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## Guide for Abstract Proposers

EARMA 28th Annual Conference, Oslo 2022

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# Guide for Abstract Proposers

Guidelines for presentations and posters for  
inclusion in the Conference Programme

## 28th Annual EARMA Conference

*Research Support in the New Normal*

*Oslo, May 4-6, 2022*

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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 2022. 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 NARMA (Universities Norway) which has members from 32 higher education institutions and currently has around 700 individual members. NARMA's mission is to enhance the profession of research management and administration, and to facilitate excellence in research through identifying, establishing and exchanging good practice in research management and administration. We are hoping for a number of our NARMA colleagues to attend and actively participate. As many will know the conference was originally to be held in Oslo in 2020 but had to be postponed due to the global pandemic. After a two year gap NARMA and EARMA are excited to be able to return to an in-person conference.

### Call for presentations and posters

**The 2022 annual conference will take place in Oslo.** The Annual Conference Programme Committee (ACPC) is now inviting submissions for **oral and poster contributions** for inclusion in the 2022 conference programme with the focus on *Research Support in the New Normal*.

While the ACPC welcomes submissions on any aspect of research management and administration, in 2022, as part of our diversity and inclusion efforts, we are particularly interested in receiving submissions that will involve presenters from multiple organisations and / or countries as well as submissions from widening countries. 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 RMAs are encouraged.

The ACPC seeks timely 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 portal, and help us to uphold the high standards of previous conferences by exploring new ideas and directions.

Deadline for submissions: **September 24, 2021, at 17:00 CEST**

### 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 Terms and Conditions for abstracts and speakers prior to submitting your proposal.

### Details of the online submission

Normally multiple sessions will be scheduled with a 60 minute timeslot. Only rarely will a single session fill a whole timeslot, 30 minutes sessions and Pecha Kuchas are the norm.

Please read the session format descriptions in annex 1 for more details. **Start the submission by choosing your primary format. You will later be asked to add two alternative formats that suit you.** Available session formats are:

- Oral 60 mins
- Oral 30 mins
- Fifteen Minute Discussion Tables
- Pecha Kucha
- Poster

Note that we also offer opportunities for sponsoring and partnering. Please contact the EARMA Managing Director Nik Claesen [nik.claesen@earma.org](mailto:nik.claesen@earma.org) to discuss **PATRNSHIP** package options.

Please read the full descriptions of Session Formats here in annex 1.

In the submission system you need to fill your submission details. The fields marked with \* are mandatory.

**Title\*:** Please provide a clear and concise title of your presentation.

**Subtitle:** An optional subtitle to further clarify your presentation focus.

**Preview:** What you put here will appear on the abstract listing page. If you are not sure what to put, use your abstract background or introduction. Maximum 500 characters.

**Category\*:** Please choose the most relevant one

- Case study
- Discussion starter
- Good practice
- Interactive session
- Methodological session
- Operational lessons learned
- Practical initiatives
- Technical report
- Theoretical

**Topic\*:** Please indicate the main topic of your proposal

- EARMA and professional associations.
- Impact
- International
- Open Science and Responsible Research & Innovation
- Organising Support Services & Team Building
- Policy and Strategy
- Post-Award
- Pre-Award
- Professional Development and Recognition
- Research Information for RMAs

**Level of experience\*:** Please indicate to which level of experience in the audience your proposal suits the best:

- Introductory
- Intermediate
- Experienced
- General

**Presentation or room requirements:** 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.

**Author permissions\*** Please tick this box to confirm that you have received permission of all authors to submit the abstract. Check the box as appropriate.

**Additional considerations\*:** As well as the annual conference, EARMA organises many other events during the year - both online and in person. If you would like your abstract to

**additionally be considered for a stand-alone EARMA event**, please select which type. This **will not affect your consideration for this conference**. You may be approached by the EARMA office to organize this event if you tick this.

