

FAQ

The 5th International Symposium on Azerbaijani Carpets (ISAC 2017)

The Symposium

Q: How many days will the Symposium last?

A: It is recommended to arrive on **October 17th**. On that day ISAC 2017 delegates may get registered, visit museums for free, take part in organized sightseeing and satellite events.

October 18, 2017 is the first day of the Symposium; the opening ceremony and a half-day session are scheduled on that day. Day 2 and 3 will have morning and afternoon academic sessions. Day 4, **October 20, 2017** will conclude the Symposium with a half-day session and the closing ceremony. Each evening the organizers plan to cultural programme that include special exhibition opening receptions and other cultural activities. The conference programme and practical matters will be available by early September 2017 on ISAC [website](#), and social media accounts on [Facebook](#) and [Instagram](#).

Q: Who are the Symposium organizers?

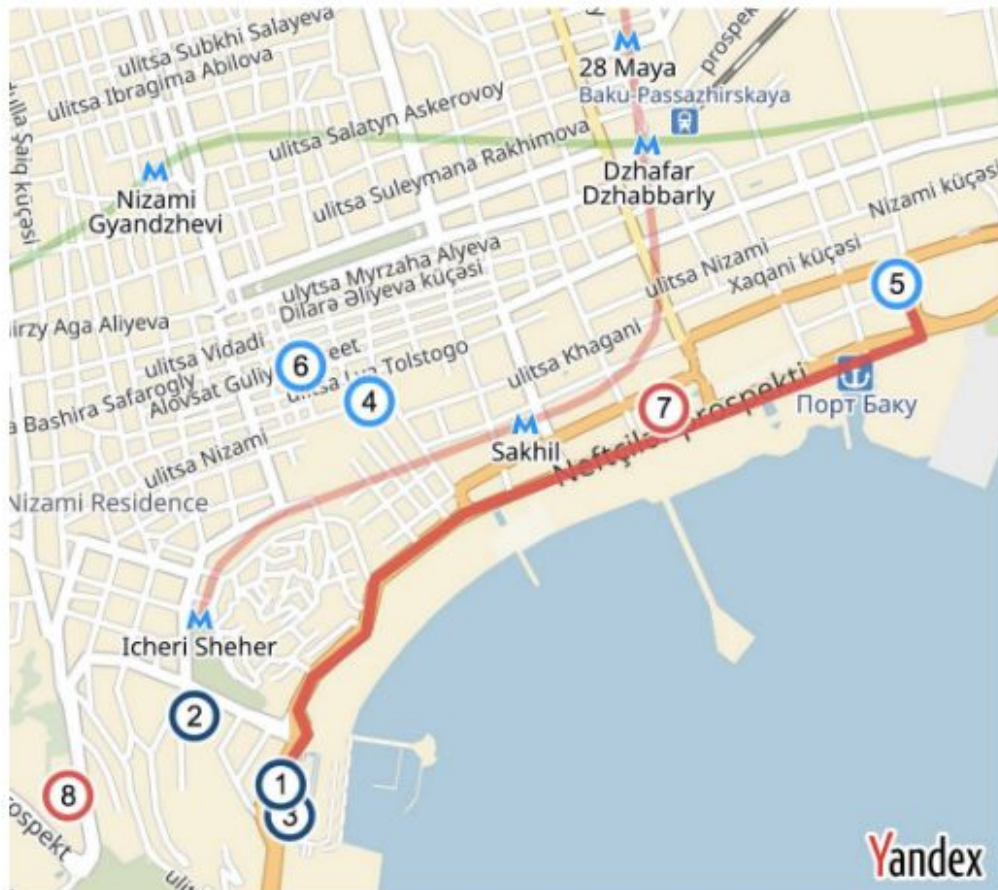
A: The Symposium organizers are the Ministry of Culture and Tourism of the Republic of Azerbaijan, the Azerbaijan National Academy of Sciences and “Azerkhalcha” Joint-Stock Company with International Conference on Oriental Carpets (ICOC) technical support and patronage.

Q: What are the main venues of the Symposium?

