



EAPRIL 2019 SUBMISSION GUIDELINES

This guide is meant to assist you in choosing the appropriate submission format to contribute to the EAPRIL 2019 programme. The EAPRIL formats are known for creating a highly interactive atmosphere and accommodating the presentation of research at various stages. Each of the formats outlined below are equally valuable, but serve different purposes. The following formats are offered

Present & Discuss session

Poster session

Symposium

Roundtable session

Case study

Workshop

Please note that:

- Proposals need to be submitted in English via a **person's individual EAPRIL user dashboard** (www.earli-eapril.org).
- All submissions should be done completely **anonymously**, to ensure a fair review process. Please do not include your name in your abstract/detailed abstract or in any of your uploaded documents.
- **Read the guidelines carefully** is important as this will maximize your chances of being accepted.



- A **maximum** number of times one can take on a **certain role** is fixed.
 - Submit a proposal: 3 times
 - Presenting author: 3 times
 - Co-author: 3 times
 - Discussant: 2 times
 - Chair: 2 times
 - The conference programme will avoid **timetable conflicts** for presenting authors, chairpersons and discussants, but **not for co-authors**. Please take this into account when planning your submissions.
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1. Creating your EAPRIL Account

An **EAPRIL account** is needed in order to submit a proposal or register for the conference (this does not necessarily imply becoming an EAPRIL Member, but merely creating a user account).

!! Only **active participants (i.e. presenter, chair, discussant and/or session organiser) need an EAPRIL user account !!**

!! Non-active participants (i.e. co-presenters/authors) do not need to have an EAPRIL account. Their information can be added manually by the submitter when submitting (i.e. only name, affiliation and email address should be filled out) !!

Have you not yet got an EAPRIL account? Create one via <https://www.earli-eapril.org/create-account>. Do NOT create multiple accounts as this could lead to interaction problems later on.

Please make sure **to update your personal and professional details**, as this information will be used for further communications as well as to generate the conference programme.

2. Preparing your submission

Proposals can only be submitted through the **EAPRIL portal** (www.earli-eapril.org). **Submissions via email will be not accepted.**



Important criteria

1. **For each submission** a presenting author (with EAPRIL user account, which is available without an EAPRIL membership) is needed.
2. If your proposal is accepted, **the presenting author will need to register** for the conference in order to schedule the proposal. *Please do note that proposals for which the presenting author has not registered on time (i.e. presenter registration deadline – September 10, 2019) will be removed from the programme.*
3. **Every symposium** requires presenting authors for each paper (n=3), one discussant and one chair. Please bear in mind that, in total, you can only act twice as the chair of a symposium and twice as discussant. Furthermore, every symposium at least 3 of the mandatory participants of a symposium need to be from a different country.
4. **!! Important!!** When submitting a symposium, you will need to ensure that the email address entered for each active participant of the symposium (i.e. presenting authors, chairs, organisers, discussants) matches the email address they have entered themselves in the EAPRIL database. Each active conference participant needs to have an EAPRIL account and, consequently, needs to provide the submitter with the corresponding email address before the submission. In other words, the submitter cannot create an EAPRIL account for other active participants of the symposium, and thus should invite his colleagues to create an EAPRIL Account first (via <https://www.earli-eapril.org/create-account>), and brief them on the inserted details to be able to retrieve them in the conference system. This does not refer to co-authors of symposia contributions as they are not in need of an EAPRIL account, only their name, affiliated institute, and email address should be added when submitting the proposal.

Some valuable tips to help you to prepare and submit your proposal:

- Each submission requires a title of up to 100 characters (including spaces), an abstract of min. 100 words and max. 200 words and a filled-out questionnaire. Proposals that do not meet the above-mentioned requirements will not be accepted.
- To find the **appropriate keywords** for your submission – consider the



alphabetical list at the end of this document. This list is easier to navigate than the drop-down menu in the submission system.

- Consider carefully the **choice of an appropriate format** to present your research. Making the wrong choice could lead to a significant reduction of your chances of acceptance. We recommend considering the review criteria when preparing your submission to understand how the proposal will be assessed. Check out the EAPRIL website for the review criteria per submission format (see guidelines per format, <https://www.eapril.org/submit-now-2019>)

3. Submission types and requirements



SYMPOSIUM

Symposia provide an opportunity to present research on one topic, often from multiple perspectives, compiling a coherent set of papers for discussion. Symposia sessions are directed by a chair, involving three presenters and one discussant. At least three of the mandatory participants of a symposium need to be from a different country.

The organiser/chair of the symposium is required to submit a general abstract and to answer a limited number of specific questions concerning the symposium/theme. Moreover, the individual presentations that are involved in the symposium are each required to fill out specific submission questions for their individual contribution.



