Gulf Research Meeting

14th GRM, Cambridge 9-11 July 2024

Participants Guidelines

16 October 2023

A. INTRODUCTION

1. Acceptance
- By submitting a paper proposal, prospective participants accept the contents of this entire document.
- Please note that some rules have changed from the previous editions of the Gulf Research Meeting (GRM), so if an applicant has already participated in previous years, (s)he is kindly asked to read carefully through these guidelines again.

2. Scope
- This document describes the application and selection process, the workshop structure, and the publication process (jointly in edited volumes or special issues of academic journals or individually in academic journals or as GRCC working papers).

B. THE MEETING

1. GRM objectives
While preparing a paper proposal, it is essential to take the objectives of GRM into account:
- Advance knowledge and understanding of the Gulf Cooperation Council countries (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, and the United Arab Emirates) and their adjacent neighbors (Iran, Iraq, and Yemen) constituting the wider Gulf region.
- Focus on Gulf societies and culture, economies, politics, international relations, defense and security, energy, sustainable development, and environment.
- Inform policymakers by suggesting possible policy options and making recommendations for addressing national, regional, and global challenges.
- Encourage the participation of scholars, especially from the Gulf, whether male, female, junior, or senior, to present their research and benefit from the experience of other scholars in their field.
- Connect scholars and experts, favoring cooperation, developing joint projects, and expanding and reinforcing networks.
- Publish high-quality academic research papers that contribute to the field of Gulf studies jointly in edited volumes, as special issues of academic journals, or individually in academic journals or as working papers.

2. GRM structure
GRM has a different structure from most academic meetings:
- GRM is an annual meeting of between 10 and 14 workshops which take place in parallel.
- Workshops meet for two full days and participants are requested to actively participate in all sessions.
- Workshop topics are selected on a competitive basis through a Call for Workshops.
- GRC may include workshops emanating from its programs.
- Workshops generally have approximately 16 participants who are selected on a competitive basis through a Call for Papers. All participants are requested to submit an original paper written for a particular workshop.

- Papers should follow precise guidelines and be submitted by the indicated deadline. Failing to follow the guidelines and/or meet the deadline will result in the withdrawal of the invitation to participate.
- Papers will be distributed among workshop participants in advance of the meeting and presented and discussed during the workshop.
- Authors will be requested to submit revised versions of their papers approximately 2 months after the meeting.
- Workshop directors are required to plan with book publishers or journal editors to publish all or a selection of the papers of their workshop and they are required to review the papers at various stages and ultimately submit them to the journal or the publisher.
- Publishable papers that cannot be included in the edited volume or in the special issue of a journal, are expected to be published individually in academic journals or as working papers.
- GRM welcomes scholars from all nationalities on the condition that they respect the opinions of all participants.

3. Timetable 14th GRM 2024
- 31 December 2023 – Deadline for paper proposal submission (late applications are accepted)
- 22 January 2024 – Applicants informed (conditionally selected, alternate, rejected)
- 5 February 2024 – Deadline for confirmation of selected participants
- 31 March 2024 – Early paper submission
- 31 May 2024 – Deadline for paper submission
- 14 June 2024 – Deadline for revised paper submission – participation cut-off date
- 15 June 2024 – Applicants informed (confirmed, not confirmed)
- 25 June 2024 – Workshop schedule/agenda (who presents when and discusses which paper) published
- 9-11 July 2024 – 14th GRM
- 23 September 2024 – Deadline submission of final versions of papers
- 30 September 2024 – Submission of papers to publisher/editor

C. APPLICANTS/PARTICIPANTS/PAPERS

1. Eligibility and preferences
Eligibility
- Any scholar or expert can apply to participate in GRM.
- Applicants should have demonstrable expertise on the paper topic (as evidenced by their CV and publications).

Preferences
- Paper proposals from female scholars/experts.
- Paper proposals from scholars/experts employed by a Gulf institution (i.e., based in the Gulf).
- Paper proposals from scholars/experts who are Gulf nationals.

2. Paper proposal submission
Paper proposals should:
- Be submitted by the deadline: 31 December 2023 (late applications may be accepted at the discretion of GRM organizers).
- Be submitted exclusively using the online Participant Application Form.
- Paper applicants are asked to provide their CV along with an abstract of 500 to 750 words on their proposed paper which should fit closely with the workshop objectives, as outlined by the directors.
- Applicants are encouraged to submit their application in advance of the deadline.