**EARMA Publications:** EARMA may choose to feature your submission in its newsletter or a *Journal of Research Management and Administration (JoRMA)*. Check this box if you want your submission to be considered for any EARMA related publications. For more details on *JoRMA* see <https://publications.coventry.ac.uk/index.php/jorma/about>

**Time allocated\*:** Check this box to agree that you will submit your session presentation in the timeline indicated in the guide for presenters to the presentation submission system.

**Video recordings\*:** Check this box if you give permission for your session to be recorded if applicable and published in the EARMA website.

**Presentations\*:** Check this box to allow your presentation to be shared via [earma.org](http://earma.org) to the conference participants.

**Commercial Interest:** Check this box if you are submitting this abstract on behalf of a commercial enterprise.

**GDPR\*** Check this box to confirm that you agree with the terms and conditions for abstract authors.

**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). Add here information about interactivity, if the submission is for a panel and other relevant information.

**Co-authors:** As you have logged or created a profile, **you are the submitting author**. You will be able to list up to 5 co-presenters, 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 submitting author is the main contact for communications about the abstract. The submission and acceptance process can be followed in the system.

**Alternative Formats:** You are requested to choose two alternative 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.

**Chairs will be assigned after an open call for chairs later this year.**

## 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
- 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, publication.
- 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 in the abstract if more than 2 speakers are required).
- The novelty of the topic: Where possible, the ACPC looks to support new ideas for topics not previously covered. However, submissions will always be evaluated in relation to quality.
- Where relevant, clarity of session abstract.

**Limits on number of participants in session:** 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 in abstract.

**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.

**Speakers:** Please note that speakers need to register by the early bird rate deadline (EBRD) (February, 2022). If at least one speaker of the proposal is not yet registered by the EBRD, the ACPC will retain the right to remove the proposal from the programme.

**GDPR: The system is GDPR compliant**

For the purpose of the Oslo conference, EARMA has contracted the professional services of Gyro <https://gyro.no/en/about>

Abstract submission, review and registration is realized through EARMA's own online conference management system Gyro 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. Gyro shall not be permitted to disclose any personal data to third parties.

By submitting the topic proposal to the EARMA Annual Conference, you agree that you will submit your presentation as within the timeline indicated in the guide for presenters to the presentation submission system and agree that your presentation will be shared with

the conference participants via earma.org.

## Timeline

2021 August 17th	Open call for abstracts
2021 September 24th	Close call for abstracts
2021 November	Results of the abstract call communicated to the speakers
2021 December	Draft programme published
2022 January	Registration opened
2022 February	Early bird deadline
2022 April	Standard registration deadline
2022 April 15th	Last date to update abstracts
2022 April 22nd	Final programme published
2022 April 25th	Presentations uploaded by the speakers
2022 May 4th-6th	Conference in Oslo

## Annex 1: Session Formats

### Standard Oral Presentations

The format is the more traditional format and consists of one or 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.

**Oral 30 minutes** – Presentation time no more than 20-25 minutes, with at least 5 minutes for Q&A.

**Oral 60 minutes** (in exceptional circumstances) - Presentation time no more than 40-50 minutes, with at least 10 minutes for Q&A.

Usually 1-2 speakers are involved and interactivity is encouraged.

### 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.

**Panel submissions should submit as an Oral 30 or Oral 60 minutes oral presentation** with clear indication that the submission is for a panel.

### **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 15 min (max 2 min presentation of the topic, plus 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.

### **Partner Session**

Some sessions may be conducted in collaboration with EARMA partners, and this will be clearly indicated if applicable. Partner sessions are not advertorials of the product but a genuine contribution to the debate on RMA.

If you are interested in running a partner session, please contact the EARMA Managing

Director Nik Claesen [nik.claesen@earma.org](mailto:nik.claesen@earma.org). Options include 30 minute and 60 minutes session.

## Poster

Some topics can be best explained by an A0 poster on which an idea, newinsight 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.

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 ACPC via the EARMA secretary ([secretary@earma.org](mailto:secretary@earma.org)).

*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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