A: The venue for academic sessions is Mugham Center located in few minutes walking distance from the two main state museums - Azerbaijan Carpet Museum and the Azerbaijan National Museum of Art (ANMA). The main venues for the temporary exhibitions are the Azerbaijan Carpet

Museum and ANMA. “Azerkhalcha” Joint-Stock Company will host a one day exhibition of their collection of antique carpets. There will be special events and exhibitions at the National Museum of History of Azerbaijan and the Icherisheher (Old Town) and other venues.

Main ISAC venues and suggested hotels:



1. Mugham Centre - the main venue of ISAC 2017
2. Azerbaijan National Art Museum (ANMA) - ISAC 2017 and 'Silk Treasures: Early Azerbaijan Embroideries' exhibition venue
3. Azerbaijan Carpet Museum - ISAC 2017 venue
4. Sapphire City Hotel - 4* hotel suggestion
5. Holiday Inn Baku - 4* hotel suggestion
6. Hale Kai - 4* hotel suggestion
7. Hilton - 5* hotel suggestion
8. Fairmont - 5* hotel suggestion

Academic Sessions and Speakers

Q: When will the Symposium programme be announced?

A: The sessions titles will be announced by the end of August 2017. The Symposium detailed programme will be known in September 2017. Please, check ISAC 2017 [website](#), and social media accounts on [Facebook](#) and [Instagram](#) for updates.

Q: How to become a speaker?

A: As the deadline to submit the abstracts has passed, we no longer accept any papers. Should you have any specific questions, please, address your inquiries to the Academic Committee Co-Chairs - Alberto Boralevi and Togrul Efendiyev by writing to ac@isacbaku.org

Q: I am a confirmed ISAC 2017 speaker. What's next?

A: By now, you should have received all important communication from the Academic Committee informing you about requirements for your presentation.

As stated in the Call for papers, to enhance the quality of simultaneous translation the complete manuscript of your paper should be submitted digitally to the Academic Committee as a condition of final acceptance and qualification for the coverage of expenses no later than **August 15, 2017**. We need this time to prepare the texts in all three official languages of the conference - Azerbaijani, English and Russian. You may deliver your presentation in either of these languages, there will be simultaneous translation. If you are late to submit your full text, please, communicate this to ac@isacbaku.org otherwise you risk to be excluded from the academic programme.

Please, fill in the following online form at this [LINK](#) and send a portrait picture of yourself to info@isacbaku.org email account with 'Photo for CP' in the subject line. Requirements to the photo:

- no less than 300 dpi

- name the file as 'YOUR NAME_YOUR SURNAME.FILE EXTENSION'. E.g., if your name is John Smith and you have a JPEG image, the file name should be JOHN_SMITH.JPEG

This information will appear in the Conference Programme, so please, double check the texts prior to submitting them.

Once we receive your acceptance reply to ac@isacbaku.org /filled form ([LINK](#)), we shall write you a more detailed letter containing further guidelines for your presentation.

If you have any inquiries or have not received any communication from us, please, address your inquiries to the Academic Committee Co-Chairs - Alberto Boralevi and Togrul Efendiyev by writing to ac@isacbaku.org.

Q: I am a confirmed ISAC 2017 poster participant. What's next?

A: By now, you should have received all important communication from the Academic Committee informing you about requirements for your presentation.

These are the poster session guidelines:

All posters will be bilingual (English and Azerbaijani) and shall contain the name of the author and will be designed and printed in Baku by ISAC organizers for a better and uniform presentation. Each participant may have one or two panels measuring approximately 1 metre (39") in width, and 1.5 metres (58") in height with photographs and bilingual text. In special cases and if really necessary, we shall consider also the possibility of a third panel.

You must send **only the text in word format and the pictures in jpg of good quality and with a high resolution for printing**. The text must not exceed 500 words (less than one page of introduction plus short captions for the images). **The deadline for sending all the material is August 31st.**

Please send all this material to ac@isacbaku.org and CC: to Togrul Efendiyev (togrul.e@gmail.com; digital@setline.az). If your images are too heavy for a normal email you can use we-transfer or similar systems.

