



Index

Steps to Register on the website	1
1. Go to http://www.emdr2012.eu	1
2. Select Registration Type.....	2
3. Select Registration Options	3
4. Fill in account user details (only for those who don't have a user account).....	4
5. PayPal payment.....	7
How to Log In and basic actions in Conference website.....	8
1. Log in	8
2. User Home.....	9
R1. Reader (Presentations List)	9
R2. Reader (Certificate of Attendance).....	9
Call for Papers	10
Step 1. Starting the Submission	10
Step 2. Entering the Submission's Metadata	11
Step 3. Uploading the Submission.	12
Step 4. Uploading Additional Files	13
Step 5. Confirming the Submission	14
Tracking submissions (by the author)	15

Steps to Register on the website

EMDR Europe 2012 Conference "The Healing Pathway" will take place in Madrid from 15th to 17th of June at Palacio de Congresos of Madrid. Participants must register online in www.emdr2012.eu website.

To Register do as it follows:

1. Go to <http://www.emdr2012.eu>

Click on registration link. Placed on the navigation panel on the left, or by clicking on the following link:

<http://www.emdr2012.eu/index.php/2012/Madrid2012/schedConf/registration>



Language:

HOME SEARCH ANNOUNCEMENTS VISIT MADRID ABOUT SOCIAL PROGRAMME

Home > A Healing Pathway > 13TH CONFERENCE EMDR EUROPE, MADRID 2012

13TH CONFERENCE EMDR EUROPE, MADRID 2012

Palacio de Congresos
15/06/2012 – 17/06/2012

User
Username:
Password:
 Remember me

Conference Context
Search:
All

Conference Information
Call for Papers (02/03/2011 - 09/01/2012)
Program
Location
Accommodation
Timeline
Browse
By Author
By Title

Information

2. Select registration type.

Registration types are divided in several groups, all of them include at least the Conference (15th June afternoon, 16th all day and 17th until 4 pm).

Guest: Those who has received an invitation to the Conference.

Registration for members*: Registration for official National EMDR Associations members.

Registration for non members *: Registration for any interested participants who don't belong to any National EMDR Association.

Registration for low income country participants: Participants from countries on the website list should contact HAP Committee and get an access code.

* These types of registrations have different price depending on the date of payment.

To select any type of registration, click the checkbox on the Cost column:

Registration

REGISTRATION TYPE	COST
Guest Event guest registration	<input type="radio"/> 0.00 EUR (Closes 31/10/2011)
Registration for Members 2011 Pre-Conference 125€ Conference 420€ 1/2 Day Supervisors 50€ 1/2 Day Trainers 50€ Gala Dinner 90€	<input checked="" type="radio"/> 420.00 EUR (Closes 31/12/2011)
Registration for Non Members 2011 Pre-Conference 150€ Conference 460€ Gala Dinner 90€	<input type="radio"/> 460.00 EUR (Closes 31/12/2011)
Registration for Members before May 2012 Pre-Conference 150€ Conference 460€ 1/2 Day Supervisors 50€	<input type="radio"/> 460.00 EUR (Registration Opening 01/01/2012)



Once you have selected your correct option, go to the bottom of the webpage and click on **Register**

Registration Manager

Name: Rodrigo
 Email: webmaster@emdr-es.org
 Phone: 917256745
 Mailing Address: For technical issues and doubts about the website and inscriptions, please contact Rodrigo (webmaster@emdr-es.org)
 Para cuestiones técnicas y dudas sobre la página web e inscripciones, puedes contactar con Rodrigo (webmaster@emdr-es.org)

[Register](#)



3. Select Registration Options

On the next step you have to select additional options to the Conference. These are:

- A) Gala Dinner on Saturday June 16th at Pedro Larumbe Restaurant. Menu can be consulted on [Social Programme](#)
- B) Gala Dinner for an extra guest
- C) Pre-Conference, it will take place Friday 15th from early morning to afternoon.

D) EMDR Consultant and Facilitator's Day (only available for Certificated Consultants and Facilitators) 14th June 2012

E) Trainer's Day (only available for Certificated EMDR Trainers)

Code access to be filled just by **Guests** and **Registration for Low Income Country Participants**.