3. Conditions of Acceptance
At the time of submitting their paper proposal, applicants will be asked to confirm the following:

- I have read and accept the Participant Guidelines, Paper Guidelines, and Intellectual Property Guidelines.
- I understand that, if selected, my participation is contingent upon submitting a paper by 31 May 2024 that is in accord with the GRM Paper Guidelines and is approved by the workshop directors. Failing to do so will preclude me from participating in GRM and receiving any reimbursement of incurred costs from GRCC.
- I have read and accept the conditions and amounts of the honoraria.
- I understand that I am responsible for making my own travel arrangements.
- I understand that I am responsible for my accommodation arrangements and that while GRCC may make suggestions on accommodation options, it is not responsible for such arrangements.
- I understand that GRM serves as a platform for scholars from diverse backgrounds to engage in meaningful discourse and contribute to their respective fields. GRM offers an environment where ideas can be put forward and knowledge shared without exclusion or bias. As such, GRM welcomes scholars from all nationalities on the condition that they respect the opinions of all participants.

4. Clarifications and inquiries
- Prospective applicants should first consult the Participants Guidelines (this document) and the FAQs for any questions they may have.
- If questions remain, they can contact GRC at grm@grc.net or a member of the GRM organizing team.

5. Co-authors
- Papers can be co-authored and co-authors are welcome to attend GRM. Honoraria (see section C.15 below) will be given up to a total of two authors per paper.

6. Multiple paper applications
- Applications for multiple workshops are allowed.
- If an applicant is selected for more than one workshop, the applicant will be asked to make a choice in which workshop (s)he wants to present, as it is only possible to participate in one workshop.

7. Paper proposal selection process
- Paper proposals will be reviewed for whether they follow the Paper Guidelines (see section C.16 below) for size and structure.
- Papers proposals will be reviewed for whether they have the necessary quality and fit for the workshop as described in the workshop description.
- The selection process is expected to be concluded by 21 January 2024 and participants to be notified by 22 January 2024.
- Paper proposals can be either conditionally accepted, put on the alternate list, or rejected.
- Accepted paper proposals may be given specific indications on how to develop the paper to best fit in the workshop.

8. Selected paper proposals
- Author(s) of papers will be asked to confirm their participation within two weeks' time, accepting the participation conditions (see section C3 above). Failure to do so will result in the invitation to join GRM 2024 being automatically withdrawn.

9. Alternates
- Since workshops can only accept a limited number of papers/participants, sometimes good paper proposals have to be rejected. At the same time, drop-outs also sometimes occur early on. Thus, workshop directors will indicate paper proposals that could be included if a participant does not confirm or withdraws.

- As soon as an author(s) of a selected paper does not confirm/withdraws, workshop directors will indicate which alternate they want to invite instead, keeping in mind the topic that needs to be covered.
- Those placed on the alternate list will be asked to confirm that they are interested in being on the list within two weeks' time, accepting the participation conditions. Failing to do so will result in automatic cancellation from the list.
- From 31 March onwards, alternates will no longer be invited as there will be insufficient time to finish the paper by 31 May.

10. Paper deadline
- The paper submission date is 31 May 2024.
- Failing to meet the paper submission deadline will automatically imply withdrawal from the workshop.
- Full papers should be submitted through the online system used to submit the paper proposal.

11. Paper review
- Papers submitted on or before 31 May will be promptly reviewed, no later than 7 June.
- Papers may be conditionally approved.
- Authors may be asked to revise and resubmit not later than 14 June (this will only apply to cases of limited revision which can be done in one week's time).
- Papers may be rejected.

12. Early submission
- Participants are encouraged to submit their paper well in advance of the 31 May 2024 deadline.
- They may do so as early as 31 March 2024.
- GRCC and the workshop directors guarantee to review them promptly.
- This will allow for revision and resubmission well in advance of the 31 May deadline, enhancing the chance of papers to be accepted.
- In case of early approval, authors have more time to obtain their visa if they need one, book tickets for a lower cost, and reserve accommodation of their liking.

13. Final confirmation of participation
- Final confirmation of participation will be communicated as soon as the paper has been approved.

14. Claims
- In case participation in GRM has been cancelled because of failure to submit the paper by 31 May or papers not meeting the conditions as indicated in the Paper Guidelines, no financial claims can be made to GRCC for any costs that applicant may have incurred, including visa, travel, accommodation, or any other costs.

15. Honoraria
GRM 2024 participants who: have submitted their paper by the deadline of 31 May 2024 that meets the GRM requirements (as defined in the Paper Guidelines) and has been approved by the workshop directors and GRCC, will receive a symbolic honorarium to help defray costs based on their place of departure.
Conditions
- GRCC pays the honorarium to a maximum of 2 (two) authors per paper.
- Participants need to attend all the workshop sessions in person on 10 and 11 July 2024 as well as the opening ceremony on 9 July 2024. Absence for more than 1 (one) hour of the workshop will disqualify the participant for the honorarium.
- Participants need to state that they are not fully reimbursed for their visa, travel, and accommodation costs for their participation by another institution.
- In case participants claim the visa contribution, they need to show the receipt and/or stamp in their passport. The visa should not predate the GRCC confirmation of selection for GRM 2024.