Requirements for the symposium:

- An abstract of min. 100 - max. 200 words on the symposium as a whole providing information regarding the aims, the scientific and educational relevance of the symposium.
- An abstract of max. 200 words per individual symposium contribution.
- A filled-out questionnaire per individual symposium contribution. (for more detailed information click [here](#))

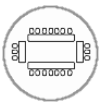


- List of references: please include it as attachment to your submission.
- Please pay special attention to the coherence of the presentations of the symposium, as this one of the primary reasons for symposium proposals not to be accepted.
- The title of the symposium, the title of each presentation (three presentations per symposium) with the name and affiliation of each author.



Scheduling

A symposium is scheduled for **90 minutes**. Each presenter will get 15 minutes to present his/her research. Afterwards, the discussant has 15 minutes to present his/her reflections on the preceding presentations and to introduce one or two general statements to the delegates. After these presentations, a general 30-minute discussion will be planned to discuss the theme of the symposium and the related statements in-depth.



Room set-up

A computer, projector, and Internet access will be provided in each room. If extra requirements are needed, they should be communicated before November 1 to info@eapril.org.

When submitting your proposal through the Conference system, you will first need to save and submit each individual paper, before submitting the symposium as a whole. !!Please do not forget to submit the symposium as a whole!!



PRESENT & DISCUSS SESSION

Present & discuss sessions allow delegates to present their research and findings in an in-depth manner. These presentations are individually submitted and have data and results to present (=absolute condition).



Ongoing or starting research should be submitted as Roundtable or Poster Sessions.



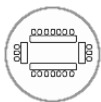
Requirements for a present & discuss submission:

- A title of up to 100 characters (including spaces).
- An abstract of min. 100 words - max. 200 words. This abstract should include a description of your practitioner research: what are the central research questions, the methodology used, the research results and main conclusions for educational practice?
- A filled-out questionnaire. (for more detailed information click [here](#))
- Your list of references: included as attachment in your submission.



Scheduling

Two Present & Discuss proposals are clustered in a **60-minute session**, based on similarities in topic, methodology and/or objectives. Each presenter is given 15 minutes presentation time followed by 10 minutes for questions and discussion. At the end of all presentations, a 10-minute collective discussion is organised by the chair in which questions, remarks and/or general conclusions related to the theme of all presented work can be discussed.



Room set-up

A computer, projector, and Internet access will be provided in each room. If extra requirements are needed, they should be communicated before November 1 to info@eapril.org.



POSTER

A poster communicates the main ideas, objectives, results and conclusions of an ongoing research project or study. Clustered poster sessions will be organised in which each presenter will be given a maximum of 5 minutes to



present his/her poster. Afterwards, the delegates can walk around, ask questions or start an in-depth discussion with the presenters. Finally, a general discussion is organised in which the main ideas, conclusions and directions for future research and practice are discussed.



Requirements for preparing a poster presentation:

- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of your practitioner research: what are the central research questions, the methodology used, the research results and main conclusions for educational practice?
- A filled-out questionnaire. (for more detailed information click [here](#))
- List of references: please include it as attachment to your submission.

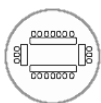


Scheduling

Posters are clustered with 5-7 other posters in a session of **90 minutes**, following the format above. All posters are clustered on the basis of their cloud affiliation and/or theme, and are scheduled all in parallel in the same timeslot. Please take this into account as this will result in only being able to present 1 poster presentation.

Poster sessions are usually scheduled on the first or second day of the conference. After the general poster session has taken place, the posters will be exhibited in the main conference area. This will give all delegates the chance to acquaint themselves with all posters during the breaks.

Materials for fixing posters on the walls or poster boards will be provided.



Room set-up

Poster boards and materials for fixing the posters will be provided. Please organise your posters in A0 or A1 format.

Additional advice

Posters provide a great starting point for discussion about your work with interested and knowledgeable researchers. A good poster focuses on a concise, often single, key message. Graphs and images tell the story better compared to text. A good poster keeps its sequence well-ordered and obvious.





ROUNDTABLE SESSION

A **roundtable session** focuses on unfinished or starting projects. In other words, the research projects don't have to have actual results but can be starting or early research. Also presenters of finished projects that wish to have an in-depth discussion about the results, experiences during the project, future directions or other post-project issues are also strongly encouraged to use this format.

This type of session will not be set-up as a formal presentation but rather as a talk between colleagues. No formal presentation by means of a slideshow presentation is expected. Instead, a 1 A4-handout is advised for the participants of your session that summarises the main ideas and questions central in the discussion.



Requirements for preparing a Roundtable presentation:

- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of your practitioner research: what are the central research questions, the outline of the research design and methodology planned?
- A filled-out questionnaire. (for more detailed information click [here](#))
- List of references: please include it as attachment to your submission.

