

## **Guidelines for programme planning ECER 2023**

### **Please complete your programme by 25 May!**

### **Dear Link-Convenors,**

Thank you for all the hard work you have done so far for organizing this year's European Conference on Educational Research (ECER). It is greatly appreciated. Before you start with the programme planning in Conftool, we would like to provide you with some additional information.

#### **Convenors' Meetings**

As usual, there are two meetings for link convenors during ECER.

#### **Link Convenor Meetings will take place:**

Tuesday, August 22, 09.00–10.30 and

Friday, August 25, 12.00–13.30.

Please mark these dates in your calendar.

#### **Council invited Reception**

There will be a special reception for all convenors, reviewers and EERA council members on Wednesday, 23 August. The location is not yet confirmed, we will update you later in the process.

#### **ECER 2023 - Conference Sessions**

The ECER 2023 timetable has **17 conference sessions** (the time slots Wed, Thurs, Fri 11.00 – 12.00 for central events have the session numbers 05, 10 and 15 - these cannot be used by networks). **As in previous years, there are 14 sessions which can be used by networks for their programme planning.** All sessions have fixed start and end times – these can be seen on page 8 below. The European Conference on Educational Research starts 22 August at noon and overlaps slightly with the Emerging Researchers' Conference

Many thanks for your continued support.

Best wishes,  
Petra Grell

# Guidelines for Programme Planning in Conftool

## General guidelines

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- The sessions are named in the usual way: “02 SES 01 A” is Network 02, timeslot 01, with “A” indicating that there are parallel sessions for NW 01 within this timeslot. Please **use all sessions 1 - 17 A before** using a session “B”, “C” or “D”. This is important so as to avoid shortage of rooms in peak session times.
- There are two types of accepted proposals: status “Accepted” and status “Accept” (as a result of the first and second round of reviewing, respectively). In Conftool, it is best to set the respective filter (Acceptance Status) to “**All contributions which will be presented**”. (Screenshot on page 6) The office can prepare an excel export of these submissions for you if you find this helpful during programme planning.
- We will send you a list with time restraints within your network early in May (After 2<sup>nd</sup> round of reviewing). As these restraints came early, please try to accommodate them.
- In order to prevent **repeated mistakes** of combining papers with Symposia, Panel Discussions and Research Workshops in one session: Please start by assigning Symposia, Panel Discussions and Research Workshops and work through the papers afterwards. It is easy to do this by setting the **Filter “Formats”** to the respective format of presentation and then work through the list. (Screenshot on page 6)
- Let Office know as early as possible if you are **planning joint sessions** with another network and request that both networks are placed in rooms close to each other for all slots.
- **All networks must hold a network meeting during ECER.** If you plan it during session time, do not plan any other session in the same time slot. This will be particularly difficult for all networks which run parallel slots throughout the conference.  
We have set up time slots for the network meeting during lunch time on Thursday, 12.15-13.15 or, if you would like the NW meeting to be extended by 30 minutes, Thursday 12:00 – 13:30 (please let us know if you would like the longer session). If you want your network meeting to take place during a different session, please get in touch with Office. Please note that the network meeting must not take place in the lunch break on Wednesday during the General Poster exhibition, during the keynote speeches or on Friday lunchtime, when the link convenors meet.
- As soon as the first programme drafts come in, we will start to check for time conflicts. We also continue to collect time restraints and cancellations and will keep you updated. We try to keep the number of programme changes as low as possible and only get in touch if we think action needs to be taken (e.g.: time conflict, cancellation leaves only 1 paper in a session) Once the presentation times have been announced, we will only contact you with rescheduling requests if they seem unavoidable.
- **The most important information is: once you have completed your programme do not alter it in Conftool anymore!** You might get **requests** from authors to **cancel their presentations**. Please forward these emails to Office (preferably with a suggestion on necessary adaptations to the programme). We will withdraw the papers and arrange for these participants’ cancellations as well as their refunds. If you do not forward these emails the authors might end up as being listed amongst the **no-shows**.

