

**1st Edition of the Scientific Week (Online Conferences)**  
**15th-18th July, 2021, ENSA Kenitra, Ibn Tofail University, Morocco**  
**(Time zone in Morocco (GMT+1))**

**INSTRUCTIONS TO PARTICIPANTS**

For an excellent organization and fruitful participation in the Scientific Week, Please read and follow the instructions below:

**LANGUAGE OF COMMUNICATIONS:**

You can choose between presenting your talk in English, French or Arabic.

However, we strongly recommend that you prepare your talk (Content and speech) in English, while during the discussion, you can switch to the language that suits you the most if the session moderators accept to continue with another language.

**COMMUNICATIONS :**

- Please prepare your talk such that you will end on time between 10 & 15 min maximum to allow 3-5 minutes for discussion after your talk.
- Thank you for showing up 15 minutes before the start of your communication in order to point out your presence to the session moderators.
- We strongly recommend having a total number of slides less than 15.
- Please add the ID-paper and your topic/title in the first slide.
- Your presentation must be in Microsoft PowerPoint PPT format
- **The PPT presentation** must be prepared following the provided template by the conference organizers (File name should read as follows: ***LastName FirstName ID.PPT***).
- Please prepare a **video recording** of your presentation (maximum 5min) before the conference and share it associated with your PPT through the form here : <https://forms.gle/5DszFcuc2EX5rXGL7> before **12 July 2021 midnight**. We will share your presentation and recording on the association's YouTube channel and Facebook pages. All your personal information will only be used and shared for the activities of this scientific week.
- A discussion session (5 min) between the authors (individual or joint) is planned for each topic; thank you for taking note of your questions at the time of the communications to share them during the discussion session.

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**EVALUATION PROCESS**

- Your work's evaluation is based on a predefined grid to follow up on your work pertinence for the awards and best papers for publication.
- According to the content of your presentation, the committee will decide if your work is suitable or not for further publication as a journal article (more information about the journal guidelines will be presented during the conference)
- After this conference, the authors of the best papers will be invited to send their extended version for publication as a journal article according to the topic, in our journals : Moroccan Journal of Quantitative and Qualitative Social Research or Moroccan Journal of Computer Sciences

**BEST PRESENTATION AWARD**

An award will be provided for most outstanding presentation for each session.

**CERTIFICATE**

- Your electronic certificates will be sent to you by the end of your session.
- At the end of the event, you will receive the digital format of the proceeding .

**WHATSAPP GROUPS**

After receiving the payment receipt and sharing this guidelines, you will receive an invitation for a WHATSAPP conference group on the phone number you sent to us. This group will provide you with answers to all your questions and technical support during the scientific week.