



## Guide for Abstracts Proposers

EARMA 27th Annual Conference, Prague 2021

### **Author(s)**

Annual Conference Programme Committee

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### **Recipient(s)**

EARMA Conference Abstracts Proposers

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

## 27th Annual EARMA Conference

*“New world, new programmes, new challenges.”*

*Prague, 28-30 April 2021*

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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. It provides an unrivalled opportunity for research managers and administrators to meet, network, share their experiences and exchange knowledge within the RMA community of more than 3,000 members from over 40 countries. The success of the Conference depends on the content of the programme to be presented over two full days in 2021. Content is provided by committed RMA colleagues from around the world and by the keynote speakers invited to the event.

This year the EARMA conference is proudly co-organised by The 27<sup>th</sup> Annual EARMA Conference is organised by EARMA with the support of the Czech Local Organising Committee. This committee brings together representation from many key organisations working within the Czech research and administration community including the Czech Technical University, Charles University, The Technology Center of the Academy of Sciences of the Czech Republic, Alevia, Vedavyzkum.cz and Prague AI. Through this local committee we are excited to explore all opportunities to better establish the profession of research management and administration within the Czech Republic. We warmly invite the EARMA community to Prague.

### Call for presentations and posters

**The 2021 Conference will take place in Prague.** The Annual Conference Programme Committee (ACPC) is now inviting submissions for **oral and poster contributions** for inclusion in the Conference 2021 programme with the focus on *New world, new programmes, new challenges*.

While the ACPC welcomes submissions on any aspect of research management and administration, in 2021 we are particularly interested in receiving submissions that will contribute to the knowledge exchange needed to help to prepare for future challenges that RMAs might face, in particular related to Horizon Europe. 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 organization, both pre- and post-award, are welcome. Presentations and posters in new areas are particularly invited and presentations from new RMA are encouraged.

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 presentation formats such as Pecha Kucha and Discussion Tables as well as suggest other ones that are more interactive and invite participants to discuss and debate.

Please read this guide carefully, send us your proposal(s) online through the submission port, and help us to uphold the high standards of previous conferences by exploring new ideas and directions.

Deadline for submissions: **30 September 2020, at 17.00 CET**

### Who can submit?

The presentation topics must be of interest to the extended RMA community, but anybody may make a submission. Submissions are normally made from those working in research offices, and in national and international research funders. We particularly welcome those who have never or rarely presented at our conference before.

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

Please also read the Speaker & Topic Terms and Conditions for abstracts and speakers prior to submitting your proposal.

### Topics

You can submit a proposal within any area of the Research Management and Administration profession. The abstract submission must be submitted to one of these topic areas.

- 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** (in applications, in project, impact follow-up and other related topics)
- 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 **Open Science, Research information, and RRI** (including, but not restricted to: research integrity, gender issues, public engagement, stakeholders engagement, ethics, all aspects of open science and innovation such as publishing, data and policies to enhance openness locally, nationally or internationally)
- 7 **Organising Support Service for Research; Professional Development, Skills Development and Team Building** (including, but not restricted to: issues related to professional development, recognition of profession; 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 **EARMA and professional associations (organizing RMA professional development and recognition)**
- 9 **Sponsors**
- 10 **Other** (suggestion for new formats and themes)

Each Session will have a 60 minute time slot, but may contain several 'presentations' of shorter durations, it is rare for a single presentation to fill a whole session, most commonly submissions are allocated 30 minutes:

**Please read the session format descriptions in annex 1 for more details Available session formats are:**

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

Please read the full descriptions of Session Formats here: <https://www.earmaconference.com/>

**Details of the online submission**

- **Title:** Please provide a clear and concise title of your presentation.
- **Presenters:** You will be able to list as many presenters as you wish but for standard presentations, 1 or 2 presenters is the usual case. If you suggest a panel discussion, you can nominate 3 to 5 presenters. The presenting author is the main contact for communications about the abstract. This can be a different person from the submitter. In such case, the communication related to the abstract is sent to the presenting author with the submitter on copy.
- **Abstract Area:** Please indicate the main topic of your proposal
  - Pre-Award
  - Post-Award
  - Impact
  - International
  - Policy and Strategy
  - Open Science, Research information, and RRI
  - Organising Support Service for Research; Professional Development, Skills Development and Team Building
  - EARMA and professional associations: RMA development and recognition
  - Sponsors
  - Other
- **Abstract:** A short descriptive piece explaining your presentation and your format choice for a non-expert audience (500 words). Please include take away messages in the abstract (learning outcomes).

