



Faculty of Letters, University of Lisbon, Portugal

25 September
2 October 2016

30th Congress of **Rei Cretariae Romanae Fautores**

New perspectives on Roman pottery: regional patterns in a global Empire



30th Congress of the Rei Cretariae Romanae Fautores
“New Perspectives on Roman Pottery: Regional Patterns in a Global Empire”
Lisbon, Portugal, 25th September – 2nd October 2016

Second circular

March 24, 2016

Dear Fautores, Friends and Colleagues:

We would like to thank you for the great interest in the 30th Congress of the Rei Cretariae Romanae Fautores, which will be held in Lisbon from the 25th to the 30th of September with an optional tour on Saturday and Sunday. We have more than 200 preliminary registrations with 73 proposals for lectures and 75 for posters. We are no longer accepting any further applications. The final list of oral presentations, as well as the Provisional Scientific Programme, will soon be posted on the Congress website (<http://www.rcrflisbon2016.lettras.ulisboa.pt>).

1. Final Registration submission

Please return the final registration form, as well as an abstract (for both posters and lectures), to the Congress email address: RCRFLisbon2016@lettras.ulisboa.pt by 31st May 2016. The final registration form is available on the Congress website: <http://www.rcrflisbon2016.lettras.ulisboa.pt>. Payment must be received by 31st May 2016.

2. The Congress Venue

The Congress will take place at the Faculty of Letters of the University of Lisbon (Faculdade de Letras de Lisboa).

3. Programme

a) Lectures

We have received a large number of proposals for lectures that are now going through a selection process by the Organizing Committee. Priority will be given to



lectures in conformity with the main theme of Congress. As the submitted lectures exceed the limit of our tight schedule, the participants will be asked in some cases to prepare a poster instead of a lecture. The length of lectures is strictly limited to 15 minutes, allowing 5 minutes for questions and discussion. Participants are kindly encouraged to use PowerPoint presentations. All the text in the PowerPoint, as well as captions to images should be in English, if possible, especially when you are speaking in another language.

The congress languages will be English, Italian, French, German and Spanish. Please check profile drawings and ceramics for good visibility. Profile drawings should be filled and ceramic illustrations should be enlarged. Don't overload your slides with too many images and especially lists or diagrams.

b) Poster

The posters will be displayed from Monday until Friday, and a poster session will take place on Wednesday, 28th September (Faculty of Letters main corridors). Posters must be presented in vertical format and in DIN A0 size (84,1 cm X 118,8 cm). Information on the possibility of printing the poster in Lisbon prior to the Conference will soon be available on the Congress website (file formats, schedules and costs). This could be an option especially for those travelling with low-cost companies.

c) A provisional programme (listing all presentations accepted and any further change to the programme later) will soon be posted on the conference website (<http://www.rcrflisbon2016.lettras.ulisboa.pt>). Please check your name and lecture/poster theme for discrepancies. In case of mistakes please contact the organization team immediately.

4. Abstracts

The deadline for abstracts (both lectures and posters) is 31st May, 2016. Abstracts should be limited to 300 words in Word Format. The abstract file should also include:

Abstract title;

Presenting author and co-authors details (names and contacts).

A short summary of all lectures and posters will be compiled in the abstract booklet. All participants will receive a copy on their arrival.



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5. Publication in the *Acta*

The publication of papers in the *Acta* of the RCRF will take place in our usual manner (subject to peer review). The deadline for submission will be **30th December 2016**. Guidelines for authors are available on the RCRF website.

Please note that the *Acta* are not included in the Congress fee. Members of the RCRF receive a copy as a benefit of membership. Non-members can order the *Acta* from Dr. Rudolf Habelt GmbH.

6. Accommodation

The Congress fee does not include the costs of accommodation. If you're participating in the post-Congress tour, you should book your accommodation in Lisbon for Saturday and Sunday too. Our trip to Conimbriga will bring us back to Lisbon on the same day (late afternoon). The Roman Lisbon walking tour will be finished by the end of the day.

There are plenty of accommodation options in Lisbon, easily found online. Some of these are advertised on the Congress website.

7. Excursion

During the Congress, there will be a one-day excursion to Tróia (on Tuesday 27th September), and the sessions on 29th September will take place in the National Archaeology Museum (Lisbon- Belém area). Buses will depart in the morning from the Faculty of Letters to take us to both places and come back in the late afternoon.

8. Post-Congress Tour

The optional post-Congress tour to Conimbriga (Museum and ruins) will take place on 1st October (Saturday) at an extra cost of **30 EUR**. This tour includes transportation (from the Faculty of Letters in Lisbon and back), lunch and guided visits to the Museum and the ruins, as well as a hands-on pottery display. The fee does not include accommodation on Saturday.

The second day of post-Congress tour will be a walking tour in Lisbon. Lunch is not included, as there will be several options in the Lisbon downtown area.

9. Congress fee

The Congress fee is **220 EUR**. This includes the programme and abstract book; coffee breaks and lunches and the final dinner; the excursion to Tróia and the visit to the National Archaeology Museum. The Congress fee does not include travel



expenses or accommodation during the Congress and the optional post-Congress tours.

Those accompanying the participants must pay the same fee as participants.

10. Methods of payment

Payments should be made to the Faculty of Letters by bank transfer, as follows:

AMOUNT: Congress fee (220 EUR)

Post-Congress tour to Conimbriga (30 EUR)

PAYMENT IN FAVOUR OF: Faculdade de Letras de Lisboa

Alameda da Universidade – 1600-214 Lisboa

Portugal

BANK: Caixa Geral de Depósitos

BIC SWIFT CODE: CGDIPTPL

IBAN: PT50 0035 0824 00011450130 14

REFERENCE: RCRF Congress

Please note that any bank charges for this transfer must be borne by the participants.

The deadline for bank transfer is **31st May 2016**.

We ask the participants to provide, via email, a copy of the bank transfer.

Any registration for which the copy of the bank transfer has not been received by that date will be cancelled.

If you know earlier that you will not be attending the congress, please let us know.

Please note that if you want to cancel your registration after the fee has been paid, your fee may be refunded at the discretion of the Organizing Committee just until the end of July. Payments will be made according to the daily updated currency exchange rate.



11. Visa

If you need an official confirmation of registration for a visa application, please contact us.

Please do not hesitate to contact us (RCRFLisbon2016@letras.ulisboa.pt) if you have any question concerning the registration guidelines or the Congress organization. Check the Congress website: (<http://www.rcrflisbon2016.letras.ulisboa.pt>) for updates and information.

We look forward to seeing you in Lisbon,
Yours sincerely,

Organizing Committee

Catarina Viegas, coordinator
Inês Vaz Pinto,
Rui Morais,
José Carlos Quaresma,
Elisa de Sousa.

Local Organizing Committee

Rui de Almeida,
Ana Patrícia Magalhães,
Patrícia Brum,
Carolina Grilo,
Catarina Alves.