Conference Fees

REGISTRATION OPTIONS	COST
Gala Dinner	<input checked="" type="checkbox"/> 90.00 EUR
Gala Dinner Spouse	<input type="checkbox"/> 90.00 EUR
Pre-Conference	<input checked="" type="checkbox"/> 125.00 EUR
1/2 Day Supervisors Only available for certified EMDR Supervisors	<input checked="" type="checkbox"/> 50.00 EUR
1/2 Day Trainers Only available for certified EMDR Trainers	<input type="checkbox"/> 50.00 EUR

Fee Code

If you were given a secret code for registration, please enter it here and make sure you've chosen the correct registration type above. Otherwise, leave the Fee Code field blank.

For example, a Consultant going to Gala Dinner, Pre-Conference and Consultant's Day should select these options.

4. Fill in account user details (only for those who don't have a user account)

This step creates a user account for the website at the same page where you select the Conference Registration options. It's very important to fill this info with real data, and to remember the login user name, password and e-mail address. All details with an asterisk are mandatory. There is also a text box at the end for special request and requirements.

Note: It could be possible that an administrator of this website had already created the user for the participant. In this case, the participant should connect using his or her username and password (instructions below). In case of doubt, mail emdr2012@emdr-es.org.

User Account

You are not currently logged in. In order to register for this conference, you will need an account. If you already have one, [click here](#) to log in; otherwise, fill in the information below in order to create a new account.

Username*	<input type="text"/>
Password*	<input type="password"/>
	The password must be at least 6 characters.
Repeat password*	<input type="password"/>
First name*	<input type="text"/>
Middle name	<input type="text"/>
Last name*	<input type="text"/>
Initials	<input type="text"/> Joan Alice Smith = JAS
Affiliation	<input type="text"/>
Member number	<input type="text"/> (only for EMDR Spain Members)
Signature	##user.signature.description## <input type="text"/>
Email*	<input type="text"/>
URL	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Mailing Address*	<input type="text"/>
Country*	<input type="text"/>
Bio statement (E.g., department and rank)	<input type="text"/>

Special Requests


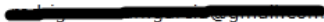



Please describe any special requirements or requests, such as dietary, access, etc.

This picture shows when the user is not logged in the website. If you are a new user, when you finish this, your user will be created. If you have already a user account created by you, or by an administrator, but you are disconnected from the website, click on the link "click here" just above the form and connect using your username and password.

If you are a participant with an account on the website and you are logged in, but you have not finished all registration process, instead of the above form, you will see your account user details:

User Account

You are currently logged in. Verify the account information below is correct. If it is not, correct it using [My Profile](#) or [log out](#) to use another account.

Name 
Email 
Phone 
Fax 
Mailing Address 

Special Requests

Please describe any special requirements or requests, such as dietary, access, etc.

Registration Manager

Name Rodrigo
Email webmaster@emdr-es.org
Phone 917256745
Mailing Address For technical issues and doubts about the website and inscriptions, please contact Rodrigo (webmaster@emdr-es.org)

Para cuestiones técnicas y dudas sobre la página web e inscripciones, puedes contactar con Rodrigo (webmaster@emdr-es.org)

[Register](#) 

Once you've filled this form and checked it is correct, you should click the Register button to continue on to the next step. If you have filled the new user form, the user has just been created, but the payment process has been interrupted. You will now have to finish the Registration by logging in with the just created user information and not a different one, whenever you want to finish the inscription.

Note: If you are logged in and have completed the payment, the page will read that the inscription to the conference has been done and paid, so if you want to change some info about your inscription on the conference, you should contact the administrator of technical secretariat.

Open Conference Systems

You are already registered for this conference and your registration has been paid. Please contact the principal contact in "About" if this is in error or you would like to change your registration.

[» Back](#)

5. PayPal payment

Online method payment is through PayPal, the amount is the sum of the costs from the registration options and conference fee. To proceed to the payment you need to click on Continue.

PayPal Payment



Clicking Continue will direct you to the PayPal site. After making your payment with PayPal you can click the "Return to Merchant" button to return to this site.

Amount	685.00 (EUR)
Description	Conference Registration; 13TH CONFERENCE EMDR EUROPE, MADRID 2012; Registration for Members 2011

[Continue](#)

From this point you enter PayPal website. PayPal is an online secure payment system commonly used in different countries. It allows their users to have an account with money or associated to a credit card to make payments in a safe way. PayPal also allows paying with credit card to users (guests) that don't have an account on PayPal.