- Participants need to fill out the honorarium form in all its parts and submit it to GRCC by 11 July 2024, before leaving Cambridge.
- In principle, honoraria will be paid via bank transfer starting 14 July 2024.

Amounts
- Participants from anywhere except Europe and the UK will receive a 250 GBP (one author) or a total of 350 GBP (two authors).
- Participants from within Europe but outside the UK will receive 150 GBP (one author) or a total of 250 GBP (two authors).
- Participants from within the UK will receive 100 GBP (one author) or a total of 200 GBP (two authors).
- Participants who need a visa to enter the UK for GRM can claim an additional 100 GBP (one author) or a total of 200 GBP (two authors).
- Participants who apply for a visa to enter the UK for GRM but are denied one can also claim 100 GBP (one author) or a total of 200 GBP (two authors).
- GRCC will pay the commissions of the outgoing and incoming banks but cannot guarantee that other fees will be levied and cannot pay for them.

16. Paper requirements
- Deadline: 31 May 2024
- Submission: upload onto the GRM website.
- Focus: as closely as possible, papers should be in line with the workshop description and the abstract that was accepted.
- Language: English - should be submitted in (almost) perfect English.
- Paper length: 6,500-7,000 words (including tables, graphs, footnotes, references).
- Paper abstract: 250 words
- Biographical note author: 250 words
- Author photo: Passport size
- Software: MS Word
- Page format: A4
- Margins: 2.5 cm top, bottom, left, right
- Line spacing: 1.5
- Font: Times New Roman 12 point for text; 11 for citations; 10 for footnotes
- Sections: Main headline, section headlines and sub-section headlines should be clearly indicated through using different font sizes and where necessary also by using italics.
- Graphs/tables: Can be included in text or can be grouped at the end of the paper (in the latter case it should be indicated where they are to be placed in the text).
- Footnotes/bibliography: Chicago Manual of Style (avoid in-text citations) i.e., in the text use surname of author and year and provide a full bibliography at the end of the text.
- Headers/footers: None
- Page numbering: Centre at bottom
- Pictures: None
- Alignment: Justified (left and right)
- Keywords: Please choose the keywords that are the most appropriate to describe the paper.
- Plagiarism. Plagiarism is not acceptable in any form.

D. WORKSHOP
- The workshop is exclusively in-person--there will be no room for any online participation.
- Workshops last two full days, each with a morning (08:30/09:00-12:30) and an afternoon (14:00-17:30/18:00) session, i.e., a total number of hours between 14 and 16.
- All papers of each workshop will be made available to all workshop participants by 25 June 2024.
- Participants are strongly encouraged to read all the papers before the start of the workshop.

- Directors will assign a discussant for each paper.
- Directors will indicate the order in which papers will be presented and discussed (workshop schedule/agenda).
- Assuming there will be 16 papers in the workshop, there will be approximately 45-50 minutes for each paper presentation, allowing also for a brief general introduction/presentation and concluding session.
- Participants will be asked to present their paper based on presentation guidelines provided by directors meeting GRM standards (i.e., papers are not being read aloud).
- Overall presentation timing breakdown is suggested as follows:
  - Author presentation: 10 minutes
  - Discussant comments: 10 minutes
  - Open discussion: 20 minutes
  - Authors' replies: 5 minutes
- Workshop start time/end times are flexible so long as they fit within the timeframe of the conference and with the fixed timing lunch breaks.
- Participants need to attend in person all the workshop sessions on 10 and 11 July 2024 and the opening ceremony on 9 July 2024.
- Absence for more than 1 (one) hour of the workshop will disqualify the participant for the honorarium.

E. PAPER PUBLICATION
- Publication of the conference's papers is one of the primary goals of the GRM.
- Papers may be published jointly in edited volumes (first choice), special issues of academic journals (second choice) or individually in academic journals or as working papers (third choice).
- As soon as the workshop ends and, in any case, not later than 31 July 2024, directors will indicate which papers:
  - will be included in their proposed joint publication (edited volume, special issues of a journal).
  - cannot be included in the joint publication but are still publishable and indicating where they could be placed.
  - are not publishable.
- By 31 July 2024 authors will have received all the feedback (directors, discussant, other participants) and the formatting guidelines to revise their papers.
- Authors should be asked to revise their papers accordingly by a reasonable deadline e.g., 23 September 2024.