

Guidelines for programme planning ECER 2022

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

Dear Link-Convenors,

Thank you for all the hard work you have done so far organising this year's European Conference on Educational Research (ECER). It is greatly appreciated. You will find the general programme planning guidelines below. In this introduction we would like to provide you with additional guidelines specific to ECER 2022.

ECER 2022, Yerevan (in-person) and ECER Plus (online)

As you know, ECER 2022 will take place both in-person in Yerevan 23 – 26 August (ERC 22 – 23 August) and online 1 – 10 September.

Each Network has chosen 2 days for the online presentations. These dates are of course subject to change according to demand.

Here are the timetables for ECER Yerevan (in-person) (<https://eera-ecer.de/ecer-2022-yerevan/ecer-programme/ecer-yerevan-in-person-timetable/>) and ECER Plus (online) (<https://eera-ecer.de/ecer-2022-yerevan/ecer-programme/ecer-plus-online/>)

For organisational reasons, it is essential that you please first do the programme planning for ECER in-person. EERA Office will let you know when you can begin with the ECER Plus programme planning.

Under “Manage Submissions and Reviews” click on the quick link “Review Results”. Here you can filter for either presented in person or online. In the first stage of programme planning, be sure to choose “Presented in person in Yerevan”.

 **Results of the Reviewing Procedure & Decision About Acceptance**

Overview of the reviewers' evaluations with the option to set the acceptance status of each submission at
Please note that **no automatic mails** are sent to authors when you change the status or assign a session

Network / Type of submission	00. Central & EERA Sessions (The submission of new contributions is closed)
Filter by Submission Format	All submission formats: do not filter
Filter by Presentation Mode	All presentation modes: do not filter <input type="button" value="v"/>
Acceptance Status	All presentation modes: do not filter
<input checked="" type="checkbox"/> Show more filter options <input type="checkbox"/>	No presentation modes selected yet
<input type="text" value=""/>	<input type="button" value="Search"/>
16 Entries on the List	

Presented in person in Yerevan.

Presented online during ECER Plus.

To put a submission in an in-person session, choose a session which has the traditional ECER session short, for example 00 SES 05 A.

(NW number SES Time Slot Number parallel sessions A/B/C)

The screenshot shows the 'Results of the Reviewing Procedure & Decision About Acceptance' page. On the right side, a dropdown menu lists sessions from '00 ONLINE 19 A [1]' to '05 ONLINE 35'. The session '00 SES 05 A' is highlighted with a red box. Below the session list, there is a table with the following data:

Points	Reviews Span	ID	Contribution Title	Author(s)	Acceptance Status
--	0 / 0	2086	Test Paper PaperPresented online during ECER Plus.	Belle Doretta Belle Doretta	Accepted

After Office has informed you that you can begin with the ECER Plus (online) planning:

To put a submission in an online session, choose the session short with the word "ONLINE", for example

00 ONLINE 19 A

(NW number ONLINE Time Slot Number parallel sessions A/B/C)

The screenshot shows the 'Results of the Reviewing Procedure & Decision About Acceptance' page. On the right side, a dropdown menu lists sessions from '00 ONLINE 19 A [1]' to '05 ONLINE 35'. The session '00 ONLINE 19 A [1]' is highlighted with a red box. Below the session list, there is a table with the following data:

Points	Reviews Span	ID	Contribution Title	Author(s)	Acceptance Status
--	0 / 0	2086	Test Paper PaperPresented online during ECER Plus.	Belle Doretta Belle Doretta	Accepted

Feel free to be in touch if we can assist you in any way.

Many thanks for your continued support.

