Guidelines for programme planning ECER 2022
Please complete your programme by <mark>25 May!</mark>

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".

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)

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)

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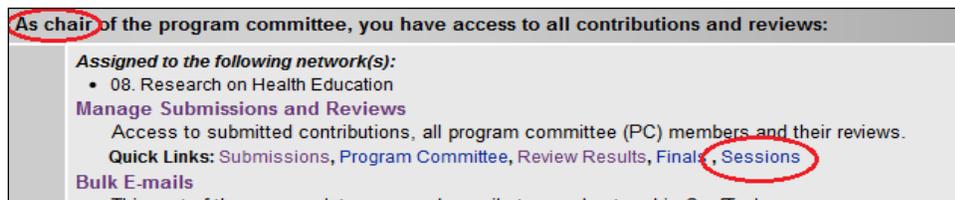
You will then get an overview of all conference sessions in Conftool. In addition, you will be informed which network has been assigned to you (in the example below: Network 01). **Please select your respective network by using the dropdown menu "Filter by track/submission type".**

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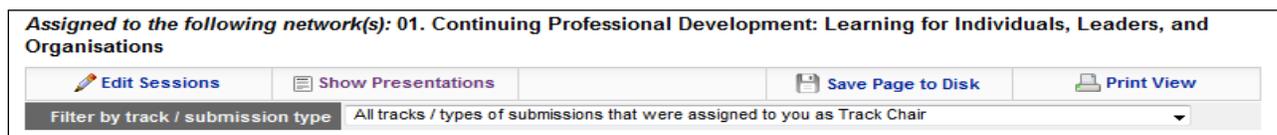
Assigned to the following network(s): 01. Continuing Professional Development: Learning for Individuals, Leaders, and Organisations

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):

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.

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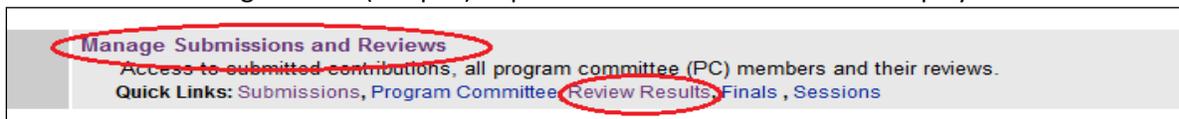
You will then be directed to a list similar to the one below:

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.

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".

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