



Gulf Research Centre Cambridge
Knowledge for All

Gulf Research Meeting

14th GRM, Cambridge 9-11 July 2024

Workshop Director Guidelines

3 September 2023

A. INTRODUCTION

1. Acceptance

- By submitting a workshop proposal, prospective directors 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 acted as a director in previous years, (s)he is kindly asked to go carefully through these guidelines again.

2. Scope

- This document describes the application and selection process and the role of the workshop directors from the moment their workshop proposal has been accepted until the publication of the papers of their workshop (jointly in edited volumes or as special issues of academic journals or individually in academic journals or as working papers).

B. THE MEETING

1. GRM Objectives

While preparing a workshop 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 or 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.



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- 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 approx. 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 after the meeting, 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. Eligibility and Preferences

Eligibility

- Number of directors per workshop: exactly 2 (no exceptions will be made - those who would have acted as additional directors can be accommodated among the workshop participants).
- Workshop directors should have demonstrable expertise on the workshop topic (as evidenced by their CV and publications).
- Workshop directors should complement each other in terms of expertise.
- Workshop directors should be affiliated with different institutions.
- Workshop directors should be affiliated with institutions in different countries.
- Workshop directors of all levels of seniority are eligible. Junior applicants should be complemented by a more senior scholar.

Preferences

- Workshop proposals should preferably include at least one female director.
- One workshop director should preferably be employed by a Gulf institution (i.e., based in the Gulf).
- One workshop director should preferably be a Gulf national.
- Workshop directors should preferably not have directed a workshop in the 13th GRM of 2023.

4. GRC Staff and Workshop Directors

- GRC sets the terms of participation and the deadlines and ultimately reserves the unappealable right to withdraw the invitation to direct a workshop or present a paper to make sure that all conditions for participation are equal to all directors and participants.
- GRC staff assists workshop directors and participants throughout the process from application to the workshop through to the publication of the papers.
- GRC staff monitors whether deadlines are observed and whether papers meet the formal GRM requirements in terms of size and format.
- Workshop directors propose the selection of participants on their quality and relevance for their workshop.



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- Workshop directors are expected to establish and maintain communication with their selected participant during the period leading up to the meeting and afterwards leading up to the paper publication.
- Workshop directors review the papers submitted by the participants and provide them with feedback.
- Workshop directors advise which papers are not scientifically strong enough to be included in the workshop.
- Workshop directors seek agreements for joint publications with publishers or editors but must keep GRC informed of all developments. In case of an edited volume, GRC needs to be part of the agreement.

C. GRM 2024

1. Timetable 14th GRM

- 4 September 2023 – Call for Workshop published.
- 16 October 2023 – Deadline for workshop proposal submission (late applications are accepted).
- 31 October 2023 – Applicants informed (accepted, rejected).
- 13 November 2023 – Call for Papers published.
- 31 December 2023 – Deadline for paper proposal submission (late applications are accepted).
- 15 January 2024 – Selection made by workshop directors.
- 22 January 2024 – Applicants informed (selected, alternate, rejected).
- 5 February 2024 – Deadline for confirmation of selected participants/alternates.
- 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.
- 31 July 2024 – Deadline for directors to indicate which papers would be published and where.
- 23 September 2024 – Deadline submission of final versions of papers.
- 30 September 2024 – Submission of materials to publisher/editor.

2. Topics

Proposals with a focus on Gulf societies and culture, economies, politics, international relations, defense and security, energy, sustainable development, and environment are welcomed.