- Some authors might ask you to re-schedule their presentation. If authors ask Office, we will only accommodate these requests if they seem unavoidable and necessary. We recommend you do the same. If you want to accommodate the request: **Do not do this in Conftool**, instead ask Office to reschedule the paper (put forward a suggestion!). If the programme database is changed while Office is sorting out time conflicts, new conflicts might be created but remain unnoticed. This holds true for both presentation times and chairing sessions.

## Getting started: Session Overview

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First take a look at how many sessions were prepared for you.

To do so, scroll to the section “As chair of the programme committee...”. => and click Sessions

As chair of the program committee, you have access to all contributions and reviews:

Assigned to the following network(s):

- 08. Research on Health Education

**Manage Submissions and Reviews**  
Access to submitted contributions, all program committee (PC) members and their reviews.

**Quick Links:** [Submissions](#), [Program Committee](#), [Review Results](#), [Finals](#), [Sessions](#)

**Bulk E-mails**

You will then get an overview of all conference sessions in Conftool. In addition, you will be informed which network has been assigned to you (in the example below: Network 01). **Please select your respective network by using the dropdown menu “Filter by track/submission type”.**

Assigned to the following network(s): 01. Continuing Professional Development: Learning for Individuals, Leaders, and Organisations

[Edit Sessions](#) [Show Presentations](#) [Save Page to Disk](#) [Print View](#)

Filter by track / submission type: All tracks / types of submissions that were assigned to you as Track Chair

You will now be able to see and access all sessions that were set up for your network by the EERA Office. In the example you see an example for NW 01: they have 3 parallel sessions (A - C) in time slots 01, 02 and 03 on Tuesday.

Assigned to the following network(s): 01. Continuing Professional Development: Learning for Individuals, Leaders, and Organisations

[Edit Sessions](#) [Show Presentations](#) [Save Page to Disk](#) [Print View](#)  
Filter by track / submission type 01 Continuing Professional Development: Learning for Individuals, Leaders, and Organisations

Session Overview	
Date: Tuesday, 10/Sep/2013	
1:15pm - 2:45pm	01 SES 01 A: Parallel Paper Session
1:15pm - 2:45pm	01 SES 01 B: Parallel Paper Session
1:15pm - 2:45pm	01 SES 01 C: Parallel Paper Session
3:15pm - 4:45pm	01 SES 02 A: Parallel Paper Session
3:15pm - 4:45pm	01 SES 02 B: Parallel Paper Session
3:15pm - 4:45pm	01 SES 02 C: Parallel Paper Session

### Changing Session Titles

To edit the title of the session, click "Edit Sessions" in the upper left corner. Afterwards, click "Edit Session Details" (see screenshot below):

Session Overview	
Date: Tuesday, 10/Sep/2013	
1:15pm - 2:45pm	01 SES 01 A: Parallel Paper Session <a href="#">(Edit Session Details)</a>

You will now be able to add a session title ("Title"). Please do so! **Remember this will be displayed in the conference app.** You are free to choose titles for Paper Sessions. Sessions for Symposia, Panel Discussions and Research Workshops need to get the title of the respective submission. EERA office can fill those in.

