



## Guide for Topic Proposers

EARMA 25th Annual Conference, Bologna 2019

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Annual Conference Programme Committee

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EARMA Conference Topic Proposers

# Call and Guidelines for presentations and posters for inclusion in the Conference Programme

## 25th Annual EARMA Conference

*Bologna, March 27<sup>th</sup> - 29<sup>th</sup> 2019*

### Supporting a Sustainable Future for Research

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## Guidelines for Topic Submission

### Introduction

The European Association for Research Managers and Administrators' (EARMA) conference is Europe's premier Research Management and Administration (RMA) conference providing an unrivalled opportunity for research managers and administrators to meet, network, share their experiences, exchange knowledge within the RMA community. With more than 3000 members in more than 40 countries, the success of Conference depends on the content of the programme presented over two full days in March. Content is provided by committed RMA colleagues from around the world.

### Call for Presentations, Papers and Posters

**The 2019 Conference will take place in at Palazzo dei Congressi, Bologna, Italy between the 27<sup>th</sup> and 29<sup>th</sup> of March 2019.** The Annual Conference Programme Committee (ACPC) is now inviting submissions for **oral and poster contributions** for inclusion in the Conference 2019 programme with the focus on *Sustainable Support for Future Research*.

While the ACPC welcomes submissions on any aspect of research management and administration, in 2019 we are particularly interested in receiving submissions that will contribute to the knowledge exchange and help to prepare for future challenges that RMAs might face. Case studies, practical initiatives, operational 'lessons learned', etc. relating to the practical, day-to-day operation of a research office in a busy research performing organisation both pre- and post-award. Presentations and posters in new areas are particularly invited and presentations from new RMA are also welcomed.

The ACPC seeks current and thought-provoking topics and speakers who can engage their audiences with quality-driven content in lively and informative discussions. To create space for the growing number of high-quality presentations, we encourage speakers to be creative and choose newly introduced presentation formats (Pecha Kucha and Discussion Tables as well as suggest other ones that are more interactive and invites participants to discuss.

Please read this guide carefully, send us your proposal(s) online

[<https://services.aimgroup.eu/ASPClient/home2.asp?eventoid=3784>], and help us to uphold the high standards of previous conferences by exploring new ideas and directions.

Deadline for submissions: **21<sup>st</sup> of September, 2018, at 17.00 CET.**

### Who can submit?

Subject to the caveat that the presentation must be of interest to the extended RMA community, anybody may make a submission. Submissions are particularly invited from research offices, national and international research funders, especially those who may never or rarely have presented at our conference before.

You do not need to be a member of EARMA to make a submission.

Please also read the Terms and Conditions

[<http://web.aimgroupinternational.com/2019/earma/scientific-information/topic-submission-terms-and-conditions/>] for topics and speakers prior to submitting your proposal.

## Subjects covered

You can submit a proposal within any area of the Research Management and Administration profession. Maximum choice of one topic area is available:

- 1 **Pre-Award** (including, but not restricted to: research development; funding opportunities; grant writing; evaluation experience...)
- 2 **Post-Award** (including, but not restricted to: project management, grant management, legal/ financial aspects, audit, conflict of interest, litigation, internal allocation of funding, personal payments, tax...)
- 3 **Impact**
- 4 **International** (including, but not restricted to: collaborating across national boundaries (particularly including outside Europe); working with foreign funding;)
- 5 **Policy and Strategy** (including, but not restricted to: Research Policy/Strategy development and implementation...)
- 6 **Responsible Research and Innovation** (including, but not restricted to: research integrity, gender issues, public engagement, ethics, all aspects of open science and innovation such as publishing, data and policies to enhance openness locally, nationally or internationally)
- 7 **EARMA and Professional Development, Soft Skills and Office Development** (including, but not restricted to: presentations of EARMA standing committees; Issues related to professional development, recognition of profession; Certificate Programmes, Soft Skills relevant to RMAs; Organising the full project cycle or any of its parts within or between organisations, distribution of work, benchmarking and team and leadership development)
- 8 **Sponsors**
- 9 **Other**

Each Session will have a 60 min time slot, but may contain several formats of shorter durations:

