



Registration and Abstract submission guidelines

DISCLAIMER: Please notice that all the fields marked with (*) are mandatory.

Step 1: Go to the University of Évora **Event Management Platform** (<https://sge.uevora.pt>) and sign up by filling the information requested.



UNIVERSIDADE DE ÉVORA

Sistema de Gestão de Eventos

Autenticação

Email:

Password:

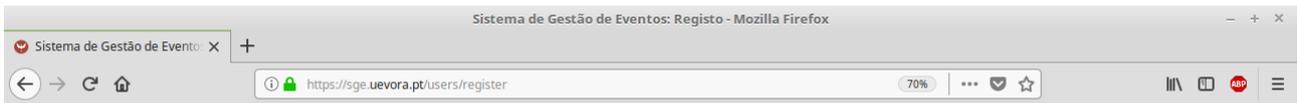
Autenticar

[Eflectuar o registo no sistema](#)
Recuperar a password

2018-04-27 15:50:46 Europe/Lisbon

Português | Español | English | Français

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 Sistema de Gestão de Eventos

Registo de utilizador

Língua:

* Email:

* Password:

* Confirmação da password:

* Primeiro nome:

* Sobrenomes:

Título:

Instituição:

* Morada:

Telefone:

Fax:

Género:

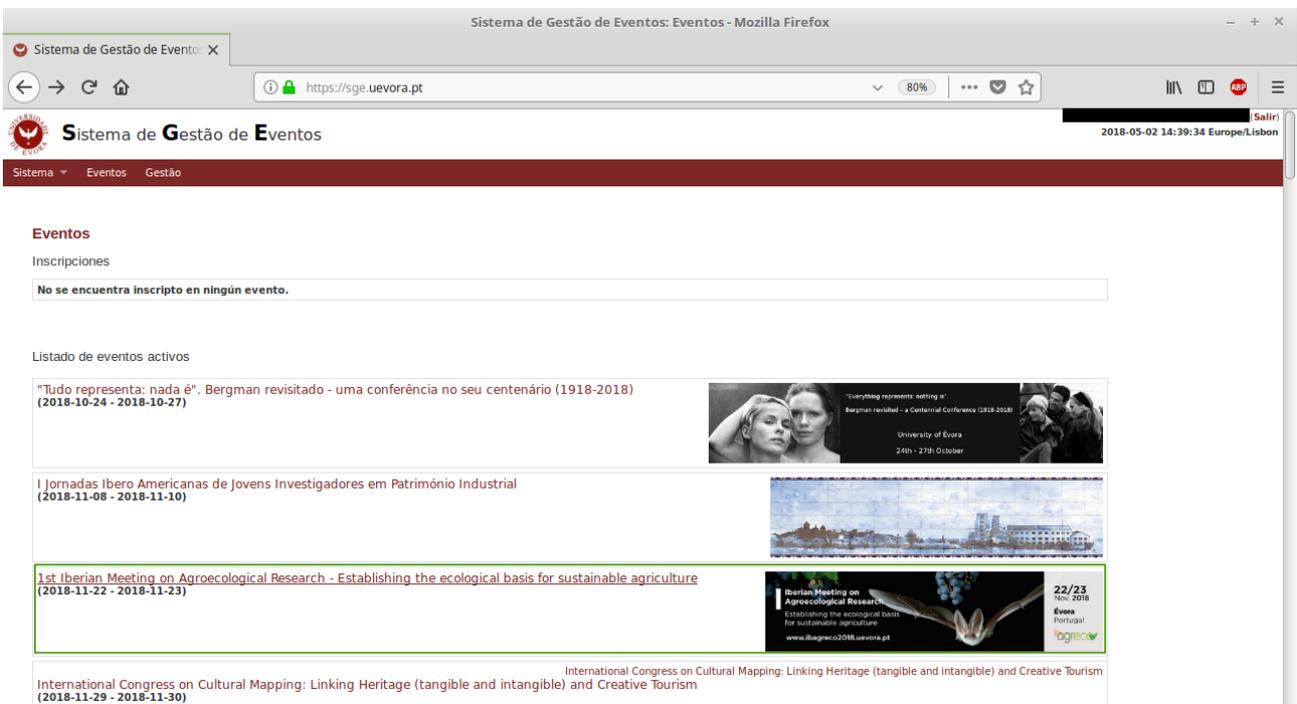
* Campos de preenchimento obrigatório.

¶ para a autenticação
Recuperar a password

2018-05-03 12:39:24 Europe/Lisbon
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You will receive a confirmation email to finish your sign up. Without this confirmation you will not be able to login, register or submit your abstract.