### Selecting Chairs

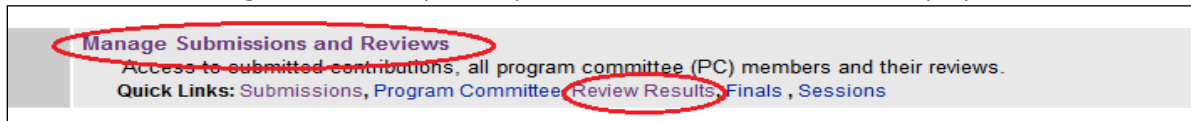
**You are also free to select a chair, but Office suggests that you do not do that at this stage!** ("Session Chair") or discussant ("Second Session Chair"). We will ask for names later and via a different way. Why? Chairs and discussants have to be registered as users in the system; otherwise their names won't be displayed. Experience has shown that many chair persons are not registered at the time of programme planning. So you won't be able to assign their names. In order to simplify the process, Office will send out an excel export of your programme and ask you to fill in the names of chairpersons there. This will allow office to regularly check if a suggested chair is already available in the system. When assigning chairs, think of people who will be able to assure good discussions after the presentations and who are knowledgeable of ECER and the network. Avoid assigning authors presenting in that session.

**Do not** change the information in "Further Information". The session abstract will (only) be displayed in the conference App.

Edit Session	
Change the selected session here and proceed to save it.	
ID	3
Session Type	Normal Session with title and the option to assign contributions (default).
* Short Title	<input type="text" value="ERG SES C 01"/> <p>Please enter a unique identifier for this session, e.g. "SES-08", "WS12", "Plenary 1". You may also leave this field empty if you don't want to assign contribution to the entry (e.g. for "coffee breaks", "conference dinner" etc.)</p>
* Title	<input type="text" value="N. N."/>
Assign Contributions	<input type="button" value="Yes"/> <p>Please choose whether accepted contributions will be assigned to this session. Select "No" for coffee breaks, social events, etc.</p>
Limit to Conference Track / Submission Type	<input type="button" value="21. Emerging Researchers' Group (for presentation at Emerging Researchers' Conferen"/> <p>If you select a conference track / submission type for this session, only contributions of the corresponding track can be assigned to the session. Furthermore, the presiding Track Chairs get access to do the assignments of presentations to these sessions themselves.</p>
* Session Time	<input type="button" value="Mon, 01/Sep/2014: 11:00am - 12:30pm (1:30)"/>
* Session Location	<input type="button" value="FPCEUP - 113"/>
Session Chair	<input type="button" value="Nobody / person unknown"/>
Discussant (For Symposia only)	<input type="button" value="Nobody / person unknown"/>
Further Information	<p>This information will also be shown on the main session overview page. Please keep the text short for sake of clarity of the overview page. HTML elements may be used. Please enter "&lt;br&gt;" for line breaks.</p> <input type="text" value="Poster Session"/>
Session Abstract	<p>This information will only be shown in the detailed session view and if the display of abstracts is enabled. HTML elements may be used. Please enter "&lt;br&gt;" for line breaks.</p> <input type="text"/>

## Assigning Submissions to Sessions

To assign the submissions to each session, please click "Review Results" in the box displayed in more detail under "Getting started" (see p. 3). A partial screenshot of this box is displayed below:



You will then be directed to a list similar to the one below:

In order to ensure that you do not miss an accepted paper, set the Acceptance Status to: "All contributions that will be presented" (see upper red circle in the screenshot below). Now all contributions that were accepted in either the first or the second round of reviewing are displayed. It is easy to see whether the accepted proposals of both reviewing rounds are displayed since they are marked in different shades of green.

**Results of the Reviewing Procedure & Decision About Acceptance** Related Functions ▾

Overview of the reviewers' evaluations with the option to set the acceptance status of each submission and to assign them to a session of the conference.

**Assigned to the following network(s):** 01. Continuing Professional Development: Learning for Individuals, Leaders, and Organisations