From this point you should follow PayPal instructions to finish the payment, selecting first of all if you want to use a PayPal account or if you just want to use your credit card. You can choose different languages on the top right corner.

E.M.D.R. España


English

Your order summary

Description	Amount
Conference Registration: 13TH CONFE...	€685.00
Item number: 1	
Item price: €685.00	
Quantity: 1	
Item total	€685.00
Total	€685.00 EUR

Choose a way to pay
PayPal securely processes payments for E.M.D.R. España.





Have a PayPal account?
Log in to your account to pay

PayPal 

Don't have a PayPal account?
Pay with your debit or credit card as a PayPal guest

Country:

Card number:

Payment Types:    

Expiration date: mm / yy
 /

CVC:

[What is this?](#)

Once you've finished all the steps from PayPal to complete payment, you will be able to go back to www.emdr2012.eu website and you will see a confirmation message.

Note: If payment is cancelled registration won't be finished, but your user is already created so when you want to complete your registration, please, log in with your user.

How to log in and basic actions in the Conference website

Once you have created your user account (filling the new user form) and completed your registration using PayPal to pay for our inscription, the most useful actions are the following:

1. Log in



The screenshot shows the website's home page with a navigation menu at the top: HOME, SEARCH, ANNOUNCEMENTS, VISIT MADRID, ABOUT, SOCIAL PROGRAMME. Below the menu is a breadcrumb trail: Home > A Healing Pathway > 13TH CONFERENCE EMDR EUROPE, MADRID 2012. The main heading reads "13TH CONFERENCE EMDR EUROPE, MADRID 2012" and "Palacio de Congresos" with dates "15/06/2012 – 17/06/2012". On the left, there is a "User" login section with fields for "Username" (containing "myuser") and "Password" (containing "*****"), a "Remember me" checkbox, and a "Log in" button. A large black arrow points from the "LOG IN" text to the "Log in" button. Below the login section is a "Conference Content" section with a search bar and a "Search" button. At the bottom, there is a "Conference Information" section with a "Call for Papers" link and dates "02/03/2011 - 09/01/2012". The page features a grid of six images showing various views of the conference venue and surrounding architecture.

To log in with your user account, you should go to the home page and type your username and password where the picture shows. Then, you will be redirected to "User Home".

2. User Home

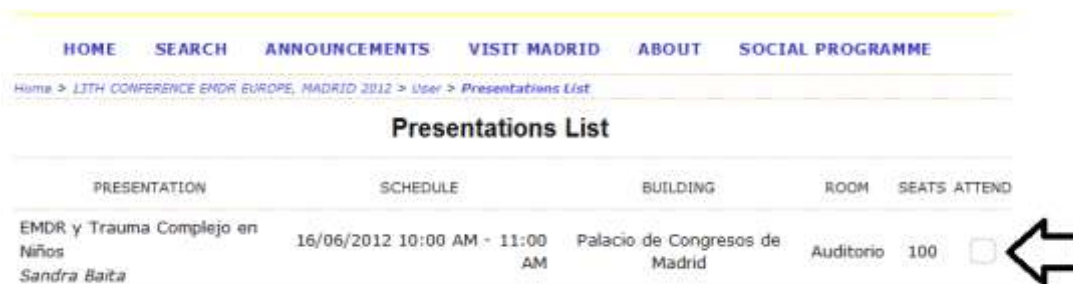


As you can see in the upper image, User Home is divided in two zones. One of them is to configure the settings of the user account. The other one to "interact" with the Conference. This zone varies depending of the different roles the user has. For normal users, formerly defined as Readers, for authors (those who send and abstract), Reviewers, Section Directors and Conference Directors. A user could have different roles.

Reader Role is the most common, you can access to the Presentations List. There you can select which keynotes, Workshops, etc are you going to attend. Certificate of Attendance generates a PDF file as proof of your presence in the Conference. "These options are only visible if you have completed your payment".

R1. Reader (Presentations List)

To confirm your presence in a Keynote, Workshop or event. You should click on checkbox at the right.