Step 3: Login at the **Event Management Platform** (<https://sge.uevora.pt>) and scroll down until you find the **1st Iberian Meeting on Agroecological Research** event. Click on the event to see all the details.



Sistema de Gestão de Eventos

Sistema ▾ Eventos Gestão

Eventos

Inscripciones

No se encuentra inscripto en ningún evento.

Listado de eventos activos

"Tudo representa: nada é". Bergman revisitado - uma conferência no seu centenário (1918-2018)
(2018-10-24 - 2018-10-27)

I Jornadas Ibero Americanas de jovens Investigadores em Património Industrial
(2018-11-08 - 2018-11-10)

1st Iberian Meeting on Agroecological Research - Establishing the ecological basis for sustainable agriculture
(2018-11-22 - 2018-11-23)

International Congress on Cultural Mapping: Linking Heritage (tangible and intangible) and Creative Tourism
(2018-11-29 - 2018-11-30)

2018-05-02 14:39:34 Europe/Lisbon

Step 4: On the right-hand side of the event page you will have the option to **Register**.

Sistema de Gestão de Eventos: Eventos - Mozilla Firefox

https://sge.uevora.pt/eventos/ver/493

Sistema de Gestão de Eventos (Logout) 2018-05-02 15:04:19 Europe/Lisbon

System ▾ Events Gestão

Event details

1st Iberian Meeting on Agroecological Research - Establishing the ecological basis for sustainable agriculture



General information

Name: 1st Iberian Meeting on Agroecological Research - Establishing the ecological basis for sustainable agriculture
 Email: ibagrec2018@gmail.com
 Web: <http://www.ibagrec2018.uevora.pt>
 Start date: 2018-11-22
 End date: 2018-11-23

Important dates

2018-08-31 Abstract submission deadline
 2018-09-07 Notice of acceptance of abstracts
 2018-09-15 Early fee deadline
 2018-09-30 Late fee deadline

Registration fee

Registration type	Deadline	Fee	Description
General	2018-09-15	125€	*
Students	2018-09-15	75€	*
General	2018-09-30	150€	*
Students	2018-09-30	100€	*

Notes

Registration Notes:

- * Registration fees covers meeting participation, coffee breaks, lunch during the meeting days and poster session cocktail.
- ** For student registration, a confirmation of student status is required. Please upload a document confirming the student status in your registration form
- *** If you have any dietary restrictions (e. g. vegetarian) please let us know.

Cancellation Policy:

The following refund policy terms will apply:
 - 50% refund if done prior to October 7th, 2018.
 - No refund will be available after October 7th, 2018.

Payment by Bank Transfer:

Bank:Santander Totta
IBAN: PT50 0018 000339843396020 48
SWIFT / BIC: TOTAPTPL
 Please include the reference "IBAGRECO2018" and registration ID in your transfer description.
 In case of bank transfer by your organization, make sure your name is also mentioned in the transfer description.
 The transfer proof must be uploaded in the "Payment - Confirm payment" option, after confirmation of registration.

Abstract Submissions:

Please download this **form** and use it to submit your abstract as an attachment in the section "**Submit abstract**".

Event

- Register

Options

- Event list

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Step 5: After registration, choose **Confirm registration** on the right-hand side of the page.

The screenshot shows a web browser window with the URL <https://sge.uevora.pt/inscricoes/ver/13993>. The page title is "Sistema de Gestão de Eventos". The main content area is titled "Registration details" and features a banner for the "1st Iberian Meeting on Agroecological Research" held from 22/23 Nov 2018 in Evora, Portugal. Below the banner, the "General Information" section lists the following details: Registration in: 1st Iberian Meeting on Agroecological Research - Establishing the ecological basis for sustainable agriculture; Email: ibagreco2018@gmail.com; Web: <http://www.ibagreco2018.uevora.pt>; Registration Type: Pre registration; Status: Waiting for registration confirmation; Id: 13993. It also indicates that "Request Proforma" and "Request Receipt" are both set to "No". On the right side, there are two buttons: "Confirm registration" (highlighted with a green border) and "Submit abstract". The footer contains copyright information for 2018 Universidade de Evora, language options (Português, Español, English, Français), and a link for questions/suggestions/problems.

Step 6: Fill the registration form with all the details requested. Here, you will be able to request a **Proforma Invoice** (Entities / Institutions) or **Receipt** by providing the required information.