Acceptance Status: [dropdown] contributions that will be presented

Show more filter options ▾

Search [input] 1 2 · Next ==> Per Page: 100 ▾

111 entries on the list. Page 1 of 2

Points	Reviews	ID	Contribution Title	Author(s)	Acceptance Status	Session
▲▼	Span		EERA Network	Submitting Author		Online Forum
1	10.0	2 / 2	493 Research on Practices of Teacher Induction Part I ⓘ 01. Continuing Professional Development: Learning for Individuals, Leaders, and Organisations - Symposium	Heikkinen, Hannu L. T. Heikkinen, Hannu L. T.	Accepted [Edit Status]	[dropdown] 01 SES 01 A 01 SES 01 B 01 SES 01 C 01 SES 02 A 01 SES 02 B 01 SES 02 C 01 SES 03 A 01 SES 03 B
2	10.0	2 / 2	542 Research on Practices of Teacher Induction Part II ⓘ 01. Continuing Professional Development: Learning for Individuals, Leaders, and Organisations - Symposium	Heikkinen, Hannu L. T. Heikkinen, Hannu L. T.	Accepted [Edit Status]	[dropdown] 01 SES 01 A 01 SES 01 B 01 SES 01 C 01 SES 02 A 01 SES 02 B 01 SES 02 C 01 SES 03 A 01 SES 03 B
			School Leadership Career Planning and	Huber, Stephan Gerhardt; Kanane,		

To facilitate your work, take a look at the additional option in "Show more filter options". We recommend that you set the filter "Format of Presentations" to Symposium and complete all the submissions here, then to Panel Discussions and complete all the submissions, then to Research Workshop and work your way through the different formats.

You can assign presentations in sessions by using the drop down menu "Session". You will now get an overview of all available sessions attributed to your network (see screenshot below). Before assigning a presentation to a session, please also take a look at the list of time restraints/withdrawals you will receive by the EERA Office (to be sent second week of May).

### Symposia

- Please always use Friday Session 14, 16 and 17 for Symposia first! These are the official Symposia Sessions. If your network has attracted more symposia, you can also use earlier slots, but try to plan symposia towards the end of the conference.
- Symposia needing more than one session (i.e. were submitted in two or more parts) should be planned in subsequent sessions.
- The EERA office will need to modify symposia in order to be able to assign the papers within a symposium to session slots. We will do this, once you have scheduled the symposium. Only assign one symposium to a session slot. If you detect a "symposium paper" (=paper within a symposium) in your network, please disregard it. We will process it.
- Sessions for Symposia should always have the name of the submission. If you do not type in the title, the EERA office will take care of this when attributing the chair and discussant as suggested by the submitter.

### Panel Discussions /Research Workshops

- Do not place them into a session together with a paper
- Sessions for Panel Discussions and Research Workshops should always have the name of the submission. If you do not type in the title, the EERA office will take care of this when attributing the chair for the Panel Discussion as suggested by the submitter. In Research Workshops (usually) the submitter is asked to chair.

## Posters

- Posters would by default be put in the general poster session on Wednesday during lunch time (NW SES 05.5 PS). However also have the option to schedule posters in “normal” parallel sessions. These can be sessions with only posters (see below) or sessions where posters are combined with other papers, videos and/or ignite talks.
- You might want to offer an interactive poster session in your network again this year. The idea is to have an interactive and chaired poster session in one of your session rooms during one of the 14 network session slots. The 4 – 5 posters would be displayed in this room throughout the conference. If you would like to have an interactive poster session, please assign (some of) the posters into one of the 14 time slots for Parallel Sessions.
- We are not yet sure if all rooms will be set up for posters, but we will try to ensure that each network opting for an interactive poster session will be able to offer one.

## Videos

- Videos were introduced as presentation format in 2018. Video presentations can best be scheduled together with paper /poster presentations, or if you have more videos also in one video session. This is new – so we all are experimenting. What is fixed: Videos will be displayed in the session rooms.

## Pecha Kucha were retitled to IGNITE Talks

- Preferably, each session will have 3-5 Ignite Talk presentations with a chair person prepared to engage participants in discussion. If not enough Ignite Talks are submitted, the presentations will be programmed together with paper presentations in that same network.