- **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)
  - "Intermediate" (knowledge development)
  - "Experienced only" (requiring considerable amount of previous knowledge)
  
- **Presentation character:** Please choose the most relevant one
  - Case study
  - Good practice
  - Technical report
  - Interactive session
  - Theoretical
  - Discussion starter
  - Methodological session
  - Practical initiatives,
  - Operational 'lessons learned
  - Other
  
- **Format:** You are requested to choose three preferences (according to your priority) of the presentation format; however ACPC reserves the right to allocate the format most suitable for the Conference structure even other than your choices. Please note that sometimes it is technically possible to choose two or more similar formats, and in this case your submission will be rejected and you will be requested to correct it.
  - Oral 60 mins
  - Oral 30 mins
  - Panel Session 60 mins
  - Panel Session 30 mins
  - Fifteen Minute Discussion Tables
  - Pecha Kucha
  - Poster
  - Sponsor Session 60 mins
  - Sponsor Session 30 mins
  - Other
  
- **Chair:** If you have a suggestion for someone to chair your session the please provide their name and email. In case of shorter formats of the presentation a single chair will be assigned for the entire session. Please note that chairs need to register by the early bird rate deadline (1 February 2021). You are not guaranteed to be provided with the session chair that you propose. In case you have no preferences, the ACPC will select a Chair among attendees to chair your session.

## Review Criteria

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

- Overall clarity of submission
- Appropriate level of audience [Select one of: "New to Topic", "Intermediate", "Experienced only"]
- The intended learning outcomes – take away messages
- The relevance and timeliness of the content for RMA
- Relevance to the Conference theme
- Any plans for a follow-up activity: Examples include: an article for the EARMA newsletter, repeat presentation in another location, 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 and new speakers)
- 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 RMA
  - 2) update to previous knowledge
  - 3) particularly helpful for beginners.
- Where relevant, clarity of session plan.

**Topic Format:** Please read carefully the description of topic formats (see 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.** Normally 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 may 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 accept.

### **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 (1 February 2021). 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.

**GDPR: The system is GDPR compliant**

For the purpose of the Prague conference, EARMA has contracted the professional services of C-IN. Abstract submission, review and registration is realized through their online conference management system. EARMA has signed a data processor agreement with them. C-IN shall only process personal data to which the company gains access to as part of the fulfilment of its contractual obligations with respect to EARMA Conference. C-IN shall not be permitted to disclose any personal data to third parties.

By submitting the topic proposal to the 27th EARMA Annual Conference, 2021 you agree that your presentation will be shared with the conference participants via earma.org and EARMA Conference APP.

## Annex 1: Session Formats

### **Standard Presentation**

The format is the more traditional format and consists on one (two) speakers and allowing for questions and answers. This is a suitable format if the participants need updates on current 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 contact the EARMA secretary.

*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 (opposing) 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 the topic and all panelists.

*Length of a panel session should be 60 min or 30 min (Q&A included).*

### **Fifteen Minute Discussion Tables**

Fifteen Minute Discussion Tables: Within an hour time slot there will be a maximum of four round table 'presentations'. Each table will be hosted by the "presenter". Host presenters need only have a question and some expertise in that area; conference delegates will choose a table to start at and spend 15 minutes there; after 15 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 up to four times in the session with different groups of delegates. It is sensible 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. Many presenters find it useful to prepare and bring printed

copied of an A4 information sheet as a take-away for delegates. But there is strictly no Powerpoint. A concrete problem or case studies are 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 Pecha Kuchas 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 RMA.

*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 or process is presented. Posters should be designed in an attractive way in order to appeal to the audience. The main poster session will be held after lunch on the first day of the conference. Poster presenters should be by their posters then, but also any other break time to discuss their posters. Posters will be placed at a central spot at the conference venue and a vote for the best poster will be held.

### **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 abstract. 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 “Other”. 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

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](mailto:secretary@earma.org) Rue Joseph II, 36-39, B-1000  
Brussels, Belgium @EARMAorg [www.earma.org](http://www.earma.org) © EARMA 2020



Rue Joseph II, 36-39  
B-1000 Brussels  
Belgium  
[earma@earma.org](mailto:earma@earma.org)  
[www.earma.org](http://www.earma.org)

EARMA VAT No: BE.0831.444.012