For GRM 2024, GCC welcomes in particular proposals on the following topics:

GCC International Relations

- GCC-Central Asia relations
- GCC-ASEAN relations
- GCC-Nordic-Baltic 8 relations
- GCC-Sub-Saharan Africa relations
- GCC-BRICS relation: The future role of the global South

GCC Environment

- The role of technology and innovation on developing a sustainable GCC economy
- The role of the mineral sector



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- The GCC states and global climate change policies: After COP 28
- The role of climate security

GCC Security

- Gulf regional security arrangements
- Defense policies of the GCC States
- Technology, AI, and cyber security in the Gulf
- The role of outside powers in maintaining stability
- The development of national defense industry

GCC Economics

- GCC role of trade and economics in peace
- The role of geoeconomics in GCC policies
- Challenges of private sector development
- Free trade policies and arrangements and the Gulf
- Female and youth employment in the GCC

GCC Societies

- The role of education in developing the GCC
- GCC youth: Developing the workforce/youth demographic potential
- Implications of A.I. on GCC development
- Culture and society in the GCC States
- Tourism, sports, and media impacts on GCC Development

* The Gulf Labour Market, Migration, and Population (GLMM) program organizes a workshop entitled “The Future of GCC Migration: Perspectives of Origin and Destination countries.” Those who plan to submit a proposal on a similar topic are advised to submit an abstract before developing a full application.

D. WORKSHOP APPLICATION

1. Proposal Submission

Workshop proposals should:

- Be submitted by the deadline: 16 October 2023 (late applications may be accepted at the discretion of GRC).
- Be submitted using the online Workshop Application Form.
- Applicants are encouraged to submit their application in advance of the deadline.

2. Clarifications and Inquiries

- Prospective applicants should first consult 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.

3. Proposal Review

- Proposals are checked as soon as they are received.
- Applicants may be asked to provide additional information if needed.
- Incomplete application forms may be rejected at the discretion of GRC.
- Reviews will be conducted by GRC senior research staff and external reviewers.



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4. Workshop Selection Criteria

There are three sets of selection criteria:

a. The proposal

- Overall quality of the proposal.
- Fit with the topics suggested by the GRC.
- No (close) overlap with any GRC-sponsored workshop.
- Relevance for understanding the contemporary Gulf region.
- Contribution it makes to the field of Gulf-related studies.
- Topics that are comparative in nature (i.e., focusing on more than one Gulf state).
- Clarity of the solicited papers.
- Publication plan for all papers (jointly/individually) and its feasibility.
- Potential to attract at least 30 applicants and select 20 strong and suitable ones.
- Potential for institutional cooperation and/or external funding.

b. The directors

- Expertise on the proposed topic.
- Complementarity of directors in terms of expertise.
- Inclusion of Gulf-based academic/expert applicants.
- Inclusion of a Gulf national.
- Inclusion of a female scholar.
- New directors (as opposed to returning directors).
- Track record of producing joint publications.

c. The overall program

- Having shortlisted the workshop proposals on the above-mentioned selection criteria, GRC will seek to define a program with a differentiated set of workshops.
- GRC will have to avoid selecting workshops that are too like each other, thus risking competition in their search for participants and maximizing the diversity of topics.

E. PAPERS

1. Call for Papers

- The Call for Papers will be published not later than 13 November 2023 with a deadline of 31 December 2023.
- The contents of the Call for Papers will be extracted from the workshop proposal as approved by GRC.
- 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 written by the directors.

2. Attracting Applicants

- GRC publicizes the Call for Papers for all GRM 2024 workshops as widely as possible.
- Workshop directors are required to also publicize the Call for Papers through their networks.
- The workshops receiving the highest number of quality applications are those in which the workshop directors participate actively in soliciting submissions through their networks and directly invite people whom they know will make strong deliveries (these persons should still formally apply). Directors should not entirely reproduce their existing networks in the workshop but also bring in scholars they do not know who apply through the call for papers.
- Generally, workshops should receive at least 30 applications, and possibly more, as there will inevitably be weak proposals; proposals that do not fit in the workshop; and proposals on (almost) identical topics



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from which directors will choose one. Ultimately, directors need all slots of their joint publication covered while having to reject some applicants.