PRESENTATION	SCHEDULE	BUILDING	ROOM	SEATS	ATTEND
EMDR y Trauma Complejo en Niños Sandra Baita	16/06/2012 10:00 AM - 11:00 AM	Palacio de Congresos de Madrid	Auditorio	100	<input type="checkbox"/>

R2. Reader (Certificate of Attendance)

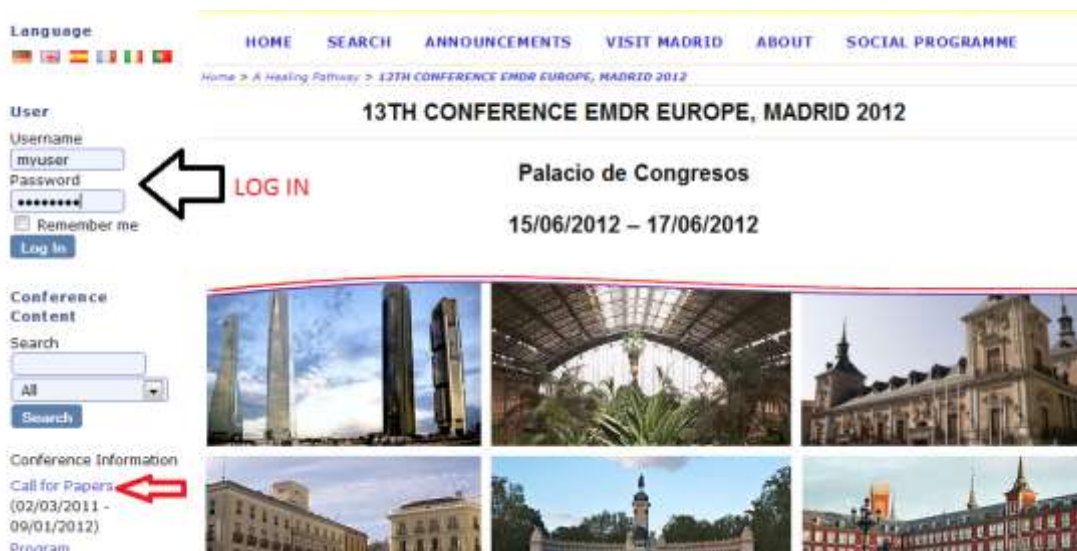
Clicking on this link, you will access a PDF certificate of attendance that also indicates on a second page the specific events that you have attended (selected in the Presentations List).

Call for Papers

Note: The official language of this Conference is English, therefore abstracts must be sent in English for evaluation. It is optional to add additional files with translations to other languages, preferably Spanish.

Method to send abstracts to scientific committee through Call for Papers system in emdr2012.eu website is detailed in the next pages:

1. Log in with your user account if you are not already in (Black arrow).
2. Click “Call for Papers” (Red arrow)



Next page shows info about theme, context and deadline dates. There is also a list of the members of the Scientific Committee.

At the bottom of the site you can find a link that begins the process of submitting the abstract.

- Mercedes Fernández Valencia (Spain)
- Jorge Robredo Torres (Spain)
- Isabel Pinillos (Spain)

Start here to submit a paper to this conference.

[Step one of the submission process](#)

Step 1. Starting the Submission

In this first step, you have to select a Conference Track, accept the submission checklist, read the Copyright Notice (not official yet). You will have a space in case you want to write any comments to the director of the conference.

When all mandatory elements of this page are filled, you can step forward by clicking on Save and Continue placed at the bottom.

Step 1. Starting the Submission

1. Start 2. Enter Metadata 3. Upload Submission 4. Upload Supplementary Files 5. Confirmation

Encountering difficulties? Contact [Rodrigo Roman](#) for assistance.

Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).

Track*

Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines

Copyright Notice

Authors who submit to this conference agree to the following terms:

- Authors retain copyright over their work, while allowing the conference to place this unpublished work under a [Creative Commons Attribution License](#), which allows others to freely access, use, and share the work, with an acknowledgement of the work's authorship and its initial presentation at this conference.
- Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgement of its initial presentation at this conference.
- In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

Comments for Conference Director

Enter text (optional)

A rich text editor interface with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert table, insert video, insert audio, insert code, insert table of contents, and undo/redo. Below the toolbar is a large empty text area for entering comments. At the bottom left of the text area, there is a label "Path:" followed by a small input field.

* Denotes required field

Step 2. Entering the Submission's Metadata

In this second step you have to add info about authors, titles and abstract. It is required that you fill in all the details marked with an asterisk *.

If you wish to add an author, click on the "Add Author" button.

to replace paper repeating process of uploading. To continue, click on Save and Continue.

