

FORMALIZING YOUR PARTICIPATION ON A WORKING GROUP: A HOW-TO GUIDE

STEP 1:

Please visit EuroWeb's page at the COST website, which you can find [here](#). On the right hand panel you will find a section called **How can I participate?** Look for the option "Apply to join your Working Groups of interest" and click Apply.

You will be redirected to the e-COST platform - <https://e-services.cost.eu/>. Please login to your e-COST page. If you do not have an account, please create one by clicking on Create an account and following the platform's instructions.

STEP 2:

Once you successfully login, you will be directed to a page with a short form you will need to fill in order to apply for the Working Groups of your choice:

The screenshot shows a web form with a light blue header containing a notification: "Please note that the Action Management Committee shall decide on your application within 3 months". The form is divided into several sections:

- Applicant profile details:** Includes personal information for Francisco B. Gomes, Male, 1988, from the University of Lisbon. It lists his email, website, and ORCID.
- Science Field:** Set to "History and Archeology".
- Research Area:** Set to "Archaeology, archaeometry, landscape archaeology (Confidence Level: core) see more".
- Working Groups *:** A list of six categories with checkboxes: 1. Textile Technologies, 2. Clothing Identities: gender, age and status, 3. Textile and clothing terminologies, 4. The Fabric of society, 5. Internal and external communication and STSM, 6. Management and training.
- Scientific Background *:** A text input field with a 150-word limit.
- Motivation *:** A text input field with a 150-word limit.
- Working Group Contribution *:** A text input field with a 150-word limit.
- Availability:** Two checkboxes: "I'm available to be nominated as MC member" and "I'm available to substitute the MC member/observer of my COST member country or Specific Organisation on an ad-hoc basis".

At the bottom right, there are two buttons: "Save" and "Save and Submit".

You will need to:

- 1) Select the Working Group(s) you are applying to;
- 2) Give a short account of your scientific training and background (max. 150 words);
- 3) Indicate your motivations for joining the selected Working Groups (max. 150 words);
- 4) Offer some ideas on how you and your research can contribute to the goals of the Working Group (max. 150 words).

As for the options regarding participation in the Management Committee, you are free to answer as you see fit. However, please be advised that all participating countries have already nominated their MC delegates, so there are no vacancies currently available.

Your availability to substitute your national MC delegates, while not required, would be appreciated, as it would make it easier for us to reach the minimum quorum of countries during MC Meetings.

STEP 3:

After you complete and submit your application, the Working Group Leaders and the Action management will be notified, and your application will be validated as soon as possible.