- Directors will be asked to select exactly 20 strong participants whose proposed paper fits well in the workshop and are likely to submit their proposed paper by 31 May 2024 and meet the GRM paper requirements.
- Directors are also asked to select one or more alternates who could replace selected participants who withdraw. Alternates should be as strong as the selected participants and, irrespective of the date on which they are asked to replace participants, will also have to submit their paper by the 31 May deadline and meet the GRM paper requirements. Thus, replacement by alternates will probably not work beyond the end of March 2024.
- In GRC's experience approx. 10% of the participants do not manage to submit by the 31 May deadline or submit a paper that cannot be accepted.
- In addition, in GRC's experience between early June and early July another 10% of the participants will withdraw because they are unable to obtain a visa or because of personal reasons.
- Hence, the initial number of selected participants of 20 is likely to drop to approx. 16.
- Workshops for which less than 20 papers are received by the 31 December deadline or are unable to select 20 strong participants on 15 January 2024, may be cancelled by GRC.
- Workshop directors will be able to monitor in real-time the applications received for their workshops through the GRM online system.

3. Paper Proposal Selection and Preparation

- Directors are urged to review the paper proposals as soon as they are received.
- By 15 January 2024, directors should communicate their selection of exactly 20 applicants to GRC and as many as possible suitable alternates who meet the selection criteria.
- Those selected as participants will be informed by GRC not later than 22 January 2024 and will be asked to confirm their participation no later than 5 February 2024.
- Those selected as alternates will also be informed by GRC not later than 22 January 2024, asking whether they are willing to stand by.
- Starting 6 February 2024, after consultation with the directors, GRC will invite alternates for selected participants who did not confirm by 5 February 2024. Alternates will be given 10 days to confirm. If necessary to reach the threshold of 20 participants, additional alternates will be invited on the condition that they commit to submitting their paper by the 31 May deadline. Realistically, the possibility of inviting alternates ends by the end of March 2024.
- All participants (including alternates) will have to submit a paper that matches the requirements by 31 May 2024.
- Throughout the paper writing process, directors are asked to maintain regular contact with the selected paper presenters and guide them with the writing of their paper, enhancing the chances that the paper submitted by the 31 May deadline can be accepted.
- Participants who do not submit a paper by the 31 May deadline or whose submitted paper does not meet the requirements will be disinvited from GRM 2024.

4. Paper Requirements

- Deadline: 31 May 2024.
- Submission: uploading onto the GRM website.
- Focus: as closely as possible follow the workshop description and the abstract that was accepted.



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- Language: English papers - 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.
- Photo author: 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 your own the keywords that are the most appropriated to describe the paper.
- Plagiarism. Plagiarism is not acceptable in any form.

5. Paper Review

- GRC urges directors to review the papers as soon as they have been received on a rolling basis, and if additional work is needed by an author, directors should inform the authors and GRC of necessary revisions to be made for resubmission by the 31 May deadline.
- For (revised) papers received by 31 May, directors will be asked to make (again) a quick review of them and inform GRC which papers can be accepted as they are; which papers need a limited revision by 14 June; and which papers cannot be accepted as the necessary revisions cannot be completed by 14 June. GRC will inform the applicants accordingly.
- On 15 June, directors will be asked to indicate which of the resubmitted papers can be accepted and which ones cannot. GRC will inform the applicants accordingly.
- Between 15 June and the start of the workshop on 9 July, directors are asked to review all accepted papers thoroughly and possibly provide written feedback to the authors before 9 July or do so during the workshop itself.

F. WORKSHOP STRUCTURE

- 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 session (14:00-17:30/18:00), 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 be asked to assign a discussant for each paper.



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- Directors will also be asked to 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, 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.

G. PAPER PUBLICATION

- Publication of the conference's papers is one of the primary goals of the GRM, thus GRCC requires detailed publication plans during the application process.
- Jointly in edited volumes (first choice) or 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 are asked to indicate which papers:
 - will be included in their proposed joint publication (edited volume, special issues of a journal)
 - cannot be included in it but are still publishable and indicate where they could be placed
 - are not publishable
- By 31 July 2024 directors should make sure that all authors have received all the feedback (directors, discussant, other participants) and formatting guidelines to revise their papers.
- Authors should be asked to revise their papers accordingly by a reasonable deadline, e.g., 23 September 2024.

