

## PRESENTATION DOCUMENT 2018

### 1. GENERAL FRAMEWORK

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

**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 months before the event's beginning.

### 2. MAIN OBJECTIVE

The visibility and valorisation of francophone research in the region.

Consequently,

- 1°- This program supports events taking place in the Middle East as well as publications produced in French by Middle Eastern researchers.
- 2°- our support is intended **primarily** to cover the following activities :
  - Mobility allowances (tickets) 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](http://www.bibliotheque.auf.org)
  - The promotion of French language within multilingual scientific events (translation, interpretation...) ;

### 3. CONSTITUTION DU DOSSIER

#### Who is eligible ?

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

**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. The author of the publication must be related to a member institution.**

#### How to submit a support request?

##### The event Organizer must:

- submit an application file before December 31, 2018 to support events taking place at least two months after file submitting. The application file should be duly completed with :
  1. the 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
  2. The list of the scientific committee, indicating: Name, Surname, title, field of specialization, affiliated university, country
  3. The list of the organizing committee, indicating: Name, Surname, title, field of specialization, affiliated university, country
  4. The program of the symposium
  5. The total projected budget of the event as well as the estimated budget of the support requested to the AUF in detail (speakers participation fees, proceedings publication fees and/or translation – interpretation fees)
  6. The list of expected speakers specifying their affiliated university
  7. Summary of speakers presentations that could benefit from the AUF support (2 pages maximum) if it is available at the time the file is submitted
  8. Speakers' abstract CV for whom the support is requested ( 2 pages maximum) if it is available at the time the file is submitted
- **Following the agreement signing :**
  1. **Updated symposium program**
  2. **Updated list of Speakers**

##### The author of the publication must :

- submit the file to the Middle-East Regional Directorate before December 31, 2018. The application file should be duly completed with :
  1. the application form, duly completed, dated and signed by the author of the publication and the authorized representative of the author
  2. The list of the Reading Committee indicating: Name, Surname, title, field of specialization, affiliated university, country
  3. The resume of the author of the publication
  4. The expected detailed budget for the publication including the amount requested to the AUF
  5. The Publisher letter
  6. The summary of the work and the expected date of publication
  7. The Reading Committee opinion
  8. Following the consent of the publisher, a complete digital version of the work must be sent (if it is available at the time the file is submitted)

#### Où ?

Applications should be sent by e-mail. However, they could also be sent in hard copy to the AUF Middle -East Regional Directorate or to the Francophone digital campus to which your university is attached (see annex1 page 4).

## 4. PROCEDURE OF IMPLEMENTATION

### File Processing

AUF Middle-East Regional Directorate and the Francophone digital campuses:

1. receive the files and **acknowledge receipt** the 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 organizer 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

Le BME 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. **In case of publication support :** 5 copies of the published work as well as a complete digital version must be sent, so it can be put online after publisher's consent, on the following website : [www.bibliotheque.auf.org](http://www.bibliotheque.auf.org).

## 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](http://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.

In case of publication support, the author of the publication will be asked to submit a summary of his work on HAL-CONFREMO.

3. The AUF, following the publisher consent, reserves the right to put online the complete digital version of the work or the published papers on the website : [www.bibliotheque.auf.org](http://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, Ethiopia, Iraq, Iran, Jordan, Lebanon (except North Lebanon), Pakistan, Palestine, Sudan, Yemen)

Villa F, Cité Bounoure, Espace des lettres,  
Rue de Damas  
B.P. 11-81 Riad El Solh  
Beyrouth 1107 2280, Liban

**Téléphone** : +961 1 420 270

**Télécopie** : +961 1 615 884

**Courriel** : [manifsc-liban@lb.auf.org](mailto: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

**Téléphone** : +963 21 263 44 06

**Télécopie** : +963 21 263 44 07

**Courriel** : [cnf-alep@sy.auf.org](mailto:cnf-alep@sy.auf.org)

**Site web** : [www.sy.auf.org/alep](http://www.sy.auf.org/alep)

**Campus numérique francophone d'Alexandrie**

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

**Téléphone** : +20 3 48 43 560

**Télécopie** : +20 3 48 50 532

**Courriel** : [info@eg.auf.org](mailto:info@eg.auf.org)

**Site web** : [www.eg.auf.org](http://www.eg.auf.org)

**Campus numérique francophone de Damas**

Université de Damas  
6, rue Omar Bin Abdul Aziz, Al Mezzeh  
Cité universitaire - Mezzeh  
B.P. 13141 - 96311 Damas, République Arabe  
Syrienne

**Téléphone** : +963 11 212 28 71

**Télécopie** : +963 11 213 02 36

**Courriel** : [cnf-damas@sy.auf.org](mailto:cnf-damas@sy.auf.org)

**Site web** : [www.sy.auf.org/damas](http://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  
l'Université libanaise  
Rue Mitein, en face du lycée Al Malaab, Tripoli, Liban

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**Site web** : [www.lb.auf.org/tripoli](http://www.lb.auf.org/tripoli)

**ANNEX 2  
LIST OF DISCIPLINES**

<b>CODE</b>	<b>Discipline</b>	<b>CODE</b>	<b>Discipline</b>
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	Enginering	D147	Tourism
D123	Geography	D148	Translation
D124	Geology	D149	Social work