Best wishes,

Petra Grell and EERA Office

Guidelines for Online Programme Planning

General guidelines

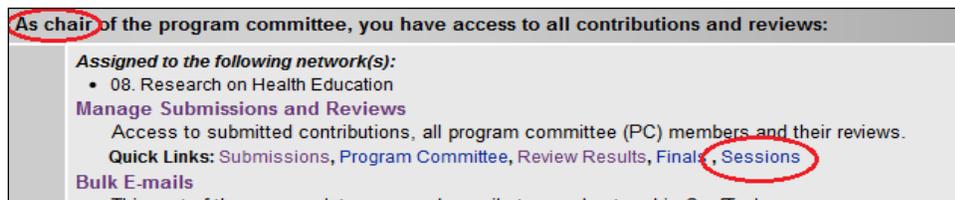
- The sessions are named in the usual way: “02 SES 01 A” is Network 02, timeslot 01, with “A” indicating that there are parallel sessions for NW 01 within this timeslot. Please **use all sessions 1 - 17 A before** using a session “B”, “C” or “D”. This is important so as to avoid shortage of rooms (for 2021: zoom accounts) 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 2nd round of reviewing). As these restraints came early, please try to accommodate them.
- In order to prevent **repeated mistakes** of combining papers with Symposia, Roundtables and Workshops in one session: Please start by assigning Symposia, Roundtables and 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.
For networks who held their NW meeting outside session times in ECER 2017 (during lunch time on Thursday), this session was copied from last year. You might want to use it again this year (Thursday 12.00-13.00 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 online 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 via Conftool**, but 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

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):

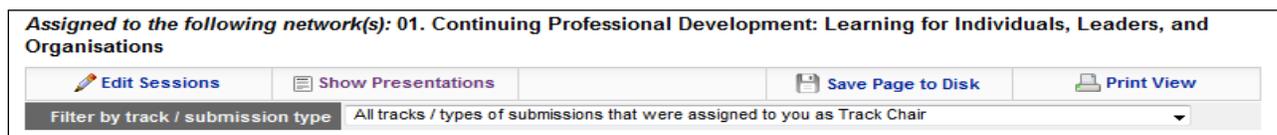
- 08. Research on Health Education

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 (Edit Session Details)

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, Round Tables and Workshops need to get the title of the respective submission. EERA office can fill those in.

Selecting Chairs

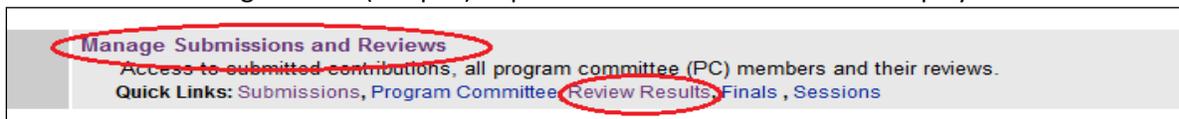
You are also free to select a chair, but Office suggests that you do not do that at this stage! ("Session Chair") or discussant ("Second Session Chair"). We will ask for names later and via a different way. Why? Chairs and discussants have to be registered as users in the system; otherwise their names 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 "
" 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 "
" 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: 1 contributions that will be presented

Show more filter options ▾

Search 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	01 SES 01 A 01 SES 01 B 01 SES 01 C
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	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 Round Table 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 / Workshops

- Do not place them into a session together with a paper
- Sessions for Panel Discussions and 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 Roundtable as suggested by the submitter. In workshops (usually) the submitter is asked to chair.

Posters

Posters can be planned in the General Poster Session which will take place Wednesday during lunchtime 12:00 – 13:30 or they can be planned in regular network sessions.

The posters in the General Poster Session will be exhibited throughout the conference and the authors will be present during the General Poster session to answer questions.

Posters in regular sessions can be combined with other posters, papers, ignite talks and/or videos.

All posters which will be considered for the ECER Poster Award will have to be uploaded to the online Poster Exhibition.

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.

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
Alternative EERA Network	NW 02: Qualification frameworks, competence assessment (e.g. Large scale Assessments)
Confirmation	NW 02: Teachers' & Trainers' professional development
Redirect to	NW 02: Careers, transitions and guidance & counselling
	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
	NW 02: Pedagogic support by digital media (e.g. web2)
	NW 02: Topics 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.