H. GRCC PAPER POLICY

1. GRC's Interests in the GRM papers

- As many papers as possible are to be published in edited volumes (first choice) or special issues of academic journals (second choice) or, for those which cannot be included in these, published individually in academic journals as working papers (with GRC or elsewhere) (third choice). Ideally, one hundred percent of papers presented at GRM will be published.
- All publishable papers are published as soon as possible after GRM 2024.
- GRCC (GRM/GRC) is fully acknowledged:
 - Edited volumes: GRCC copyright on the entire publication; GRCC logo on the cover of the publication; GRC "institutional profile page"; Workshop/Gulf Research Meeting acknowledgements.
 - Special issues of journals: GRCC copyright in the single papers; workshop/ Gulf Research Meeting acknowledgements.



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- Individual papers: GRCC copyright; workshop/ Gulf Research Meeting acknowledgements.
- GRC/GRCC is part of the agreement between the co-editors and the publishers of edited volumes.
- GRC/GRCC has the right to publish papers as presented at GRM in case they are not published elsewhere, after consultation with the authors.
- GRC/GRCC has the right to translate the papers into Arabic and publish the Arabic versions.
- GRCC copyright of the English version will be returned to the author(s) if the paper cannot be published in the edited volume proposed by the workshop directors and if this is necessary for the paper to be published in a journal or working paper.

2. GRC's Copyright Explained

- GRCC organizes GRM and acts as the medium between authors and directors, directly and indirectly, to write, present, discuss, and improve their work with the aim that eventually the fruits of all of this will be distributed among a wider audience. Anything otherwise would contradict GRM's objectives and credo: "Knowledge for All."
- GRCC claims the copyright of the papers submitted to GRM to ensure that the above-mentioned points can be achieved to the fullest extent, including making papers available to Arabic reading audiences.
- In the case of edited volumes, GRCC will be part of the agreement between co-editors and publishers maintaining the copyright over the entire publication.
- In case of papers published jointly in special issues of journals, GRCC will maintain the copyright over the single papers, unless this impedes the moving forward of the publication.
- In the case of papers published individually in journals or as working papers, GRC will maintain the copyright unless this impedes the publication.
- Authors can ask GRCC to return the English version's copyright to them if it is necessary to publish the paper individually in a journal or as a working paper. In doing so, they are asked to indicate where the paper will be published and acknowledge GRM/GRC/GRCC.

I. DIRECTORS COSTS

- GRC covers the following costs of directors for participation in the workshop in Cambridge.
- Travel:
 - Economy class ticket for the most direct flight (or train ticket) from their place of work to London. GRC generally arranges for prepaid tickets.
 - Local transportation to the airport of departure and back.
 - Local transportation from London to Cambridge and back (may be provided directly by GRC).
 - Visa costs.
- Accommodation:
 - 4 nights of accommodation in Cambridge
- Meals:
 - Directors will be offered two lunches as well as dinner following the Opening Ceremony, along with all GRM participants.



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- Conditions:
 - Directors need to contact GRCC's events manager Mrs. Sanya Kapasi - sanya@grc.net providing her with information on the itinerary and dates.
 - Directors should not purchase any ticket unless explicitly authorized by Mrs. Kapasi.

 - Directors will be asked to fill out a form that they do not receive any reimbursement for the same costs that GRC offers to cover.
 - Directors will be asked to submit receipts of all costs.

J. PARTICIPANTS HONORARIUM

GRM 2024 participants who have submitted their paper meeting the GRM requirements by the deadline of 31 May 2024 and whose paper has been approved by the workshop directors and GRCC will receive a symbolic honorarium to help defray costs. Details will be published on the GRM 2024 website.