

24th Annual EARMA Conference

The Square, Brussels, April 17th - 18th 2018

Co-hosted with NCURA Region VIII (International Region)

Building and Sustaining Excellent Research Support

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

Guidelines for Topic Submission	2
Introduction	2
Call for Presentations, Papers and Posters	2
Who can submit?	3
Subjects covered	3
Session Formats	3
Details of the online Submission	3
Review Criteria	4
Annex 1: Session Formats (https://earma2018.exordo.com)	6

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 April. Content is provided by committed RMA colleagues from around the world.

This year the EARMA conference is proudly co-hosting the conference together with the NCURA International Region (Region VIII) which has members across 38 countries around the world. We are hoping for a number of our NCURA Region VIII colleagues to attend and actively participate. To this end we are soliciting proposals with an international appeal and especially encouraging a strand of sessions focusing on the challenges of receiving and managing US-funded grants from a European perspective. When making a session proposal you will be given the opportunity to indicate whether or not your session will have an international dimension. Please note that this will not affect the submission selection process, we just want to ensure, that when the programme is developed, that those EARMA and NCURA Region VIII members with an international outlook will be better able to select which sessions will be most appropriate for them.

Call for Presentations, Papers and Posters

The 2018 Conference will take place in *The Square* at Brussels, Belgium between the 17th and 18th of April 2018. The Annual Conference Programme Committee (ACPC) is now inviting submissions for **oral and poster contributions** for inclusion in the Conference 2018 programme.

While the ACPC welcomes submissions on any aspect of research management and administration, in 2018 we are particularly interested in receiving submissions of 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 have decided to introduce new presentation formats that will take less time, but the old formats are still available.

Please read this guide carefully, send us your proposal(s) online <https://earma2018.exordo.com> and help us to uphold the high standards of previous conferences by exploring new ideas and directions.

Deadline for submissions: **15th of October, 2017, 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 <https://earma2018.exordo.com> 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 subject is available:

- Research Strategies and Policies
- Engaging with stakeholders outside of academia
- Pre-Award: Proposal Development and Funding Opportunities
- Post Award: Grant Management
- Professional development and Career Development; Generic Skills
- New and emerging challenges
- All legal and Financial aspects of RMA
- EARMA related topics
- Sponsors related sessions
- Other areas of interest to RMAs

Session Formats

- Oral 60 mins
- Oral 30 mins
- Panel Session 60 mins
- Interactive session - speed dating 10 mins
- Pecha Kucha 12 mins
- Sponsor Sessions 60 mins
- Sponsor Sessions 30 mins
- Poster
- Other

Please read the full descriptions of Session Formats here [\https://earma2018.exordo.com 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 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.

- **Subject:** Please indicate the subject 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:
 - **Beginner** (less than 3 years' experience in their current role),
 - **Intermediate** (3 to 7 years' experience in your current role),
 - **Advanced** (likely to be in a senior management or leadership role in your current position),
 - **All** - all levels (of general and wide interest to the RMA Community)
- **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.

NCURA: Please indicate if this is a NCURA International Region VIII submission.

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: [**“Building and Sustaining Excellent Research Support”**]
- 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 see text below.

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.

The Secretary secretary@earma.org Rue Joseph II, 36-39, B-1000 Brussels, Belgium @EARMAorg www.earma.org © EARMA 2017

NCURA Region VIII (International Region)

NCURA is the National Council of University Research Administrators. NCURA serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community. NCURA consists of eight member regions, seven within the United States and one international one. NCURA's International Region, has members from thirty-eight countries across Europe, the Americas, Africa, Asia and Oceania.

For more information see: <http://ncuraintlregion.org/>

Annex 1: Session Formats

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).

Interactive Session – Speed Dating

A table session will accommodate max 5 table presentations without any presentation technique. Max 1-2 speakers per table. Audience rotates from one table to another and speakers repeat their presentation for each new group of audience. This type of interactive session can be suitable for all levels of experience. The chair will take care of timing and audience rotation. Probably concrete problem discussions or case studies could be most suitable for this format.

The actual time of the session is 60 minutes, but the length of each speed dating table presentation lasts max 10 min (5min + 5 min Q&As) up to a maximum of 5.

Pecha Kucha

Presentation 20 sec x 20 slides. 7 min + 5 min Q&A. Up to 5 Pecha Kucha presentations will be included in the same session.

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 session will have an indicated time for 3 min presentation + 2 min Q&A depending on the number of posters. More in-depth poster discussions with an author can be continued during the conference.

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 “Other” as session type.