

NORDIC EDUCATIONAL RESEARCH ASSOCIATION [NERA] POLICY ON KEYNOTES, SYMPOSIA, PAPER SESSIONS, ROUNDTABLES, POSTER SESSIONS AND WORKSHOPS

The congress organizers organize the congress in keynotes, symposia, paper sessions, roundtables, poster sessions, workshops and other activities.

THE ORGANIZING COMMITTEE

The organizing committee decides on the keynotes in consultation with the board of NERA and decides which papers will be accepted/not accepted for presentation at the conference. Authors of abstracts will be notified approximately eight weeks after the deadline for proposals whether the proposal has been accepted or not.

The organizing committee informs the network of how many slots will be given to the network and the place and time of the slots.

NERA NETWORK ORGANIZATION

Starting in 2005, each NERA Network is expected to have a convenor and the members of the network must represent at least three different Nordic countries.

The main purpose of a NERA network is to facilitate and foster dialogue, discussion and collaboration between Nordic researchers, educators and practitioners in the field of education. A network organizes meetings and sessions in connection with and between NERA's annual congresses, and thus serves as a meeting ground for researchers within the field of education and other interested people.

The role of the convenor varies from network to network, depending in part upon the size and ambitions of the networks. As the networks are the main actors at each NERA conference, it has increasingly become necessary for the convenors to liaise with their members and with the NERA board and the organizing committee of the NERA conference. After each NERA conference, the convenors are expected to produce a report on the activities of the network at the conference and during the year. Failure to produce such a report will be taken as a sign that the network is closing down and will result in the network being excluded from the call for papers for the following NERA conference!

Each of the NERA networks has a convenor, who takes care of the planning of network-related sessions in cooperation with the congress committee.

THE NETWORK CONVENOR

The main responsibilities of the network convenor are:

1. To communicate with network members;
2. To maintain contact with the NERA board and the organizing committee of the NERA conference;
3. To organize network activities at the NERA conference in collaboration with the organizing committee of the NERA conference, including the **Multiple-Presenter Symposia, Multiple-Paper Sessions, Roundtable Discussions, Poster Sessions and Workshops.**
4. To enable quick feedback on proposals the organising committee will go through them and inform those that have had their proposals accepted about this. When necessary the organising committee will advise contributors to revise or to submit to another format (see description of the different session formats). The network convenors will be informed about the processes and decisions.

Possible foot note:

The grounds for this proposal is

- Most abstract proposals appear to have a reasonable quality level and there are relatively few that need special attention and advice. This type of advice can be given by experienced members of the organising committee.
- In practice it is very difficult to give a thorough evaluation of contributions on the basis of an abstract. If NERA seeks to ensure the quality of contributions beyond this it will probably be necessary to have longer proposals/full paper text and a more far-reaching process.
- A high proportion of proposers need to know that their paper will be accepted in order to get funding to attend the conference. If such confirmation is not given within a reasonable time limit, they will be too late to apply for such funding. We therefore need a relatively quick process.

This procedure does not take full advantage of the competencies of the network convenors and conference organisers are therefore advised to communicate with the network convenors in this matter to ensure a common understanding.

5. To prepare a detailed plan for the paper session and to submit it to the organizing committee by a date set by the organizing committee. The plan must include:
 - i. The title of the network
 - ii. The plan for the presentations
 - iii. The names of the contributors
 - iv. The addresses of the contributors' institutions
 - v. The title of the presentation

Each paper session has one chair

- i. The convenor appoints the chairs for the individual sessions
 - ii. The convenor informs the organizing committee of the names of the chairs.
6. To attend convenors' meetings and the AGM [Annual General Meeting] at the NERA conference;
7. To make a report on the activities of the network during the last year. The report may be the minutes from the network meeting at the NERA conference. The convenor sends the report to the chair of NERA.

The board of NERA has only very limited economic means with which to support network activities. Support will only be given to activities in connection with pre- or post- NERA network conferences.

Applications must be submitted by the convenor of the network to the chair of the NERA board by 31 July the year before the next NERA conference. The convenor will be informed of the decision of the NERA board in September the year before the next conference.

Documentation for all expenditures must be sent to the treasurer of NERA no later than one month after the NERA conference has taken place.

Presentations of research projects

General statement for papers

All presenters in symposia and paper sessions are expected to bring copies of papers. Since the conference is a Nordic forum aimed at developing the scientific knowledge base of education, sharing leading edge perspectives on critical policy issues and practical information and creating a new space for educational research in the Nordic countries, it is important that papers in symposia and paper sessions reflect these intentions. Thus the following criteria must be met when refereeing abstracts:

- a. The paper should encourage development of a Nordic dialogue, for example, by emphasizing references to current Nordic and European policies or intellectual and educational tradition;

- b. If the paper discusses the internal policies/ structures of one national system, then it should attempt to take into account the Nordic or the international context;
- c. The paper should present work well underway and should involve systematic, theoretical, empirical or analytical enquiry relating to a topic within the field of education; and
- d. The paper should discuss the implications of the study in a clear and accessible manner.

Multiple-Presenter Symposia

A symposium consists of papers focusing on a common theme to demonstrate a range of perspectives or a variety of approaches. A symposium is planned and proposed by a symposium organizer and has a chair (often the organizer) and a discussant who has read the different papers in advance.

The congress organizers decide how many symposia are feasible at the congress. The congress organizers also decide on the time and place of symposia.

Each symposium has one organizer, who takes care of the planning of the symposium and coordination with the congress organizers.

The organizer should solicit proposals and submit them together. The organizer is expected to chair the session and to facilitate discussion. The proposal should include the purpose of and rationale behind the session, a description of each presentation and a statement regarding audience involvement.

The organizer makes an agreement with the organizing committee about the organization of the symposium. The organizing committee informs the organizer of the place and the time of the symposium.

The organizer of the symposium prepares a detailed plan for the symposium including:

1. The title of the symposium,
2. The names of the contributors,
3. The addresses of the contributors' institutions,
4. An abstract describing the entire symposium,
5. Abstracts from the contributors (max. 200 words), and
6. The plan for the presentations.

The plan must be submitted to the organizing committee.

Multiple-Paper Sessions

Paper sessions consist of a presentation and a discussion of papers about an ongoing or completed research project. Time frame for each paper: 30 minutes and no less than 10 minutes for discussion. 3-4 different papers will be presented at each parallel session.

All abstracts for paper sessions must be submitted to the congress committee before the deadline (December 1). Abstracts may be no longer than 200 words. Taking their point of departure in the subject of the abstract, the organizing committee allocate the abstracts within the framework of the networks.

Roundtable Discussions

A roundtable session is a forum for the presentation and discussion of developmental work and research plans. Roundtable sessions are intended for focused discussions in small groups of research in progress, practitioner experiences, educational improvement initiatives and issues in institutional effectiveness and improvement

The proposal summary should describe the focus and purpose of the session and ways in which participants will be engaged.

Unless other nominations are made, the organizing committee will appoint a researcher to act as organizer and leader of the roundtable session.

Poster Sessions

Poster sessions offer a more informal opportunity to present a project visually rather than orally by means of one (or very few) posters.

During poster sessions, participants peruse poster stations, a format maximizing interaction between participants and presenters.

Workshops

Workshops are intended to be interactive sessions at which researchers, practitioners or policymakers present a theme. The proposal should include the purpose and the rationale of the session, a description of the presentation and a statement regarding audience involvement.