### Please read the session format descriptions

- Oral 60 mins
- Oral 30 mins
- Panel Session 60 mins
- Fifteen Minute Discussion Tables
- Pecha Kucha
- Sponsor Sessions 60 mins
- Sponsor Sessions 30 mins
- Poster
- Other

Please read the full descriptions of Session Formats here [Annex 1]

## Details of the online Submission

- **Author:** This is the person submitting the abstract. The system defaults is author = presenter. However, if you are not also the presenter, please click on link "(I'm not the author)". You will then be able to add the details of the presenter. In either case, you can nominate as many authors (maximum of 2-3 presenters) as you wish. Nevertheless, bear in mind that for standard presentations, the usual case will be one presenter per session. There may be cases, however, where a joint presentation will add more value. If you suggest a panel discussion, you will have more than one presenter. A "Corresponding Author" is the main contact for communications about the topic. The usual case will be that this is the same as the presenter. However, authors are welcome to nominate a colleague who will deal with communications about the topic. You do this by simply adding another author.
- **Topic Area:** Please indicate the main topic of your proposal
- **Abstract:** A short descriptive piece explaining your presentation and your format choice for a non-expert audience (250 words)
- **Level of experience:** Please indicate to which level of experience in the audience your proposal suits the best:
  - "New to Topic" (no prior knowledge required)
  - "All" (Any level / any experience will find it interesting)
  - "Experienced only" (requiring considerable previous knowledge)

**Format:** You are welcome to choose the preference of the presentation format; however ACPC reserves the right to allocate the format most suitable for the Conference structure.

## Review Criteria

Depending upon the topic, some or all of the following criteria will be taken into account:

- Overall clarity of submission
- Appropriate level of audience [Select one of: Beginner, intermediate, advanced, all levels]
- The intended learning outcomes
- The relevance and timeliness of the content for RM&A
- Where appropriate, relevance to the Conference theme: ["**Supporting Sustainable Future for Research**"]
- Where appropriate, any plans for a follow-up activity: Examples include an article, repeat presentation in another location ("OLAF"), survey of members, report on session.

- Quality and level of speakers: Do they have sufficient knowledge and experience of the topic? Except for new speakers, do they have good feedback from previous sessions? (Note, we welcome both previous speakers and people who are new)
- Number of speakers (please fully justify if more than 2 speakers are required, also comments above and “Authors”)
- The novelty of the topic: Where possible, the ACPC looks to support new ideas for topics not previously covered. However, if the topic is not particularly novel, it will still be evaluated favourably if it can be justified in terms of any of the following:
  - 1) essential for the day-to-day work of an RM&A
  - 2) update to previous knowledge
  - 3) particularly helpful for beginners.
  - 4) relevant to the EARMA Certificate Programme
- Where relevant, clarity of session plan.

**Topic Format:** Please read carefully the description of topic formats (Annex 1).

**Limits on number of participants:** EARMA’s aim is for sessions to be open to all delegates. **Therefore we do not normally accept limits on sessions.** Only workshops have a limited participation. Workshops take place as a pre-conference event, usually by invitation only. Nevertheless, if your session does require a limit on participants, a full justification should be given.

**Repeat sessions:** We also ask whether you would be willing to do a repeat session. We would only ask this where your session is likely to be very popular. However, whilst this would greatly help the conference organization, there is absolutely no obligation to say ‘yes’.

**Special / Technical Requirements (optional):**

Please let us know if your session has any special technical or other requirements at submission stage. We cannot guarantee meeting any requirements unless fully stated in the proposal and that the requirements do not generate additional substantial costs for EARMA.

**Speakers:** Please note that speakers need to register by the early bird rate deadline (EBRD). If at least one speaker of the proposal is not yet registered by the EBRD, the ACPC will remain the right to remove the proposal from the programme.

**Chairs (optional):**

It would be helpful if you could nominate a chair. Please note that chairs need to register by the early bird rate deadline (EBRD). If you do not nominate a chair, or the chair has not yet registered by the EBRD, the ACPC will find a chair on your behalf.

## **EARMA**

EARMA is the professional association for research administrators and managers in Europe. Research managers and administrators are key players in research, and the profession is a fundamental component of the complete research process. EARMA is active in developing the research support profession through the provision of internationally recognised professional qualifications. Through the strength of its members, EARMA is a trusted partner in European research policy development.