## Papers

- As rule of thumb, please put three papers into each session. A number in brackets behind the session short title (e.g. 01 SES 01 A [2]) will indicate how many papers are already placed in one session (here: two).
- If your network uses subthemes you can filter all submissions and therefore easily detect papers that might fit together well in one session. In the list “Review results”, please click “Show Filter Options” and then select “Filter by Topic”.

## Results of the Reviewing Procedure & Decision About Acceptance

Related Functions ▼

Overview of the reviewers' evaluations with the option to set the acceptance status of each submission and to assign them to a session of the conference.

Network / Type of submission	02: Vocational Education and Training (VETNET) ▼
Acceptance Status	All contributions that will be presented ▼
Session	All Sessions ▼
Filter by topic	All topics: do not filter ▼
Special Filter	All topics: do not filter
Format of Presentation	NW 02: Comparison of VET cultures and Governance of VET systems NW 02: Qualification frameworks, competence assessment (e.g. Large scale Assessments)
Alternative EERA Network	NW 02: Teachers' & Trainers' professional development NW 02: Careers, transitions and guidance & counselling
Confirmation	NW 02: Work-based learning, partnership of learning venues (e.g. research on apprenticeships) NW 02: Social issues in VET and social impact of VET provisions
Redirect to	NW 02: Pedagogic support by digital media (e.g. web2) NW 02: Theory of Assessment, Evaluation, Testing and Measurement

Thank you again for all the work. If you have any questions, contact the Office or the Network's Representative on Council.

### Conference Schedule ECER 2023

Tuesday	Wednesday	Thursday	Friday
<b>08:30 - 17:30</b> Check-in	<b>08:30 - 17:30</b> Check-in	<b>08:30 - 17:30</b> Check-in	<b>08:30 - 15:30</b> Check-in
	<b>09:00 - 10:30</b> Session 4 Parallel Sessions	<b>09:00 - 10:30</b> Session 9 Parallel Sessions	<b>09:00 - 10:30</b> Session 14 Parallel Sessions
	<b>10:30 - 11:00</b> Coffee Break	<b>10:30 - 11:00</b> Coffee Break	<b>10:30 - 11:00</b> Coffee Break
	<b>11:00 - 12:00</b> Central events (Keynotes) Session 5	<b>11:00 - 12:00</b> Central events (Keynotes) Session 10	<b>11:00 - 12:00</b> Central events (EERA Panel/EERJ Moot) Session 15
<b>12:00 - 12:45</b> Opening Ceremony			
<b>12:45 - 13:15</b> Break	<b>12:00 - 13:30</b> Lunch and General Poster Session (Session 5.5)	<b>12:00 - 13:30</b> Lunch (Network Meetings Session 10.5)	<b>12:00 - 13:30</b> Lunch
<b>13:15 - 14:45</b> Session 1 Parallel Sessions	<b>13:30 - 15:00</b> Session 6 Parallel Sessions	<b>13:30 - 15:00</b> Session 11 Parallel Sessions	<b>13:30 - 15:00</b> Session 16 Parallel Sessions
<b>14:45 - 15:15</b> Coffee Break	<b>15:00 - 15:30</b> Coffee Break	<b>15:00 - 15:30</b> Coffee Break	<b>15:00 - 15:30</b> Coffee Break
<b>15:15 - 16:45</b> Session 2 Parallel Sessions	<b>15:30 - 17:00</b> Session 7 Parallel Sessions	<b>15:30 - 17:00</b> Session 12 Parallel Sessions	<b>15:30 - 17:00</b> Session 17 Parallel Sessions
<b>16:45 - 17:15</b> Coffee Break	<b>17:00 - 17:15</b> Break	<b>17:00 - 17:15</b> Break	<b>17:00 - 17:10</b> Break
<b>17:15 - 18:45</b> Session 3 Parallel Sessions	<b>17:15 - 18.45h</b> Session 8 Parallel Sessions	<b>17:15 - 18:45</b> Session 13 Parallel Sessions	<b>17:10 - 17:30</b> Closing Ceremony