

Most important Deadlines for ECER 2019

	What ?	Comments
2 weeks after ECER	Minutes of NW meeting at ECER and Link Convenor/co-convenor updates to Office	<i>New (link)-convenors: name, email, affiliation and photo</i>
15 Oct	Special Calls sent to office, if NW plans to do one	<i>See Template sent on 17.09.</i>
Before 15 Nov	Annual Report Survey completed	<i>Online survey with 3 sections https://www.esurveycreator.com/s/e8028d9</i>
October/ November	Inform Office who should assign reviewers (Office or Link Convenors), which review form to use (long or short) how reviews are to be sent out (with or without comments)	<i>Email this information to Angelika wegscheider@eera-ecer.de She will also send an email to request this info early in October.</i>
30. Nov	Confirm REVIEWERS/programme committee members to Office by sending the updated excel file of all those who should receive an invitation to review)	<i>Office sent you an excel file of ECER 2018 reviewers during ECER.</i>
1 Feb - 10 Feb	Assignment to reviewers, start reviewing	
briefly before reviewing starts	Office will also send out general guidelines to reviewers. Some networks write to their reviewers to remind them of important aspects specific to their network (optional).	
15 February	Network Reflection for preparing EERA council and NW seminar.	<i>Office will send a link to a (brief!) survey.</i>
10 February – 15 March	Reviewing phase	
15 March –29 March	Decision taking period for Link convenors, especially for Rejections: use the "Programme Committee Feedback" and/or Meta-review function, so as to guarantee balanced and well worded feed back	
01. Apr	First round reviewing results send out (Office)	
ASAP after 31 March	Redistribute Redirections (office), use random assignment to reviewers and ask links to check this, send out " you can start some days later"	<i>N.B. Redistribution as soon as possible</i>
15. Apr	Reviewing deadline 2nd round	
15 April	Hand in ideas for EERA Workshops on	<i>Office will send a template</i>

	ECER Tuesday morning	
20. Apr	Results 2 nd round of reviewing out (office)	
25 – 26 APRIL	1,5 days Link Convenors Meeting in Berlin Develop ideas for joint sessions with other networks	<i>Office will ask to get your suggestion for JS a couple of days before the seminar.</i>
25 May	Drafted Programmes to be finished	
25 May- 24 June	Clear conflicts and time restraints (quick responses to Office, please), start assigning Chairpersons (have them assigned ideally before 1 July)	
25 June	Presentation times announced (Office)	
1 July	Registration Deadline (Office cancels Papers with no authors registered and prepares exports of programmes)	
1 July	IDEALLY: have Chairpersons assigned	
5 - 15 July (approx)	Rework of programmes after withdrawals, taking into account Chairing-conflicts (need to be solved) & and requests for re-schedulings (optional).	<i>Rather tight and in parallel to EERA Summer School (office staff reduced)</i>
briefly before ECER	Some networks write to all accepted authors in their network to welcome them, highlight certain issues, etc. (optional)	
during ECER	Organise the Network meeting, best: develop agenda and have it put online by Office (As	<i>Office will send you an excel file of your NW's current reviewers for your use during the NW meeting (optional)</i>
during ECER	Poster Award	<i>If your NW has posters, please follow guidelines to make your nomination by Wednesday 17:00</i>
during ECER	2 Link Convenors Meetings	
during ECER	Short ECER Feedback Online Survey to be completed by Friday 15:00	<i>This serves as preparation for the report to Council</i>
during ECER	Networking for recruiting new reviewers/convenors	
during the year	Think about Network projects to be funded by EERA/ Season schools	