

PRESENTATION DOCUMENT 2019 – Call 1

1. GENERAL FRAMEWORK

Support for scientific events is an activity initiated within the project « Edition, publication and scientific valorization »

As part of this action, the Regional Directorate of the Middle East AUF organizes for 2019 three calls for applications:

- The first call will be available online from the **3rd of January to the 3rd of February 2019** for scientific events taking place between the **1st of March and the 31st of May 2019**. Support requests for events to be held after May 31, received in the frame of this call shall be rejected.
- The second call will be available online from the **1st to the 30th of April 2019** for scientific events taking place between the **1st of June and the 30th of September 2019**.
- The third call will be available online from the **1st to the 31st of July 2019** for scientific events taking place between the **1st of October and the 31st of December 2019**.

Support requests or applications must be submitted within a file completed in accordance with the timetable of the invitation to tender, that could be downloaded from AUF website.

2. MAIN OBJECTIVE

The visibility and valorization of francophone research in the region.

Consequently,

1°- This program supports events taking place in the **Middle East** and organized by a higher education and research institution member of AUF and the Middle East.

2°- This program primarily supports international and multilateral events.

3°- Our support is intended **primarily** to cover the following activities:

- Mobility allowances (tickets and living expenses) for speakers coming from the South: priority will be given to the mobility of researchers from this region or other regions from the South, knowing that a mobility North – South could be given as an exception;
- Publication and **dissemination** of the proceedings (*preferably in an electronic format, CD-Rom or online*);
- The dissemination, following the publisher consent, of the complete digital version of the work or the papers published on the platform www.bibliotheque.auf.org
- The promotion of French language within multilingual scientific events (translation, interpretation...);

Administrative and other general costs are considered as ineligible. Will also be ineligible the costs of insurance, catering, communication and local transport (meals, printing, posters, etc ...)

3. FILE CONSTITUTION

Who is eligible?

The application must be submitted by the organizer of the scientific event.

The organizer should be a **higher education and research institution member of AUF and the Middle East**. The application signatory should be the authorized representative for the institution.

How to submit a support request?

The event Organizer must :

- Submit an application file before **February 3, 2019** to support events taking place between the 1st of March and the 31st of May 2019.
- The application file must include the application form, duly completed, dated and signed by the organizer of the event and by the authorized representative of the University or the institute hosting the event and the requested annexes numbered from (1) to (9):
 1. **The list of the scientific committee**, indicating: Name, Surname, title, field of specialization, affiliated university, country
 2. **The list of the organizing committee**, indicating: Name, Surname, title, field of specialization, affiliated university, country
 3. **The detailed program of the event** (indicating the names, qualities and affiliated university of the speakers, as well as their presentations titles)
 4. **The list of expected speakers** for whom the support is requested (specifying their names, qualities and affiliated university)
 5. **The total projected budget of the event** (by objective of expenditure and revenue), with a payment schedule showing the contribution of each partner
 6. **The estimated budget of the support requested to the AUF in detail** (speakers participation fees, proceedings publication fees and/or translation – interpretation fees)
 7. If applicable, provide a **quote for the publication of proceedings** (if the support requested is for the publication of proceedings)
 8. If applicable, provide a **quote for the translation/interpretation** (if the support requested is for translation/interpretation)
 9. **The statement of banking identity (RIB)** of the institution organizing the event.
- **Following the agreement signing :**
 1. **Updated symposium program**
 2. **Updated list of Speakers**

Where ?

In order respond to the first call of 2019, Applications should be sent by e-mail between the 3rd of January and the 3rd of February 2019 to the below email address:

Manifsc-liban@lb.auf.org

For any question or request, please contact us at the same email address or the Campus numériques francophones - CNF (see annex 1).

4. PROCEDURE OF IMPLEMENTATION

File processing

AUF Middle-East Regional Directorate receives the files and acknowledges receipt to the applicants

AUF Middle-East Regional Directorate

1. assess files admissibility
2. Give a justified opinion taking into account the regional opportunity for supporting the event or the publication, submit files to scientific expertise when necessary, and determine the type of support provided and the amount of the financial support.