If you need help with your texts, please, send your English texts for translation into Azerbaijani language in word **format by August 25th** to ac@isacbaku.org and CC: digital@setline.az emails. We also assist non-English speakers with proofreading their English texts. Please, send both Azerbaijani / Russian text and their English translation to info@isacbaku.org with c/c to ac@isacbaku.org .

Posters will be seen and discussed by delegates throughout the Conference, particularly before sessions and during breaks. Please remember that authors of posters should be available for discussion at such times. The conference programme and practical matters will be available by early September 2017 on ISAC website at the following address: <http://www.isacbaku.org>

Also, do not forget to fill in the following online form at this [LINK](#) and send a portrait picture of yourself to info@isacbaku.org email account with 'Photo for CP' in the subject line. Requirements to the photo:

- no less than 300 dpi
- name the file as 'YOUR NAME_YOUR SURNAME.FILE EXTENSION'. E.g., if your name is John Smith and you have a JPEG image, the file name should be JOHN_SMITH.JPEG

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If you have any inquiries or have not received any communication from us, please, address your inquiries to the Academic Committee Co-Chairs - Alberto Boralevi and Togrul Efendiyev by writing to ac@isacbaku.org.

Q: I need an invitation letter from ISAC 2017 to provide to my employer.

A: We will provide invitation letters to **all** speakers and registered delegates by early September. We thank you for the patience and understanding.

Q: What speaker expenses ISAC 2017 organizers cover?

A: Please, note that the organizers of ISAC 2017 provide a complimentary hotel accommodation for 3 nights in a shared twin room in a four-star hotel of organizers' choice (tentatively, Fairmont). Room upgrade to single occupancy and dates extension is possible for a fee. These arrangements as well as other inquiries should be addressed to info@isacbaku.org email account **after August 28, 2017**. We will not be able to proceed your inquiries before that date. **Please, DO NOT email to AzCB.** The speakers are also free to arrange alternative accommodation. The organizers have prepared a list of suggested hotels available on ISAC website for a special rate. This information is available upon written request to info@isacbaku.org.

A limited number of need-based and merit-based travel grants are available for speakers and are allocated based on receipt of 1) the complete manuscript of your paper sent to ac@isacbaku.org within the deadline of

August 15, 2017 and 2) the application submitted by **August 31, 2017** available at this [link](#). The results will be announced by mid-September.

NOTE: Filling in the online form does not guarantee you to receive the travel grant, but makes you eligible to be considered for it.

Successful applicants will get their tickets booked by the organizers. The ISAC 2017 organizers WILL NOT reimburse any tickets bought without prior consent and approval.

General inquiries

Q: I would like to attend ISAC 2017. Where shall I register? How much is registration fee?

A: Participating at ISAC 2017 is free and it is mandatory to register yourself via the [online registration form](#). You will receive an email from info@isacbaku.org within 3 working details with further details. If you do not receive anything, please, email to us.

Q: I would like to come to Baku. Do I need a visa?

A: We advise you to speak with a consulate services of the nearest Embassy of Azerbaijan to check further details. Further information is available in the file at this [link](#).

Q: How do I get a visa to Azerbaijan?

A: We suggest to apply for a visa via [ASAN Visa e-service](#). The online application should be submitted at least 3 working days before your trip and costs \$20. You will find all relevant information at their website.

Q: I want to bring an accompanied person(s) with me. Are they allowed to attend the Symposium?

A: You should fill the relevant section in the [conference registration form](#).

Q: Are there any hotel / accommodation suggestions?

A: We will have special hotel rates and other accommodation suggestions for delegates. Please, check out [this document](#).

Q: How will I get from the airport to the city?

A: In late September we will communicate whether the organizers provide shuttle buses. Alternatively, you may book hotel transfer, get an Uber or hire a cab from the airport. Taxi from the airport to the city center or vice versa should not cost more than 30-35 manat (ca. €15). Note: usually, local taxi drivers do not speak English.

Q: Is there a registration fee for ISAC 2017?

A: There is no registration fee.