



IS-LE

CA18129 - Islamic Legacy: Narratives East, West, South, North of the Mediterranean (1350-1750)

USEFUL INFORMATION FOR PARTICIPANTS IN CA18129 ACTIVITIES

Dear colleague,

If you intend to participate in any of the activities planned within the CA 18129, please find below a set of guidelines that will lead you step by step when planning your participation.

1. CHOOSING THE ACTIVITY

The Action activities are open to all the Action Participants on the basis of calls for papers/participation and the evaluation of the proposals by the scientific committees of the particular activities. It is important to bear in mind that you can always participate in any of the activities organized within the Action, not only in the ones organized in your Working Group. The Action aims at giving scholars the opportunity of crossing themselves beyond the WGs, thus prompting networking and connections at a larger scale.

A closer look at our calendar and activities program will be very useful to identify the conferences, workshops and all kind of initiatives that might interest you. Whenever you find an activity that interests you and want to participate, please double check if the call for papers/participation is open, not yet open, or already closed. You can always easily find what is going on at every moment in the Action when having a look at several sections of the project's website. Please follow these links to do so:

<https://is-le.eu/calendar/>

<https://is-le.eu/working-groups/wg-activities-schedule/>

<https://is-le.eu/calls/>

2. PARTICIPATING IN THE ACTIVITY

Whenever you want to participate in an activity, send your proposal and interest to the respective Scientific Coordinators or/and Working Group Leaders. Please, remember that proposals received after the deadline might not be considered for review.

Your participation in the activity will depend on the approval of the scientific committee and the local organizing team. Upon their approval, you will be informed by the Local Team and, immediately, you will get an email with the **e-cost invitation**.

3. REGISTERING IN E-COST



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In order to receive an invitation to attend a meeting and to obtain reimbursement of expenses, the registration of a e-cost profile is required. Please go to e-cost and register yourself:

<https://e-services.cost.eu/user/login>

4. PLANNING YOUR TRIP

Once you have got the e-cost invitation, you will be able to plan your trip. Please, remember **that if you purchase your tickets or book your accommodation before getting the e-cost invitation, we won't be able to reimburse you, according to COST rules.**

[**COVID-19 TRAVEL RULES**] Due to the uncertain current health situation, Cost Association has stated that **the participants in Cost Actions' activities must have a travel cancellation insurance and book only refundable flights and accommodation.**

The expenses related to the acquisition of travel cancellation insurances are therefore considered refundable expenses.

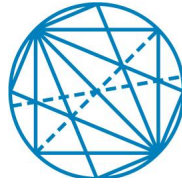
When planning your trip, we advise you to purchase your ticket and book your accommodation at your earliest convenience, so you can help the local organizing team with the allocated budget. Last-minute flight tickets, for instance, will be much more expensive than those purchased in advance. Please, remember that we all can help the Action to make a responsible use of the budget. Unspent funds might be reallocated, so new and unexpected activities might be organized. In this sense, do not forget that AirBnB, Booking and such kind of platforms are accepted by COST and that only economy class tickets (strictly no business class air fares) are eligible to be reimbursed.

5. ATTENDING THE ACTIVITY

During the activity, you will need to sign the attendance list. According to COST rules, only researchers that have signed it will be able to be reimbursed. There will be a list for each day. For instance, if you are attending a 2-day conference, you will need to sign two different lists.

Dissemination is considered a key component in any COST Action but specifically in our project. Please, help us to disseminate the activities, by twitting about the activity you are attending, or by sending pictures to our Communication Manager (Inês Coutinho, icoutinho@fct.unl.pt). She will post them in our social networks (Facebook, Twitter, Instagram) and they will also integrate our CA 18129 archive.

6. BEING REIMBURSED



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The reimbursement of the expenses is subject to COST rules and to budget availability. Regarding reimbursement rules, we strongly recommend you to read the COST Vademecum, which you might find here:

https://www.cost.eu/wp-content/uploads/2019/07/Vademecum_June2019.pdf

It is also important to take into account that our project has also a set of specific rules, which you might find here:

<https://is-le.eu/contacts/>

Please remember that you need to create a profile in the e-cost platform and upload important data such as your bank account number. Follow this link to do so: <https://e-services.cost.eu/user/login>

After participating in an activity, the reimbursement claim must be submitted via e-cost **within 10 days** after the end of the activity. The claim must include supporting documents. Questions regarding this issue are to be solved with the Grant Holder Manager, Belén Moriñigo (bmorinigo@pas.uned.es).

Enjoy the Activity!