The screenshot shows the registration form page with the URL <https://sge.uevora.pt/inscricoes/inscrever/13993>. The page title is "Sistema de Gestão de Eventos". The main content area is titled "Registration" and features a banner for the "1st Iberian Meeting on Agroecological Research - Establishing the ecological basis for sustainable agriculture". A yellow warning box contains a "Registration Note" stating: "If you have any dietary restrictions (e. g. vegetarian) please let us know." Below this, the "Registration" section has a "Type" dropdown menu set to "General". The "Comments" section has a large text area for entering comments. The "Request Proforma Invoice" section has a checkbox for "Request Proforma Invoice" which is currently unchecked. A note below states: "* Invoices are only available to entities." The "Request Receipt" section has a checkbox for "Request receipt" which is also unchecked. At the bottom, there are "Continue" and "Cancel" buttons. The footer contains copyright information for 2018 Universidade de Evora, language options (Português, Español, English, Français), and a link for questions/suggestions/problems.

Request Proforma Invoice

Request Proforma Invoice 

* Entity Name:

* Entity VAT Number:

* Entity Address:

Comments:

* Invoices are only available to entities.

Request Receipt

Request receipt 

* Name:

* VAT:

* Address:

Comments:

Step 7: After you confirm your registration you will be given the payable amount according to the options selected. Please notice that at the right-hand side of the page you will be able to change your registration information (**Change registration**), submit the **maximum of two** abstracts (**Submit abstract**) and **Confirm payment**.

Sistema de Gestão de Eventos: Inscricoes - Mozilla Firefox

https://sge.uevora.pt/inscricoes/ver/13839

Sistema de Gestão de Eventos

2018-05-02 15:15:17 Europe/Lisbon

System Events

✓ Successful registration, registration will be validated after sending the proof of payment.

Payment

- Confirm payment

Registration

- Change registration

Abstract

- Submit abstract

Registration details



General information

Registration in: 1st Iberian Meeting on Agroecological Research - Establishing the ecological basis for sustainable agriculture
 Email: ibagrec02018@gmail.com
 Web: http://www.ibagrec02018.uevora.pt
 Registration Type: General
 Status: Waiting payment proof
 Id: 13839

Request Proforma: No
 Invoice: No
 Request Receipt: Yes
 Receipt/Name: [Redacted]
 Receipt/VAT: [Redacted]
 Receipt/Address: [Redacted]
 Receipt/Notes: [Redacted]

Additional options

No additional options chosen.

Payment

Amount to pay: [Redacted]

Payment options

Option: Bank:Santander Totta
 IBAN: PT50 0018 000339843396020 48
 SWIFT / BIC: TOTAPTPL
 Please include the reference "IBAGREC02018" and registration ID in your transfer description.
 In case of bank transfer by your organization, make sure your name is also mentioned in the transfer description.
 The transfer proof must be uploaded in the "Payment - Confirm payment" option after confirmation of registration.

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Questions/suggestions and problems: sge@uev

Step 8: After completing your payment please upload the proof of the transaction using the option **Confirm payment**. This step is essential to allow issuing receipts. Your registration will be pending until you provide this document. If you registered as a student you must also upload a proof of your student status.

Sistema de Gestão de Eventos: Inscricoes - Mozilla Firefox

https://sge.uevora.pt/inscricoes/comprovar_pagamento/13839

Sistema de Gestão de Eventos

2018-05-02 15:22:27 Europe/Lisbon

System Events

Confirm payment

Billing Information

Name: [Redacted]
 Address: [Redacted]
 Tax code / VAT Number: [Redacted]
 Comments: [Redacted]

Payment proof

* File: No file selected.

Proof Student/Member

File: No file selected.

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Questions/suggestions and problems: sge@uevora.pt

Abstract submission: To submit an abstract go to **Submit abstract** and download the abstract submission **form** provided. Please follow the abstract submissions format guidelines and upload the final document to have your work considered.

Sistema de Gestão de Eventos: Comunicacoes - Mozilla Firefox

Sistema de Gestão de Evento X

https://sge.uevora.pt/comunicacoes/submeter_comunicacao/13839

80%

ASP

Sistema de Gestão de Eventos

2018-05-02 15:16:21 Europe/Lisbon (Logout)

System Events

Submit abstract

Abstract Submissions :
Please download this form and use it to submit your abstract.

Data

* Title:

Type:

Authors

* Authors:

Abstract

* File: No file selected.

* Required fields.

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Português | Español | English | Français

Questions/suggestions and problems: sge@uevora.pt

If you are having any problems to register and/or submit your abstract please contact us at ibagreco2018@gmail.com.