERA Associations		