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Annex 1: Session Formats (<http://web.aimgroupinternational.com/2019/earma/scientific-information/topics/>)

### **Standard Presentation**

*The format is the more usual format and consists on one (two) speakers and allowing for questions and answers. This is a good format is if the participant needs updates on running issues or to receive new information. There are three specific types of presentation:*

*Oral Presentation: The majority of the programme sessions will be parallel which oral presentation submissions will be considered for.*

*Plenary session: These are mostly initiated by the ACPC and/or board. Plenary sessions are stand-alone sessions.*

*Keynote session: These are either conference keynotes (again usually initiated by board) or Parallel Keynote sessions which will usually be the first topic within a Parallel Session. If you think that your topic is worthy of consideration for a plenary please state.*

*Length of a standard presentation can be: 55 min + 5 min Q&A or 25 min +5 min Q&A*

### **Panel Session**

*Focuses on stimulating an interactive discussion with the audience. Two or three speakers give their (opposite) views on a certain topic and discuss their opinions with one another and the audience, under the guidance of a moderator. It is recommended that approximately 30% of the session is dedicated to questions and answers, discussions or other formats that encourage audience participation. One submission per panel session to be submitted detailing all panellists.*

*Length of a panel session should be 60 min (Q&A included).*

### **Fifteen Minute Discussion Tables**

Fifteen Minute Discussion Tables: Within an hour time slot there will be max 4 round tables. Each table will be hosted by the “presenter”. Conference delegates will choose a table to start at and spend ten minute there; after that ten minutes all the delegates will rotate round to the next table, and so on until all the tables have been visited. Each fifteen minute session will comprise a 2 minute introduction of a theme, problem, or issue, by the host presenter, who will then moderate an open discussion for the remainder of the fifteen minutes. Each host presenter will cover the same topic max 4 times with different groups of delegates, and may need to have a supplementary question ready to stimulate debate. Delegates do not need to prepare for these sessions, just to be ready for quick wide ranging discussions and remember who they would further like to talk to afterward in the coffee break and beyond. Host presenters need only have a question and some expertise in that area; if they wish they can bring an A4 information sheet as a take-away for delegates - but strictly no Powerpoint!

Probably concrete problem discussions or case studies could be most suitable for this format.

*Length of each discussion table presentation lasts max 15 min (2 min presentation of the topic+ 13 min discussion).*

### ***Pecha Kucha***

A Pecha Kucha (see: <https://www.pechakucha.org/>) is a very short (6 minutes and 40 seconds) presentation format with exactly 20 slides shown for 20 seconds each (and set to automatically advance!). It is a very dynamic and exciting style of presentation that takes a lot of planning - there is no time to waste - you need to know exactly what you want to say, and what information (not much!) you want on each slide. Practicing beforehand is imperative! We will group a number of PKs into a single one hour session and leave some time for questions at the end.

### ***Sponsored Session***

Some sessions may be sponsored and this will be clearly indicated if applicable. Sponsored sessions are not advertorials of the product but a genuine contribution to the debate on RM&A.

*Length of a standard presentation can be: 55 min + 5 min Q&A or 25 min +5 min Q&A*

### ***Poster***

Some topics can be best explained by an A0 poster on which an idea, new insight, process is presented. Posters should be designed in an attractive way in order to attract audience. Poster sessions will be during the coffee and lunch breaks.

### ***Other formats***

Other innovative methods of presenting and outlining a session are welcomed and encouraged – for example questions and answers, interactive games, illustrating with film, etc. please indicate in your topic. Any special technical or other requirements should be clearly indicated in the topic submission. We cannot guarantee meeting any requirements unless fully stated in the proposal. Note that the requirements should not generate additional substantial costs for EARMA. Closed session as per the below may also be considered in this category:

**Closed Session:** This is normally only for meetings which EARMA agrees to host. Such sessions should be submitted under “EARMA”. Whilst these meetings will not be subject to the normal selection procedure, EARMA reserves the right to refuse a closed session where it is not relevant to the needs of the Association. A typical example of a closed session is a meeting of INORMs or the Leiden Group. Chose



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