Step 3. Uploading the Submission

1. Start 2. Enter Metadata 3. Upload Submission 4. Upload Supplementary Files 5. Confirmation

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Rodrigo Roman](#) for assistance.

Submission File

File name [34-55-1-SM.txt](#)
 Original file name edipo rey inicio.txt
 File size 11KB
 Date uploaded 13/10/2011 11:56 AM

Replace submission file

Step 4. Uploading Additional Files

It is possible to upload additional files, it is an optional step. This process is similar to step 3. Once you have selected your additional file from your computer and you have clicked on Upload, a new metadata webpage for this additional file will show on. You can add new files and delete or edit those which are already loaded.

3. Upload Supplementary Files

1. Start 2. Enter Metadata 3. Upload Submission 4. Upload Supplementary Files 5. Confirmation

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
14		pueblos-barcelona.txt	13/10	Edit Delete

Upload supplementary file

Step 4. Confirming the Submission

1. Start 2. Enter Metadata 3. Upload Submission 4. Upload Supplementary Files 5. Confirmation

To submit your manuscript to A Healing Pathway click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with A Healing Pathway.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
55	edipo rey inicio.txt	Submission File	11KB	13/10
56	pueblos-barcelona.txt	Supplementary File	1KB	13/10

[Finish Submission](#)

[Cancel](#)

Tracking submissions (by the author)

When a user sent has sent his work, or at least has initiated the submission process, the author can check the state of the evaluating (sending) process. It is necessary to log in and click on Author's User home link:

[Home](#) > [13TH CONFERENCE EMDR EUROPE, MADRID 2012](#) > [User Home](#)

User Home

A Healing Pathway

13TH CONFERENCE EMDR EUROPE, MADRID 2012

- [Presentations List](#)
- [Certificate of Attendance](#)
- [Certificate of Attendance Pre-Congreso](#)
- [Certificate of Attendance 1/2 Día Consultores EMDR](#)
- [Author](#)

My Account

- [Edit My Profile](#)
- [Change My Password](#)
- [Log Out](#)

Clicking on Author you get a list of your active submissions and their corresponding status, it is possible to continue with the submission of the files (discarded or accepted) clicking on Archive:



[Home](#) > [User](#) > [Author](#) > [Active Submissions](#)

Active Submissions

ACTIVE [ARCHIVE](#)

ID	MM-DD SUBMITTRACKAUTHORS	TITLE	STATUS
34	13/10 EMT Freud	Testing from my Unconsciousness	Awaiting assignment

1 - 1 of 1 Items

Start here to submit a paper to this conference.

[Step one of the submission process](#)

Clicking on title link of an abstract, you go to the summary webpage of this submission.

#34 Summary

SUMMARY [REVIEW](#)

Submission

Authors	Sigmund Freud
Title	Testing from my Unconsciousness
Submission Type	Single Presentation
Original file	34-55-1-SM.txt 13/10/2011
Supp. files	34-56-1-SP.txt 13/10/2011 Add a Supplementary File
Submitter	Inscripcion No Pagado
Date submitted	13/10-/2011 01:21 PM
Track	EMDR Models/ Theory
Director	None assigned
Author comments	TEsting in English

Status

Status	Awaiting assignment
Initiated	13/10/2011
Last modified	13/10/2011

Submission Metadata

[Edit Metadata](#)

Authors

Name	Sigmund Freud
Affiliation	Friends of Viena
Country	Austria
Bio statement	—
Principal contact for editorial correspondence.	

Title and Abstract

Title	Testing from my Unconsciousness
Abstract	Testing from my Unconsciousness

Clicking on Review, you access the Abstract Review tracklist/info webpage.



#34 Review

[SUMMARY](#) [REVIEW](#)

Submission

Authors Sigmund Freud

Title Testing from my Unconsciousness

Track EMDR Models/ Theory

Director None assigned

Peer Review

Review Version [34-57-1-RV.txt](#) 13/10/2011

Initiated —

Last modified —

Uploaded file None

Director Version None

Author Version None

Director Decision

Decision —

Notify Director Director/Author Email Record

Director Version None

Author Version None

Upload Author Version

Layout

Galley Format	FILE	VIEWS
	<i>None</i>	
Supplementary Files	FILE	
1.	34-56-1-SP.txt 13/10/2011	