AUF Decision

The regional Director:

1. will give the final decision according to a list of criteria and using a rating scale that determines the total amount of the financial support.
2. will inform applicants of the outcomes of the selection.

Signature of the Agreement

An Agreement specifying the modalities is signed between the AUF and the organization institution. The Agreement is signed once the Middle-East Regional Directorate receives all the required endorsement documents (at least two months before the event).

In case the application form or the endorsement documents were not sent in due time or in case information are not in accordance with the file submitted, AUF reserves the right to terminate or modify the support granted.

Payment of the grant

Credits are paid by the Middle-east Regional Directorate in two installments:

1. The first installment, 70% from total amount, after the return of the completed and signed agreement;
2. The second installment, 30% from the total amount, after the presentation of scientific and financial reports with vouchers. In case the AUF support includes proceedings publication: a complete digital version of the proceedings must be sent as well as two printed copies.

5. VISIBILITY

In order to support the visibility of AUF contribution, the beneficiary should mention AUF participation, and AUF logos must be used on all promotional materials and official documents.

In case of scientific events support, the AUF Middle-East Regional Directorate must be informed of the opening session in order to be represented. The AUF reserves the right to publish and disseminate scientific reports in whatever format and in full, and undertakes to mention the names, titles and qualities of the persons involved in the event.

1. The event organizer undertakes to publish the event scientific papers in full text on the following website HAL-CONFREMO: hal-confremo.archives-ouvertes.fr.
2. Presentations must be made available as podcasts on the website of the event or organizer within three months following the event
3. The AUF, following the publisher consent, reserves the right to put online the complete digital version of the published papers on the website: www.bibliotheque.auf.org. The online publication of the digital version, if authorized, may be postponed for a certain period according to the publication date.

ANNEX 1
AGENCY LOCATIONS IN MIDDLE-EAST

Visit DRMO website <http://www.auf.org/moyen-orient/> for updates.

Middle-East Regional Directorate

(Saudi Arabia, Cyprus, Djibouti, United Arab Emirates, Egypt, Ethiopia, Iraq, Iran, Jordan, Lebanon, Pakistan, Palestine, Sudan, Syria, Yemen)

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Rue de Damas
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Beyrouth 1107 2280, Liban

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Télécopie : +961 1 615 884

Courriel : manifsc-liban@lb.auf.org

Site web : <http://www.auf.org/moyen-orient/>

Campus numérique francophone d'Alep

Université d'Alep
Centre d'informatique
B.P. 12355, Alep, République Arabe Syrienne

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Courriel : cnf-alep@sy.auf.org

Site web : www.sy.auf.org/alep

Campus numérique francophone d'Alexandrie

Université Senghor
1, Place Ahmed Orabi, El Mancheya
B.P. 21111-415, Alexandrie, Égypte

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Courriel : info@eg.auf.org

Site web : www.eg.auf.org

Campus numérique francophone de Damas

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Site web : www.sy.auf.org/damas

Campus numérique francophone de Tripoli

Centre AZM pour la recherche en biotechnologie et
ses applications
École doctorale des sciences et de technologie de
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Site web : www.lb.auf.org/tripoli

**ANNEX 2
LIST OF DISCIPLINES**

CODE	Discipline	CODE	Discipline
D100	Public administration	D125	Management
D101	Agro-alimentaire	D126	History
D102	Agronomy	D127	Hydrology
D103	Territory development	D128	Data processing
D104	Anthropology	D129	Languages
D105	Archeology	D130	Linguistic
D106	Architecture	D131	Literatures
D107	Arts	D132	Mathematics
D108	Astronomy	D133	Medicine
D109	Biology	D134	Veterinary Medecine
D110	Biotechnology	D135	Océanography
D111	Chemistry	D136	Philosophy
D112	Trade	D137	Physics
D113	Communications	D138	Policy
D114	Criminology	D139	Psychology
D115	Démography	D140	Religions
D116	Law	D141	Health
D117	Ecology	D142	Computer Science
D118	Economy	D143	Sociology
D119	Education	D144	Statistics
D120	Environment	D145	Télécommunications
D121	Forestry	D146	Remote sensing
D122	Enginnering	D147	Tourism
D123	Geography	D148	Translation
D124	Geology	D149	Social work