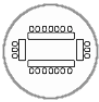


Scheduling

Roundtable presentations are clustered per 2 in **60-minute** time slots. Each presenter will get 5 minutes to outline both the main ideas and objectives of the project, as well as the question, problem and/or challenge(s) that he/she



wants to present to the audience. This is followed by a 25-minutes discussion per research project.



Room set-up

A computer, projector, and Internet access will be provided in each room. Tables and chairs can be arranged to form a roundtable. If extra requirements are needed, they should be communicated before November 1 to info@eapril.org.

It is advised to prepare a 1 A4-handout for the participants of your session. This handout summarises the main ideas and questions central in the discussion. We advise you to foresee approx. 30 copy's. Please make sure the question(s) or statement(s) that are put central are clear and detailed enough, to help the discussion.



CASE STUDY

In the **Case Study** format, practitioners (teachers, trainers, educational technologists, school leaders, ...) are invited to present a case from their practice (i.e. an example of a best practice, an experimental teaching method, a new assessment procedure, design of new curriculum, a professional development project in their school, ...). A research component can be added to this session but this is not a required condition. Instead, the floor is given to practitioners who wish to share their experiences when designing, implementing or evaluating a practice in class / school / college / university / workplace. More specifically, the practitioner is invited to present his/her case while paying attention to the factors that have made it successful as well as identifying the bottlenecks and challenges. The practitioner will present two questions that will be discussed with the audience during an in-depth case discussion.



Requirements for preparing a case study:

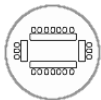


- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of your practice-based case or project: what was the rationale behind change, who was involved, how was the project carried out, what were the main conclusions?
- A filled-out questionnaire. (for more detailed information click [here](#))
- List of references: please include it as attachment to your submission.



Scheduling

Two case studies are clustered in a **90-minute session**, presenting two thematically linked case studies. Each practitioner is offered 20 minutes to present his/her case followed by 25 minutes that are dedicated to an in-depth discussion with the audience.



Room set-up

A computer, projector, and Internet access will be provided in each room. If extra requirements are needed, they should be communicated before November 1 to info@eapril.org.



WORKSHOP

Workshops are a highly interactive, collaborative session format that shows the application of the outcomes of a research project. It can, for instance, demonstrate a tool that has been developed through research, a new teaching method that emerged as a result of the project, an illustration of collaborative inquiry strategies used in research that proved to be effective. In other words, learning-by-doing, hands-on experience, and engaging in in-depth active learning are central characteristics of workshops.

In contrast, a formal presentation by the workshop leader as such should remain brief. Creative and/or innovative approaches are encouraged, such



as brainstorming, associating, panel discussion, role play, debating, voting on statements, think tank, flipping-the-classroom, systemic approaches, simulations, mystery guest and so on. Please consider any type of media to support interactivity.



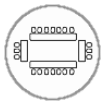
Requirements for preparing a workshop:

- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of your workshop: what is the workshop about, what are the aims of the workshop, what methods will be used?
- A filled-out questionnaire. (for more detailed information click [here](#))
- List of references: please include it as attachment in your submission.



Scheduling

Workshops are scheduled for **90 minutes**. The workshop leader is free to design its time-planning according to the aims and activities planned.



Room set-up

A computer, projector, and Internet access will be provided in each room. Tables and chairs in this room can be used flexibly and the classroom setting can be rearranged. If extra requirements are needed, they should be communicated before November 1 to info@eapril.org.

4. Submitting your proposal

For all formats, except symposia, **3 tabs** should be filled out,

1. General settings (i.e. format, title, domain, and interest group (=cloud))
2. Paper info (i.e. abstract and questionnaire)
3. Paper meta data (e.g. presenter details, keywords, material, ...)

For **a symposium 4 tabs** should be filled out,

1. General settings (i.e. title, domain, and interest group (=cloud))
2. Symposium info (i.e. general abstract & questions related to symposium as a whole)
3. Symposium meta data (e.g. presenter details, keywords, material, ...)



4. Paper (i.e. the 3 individual papers, with each an abstract and questionnaire)

Before submitting, please make sure that the **word count** of both abstract and questionnaire are within the limits specified above, as the conference submission system will not accept proposals over the specified limit.

When you have prepared your proposal according to the information outlined above, it can be submitted via the conference website (www.earli-eapril.org). Please make sure that you **'Save & submit'**. 'Save draft' is not sufficient. The latter helps if, for any reason, you cannot complete the submission process all at once or wish to work in draft mode, you can proceed later on and modify the information you saved prior.

Please make sure you **save the submission draft regularly when** submitting your proposal. When your web page is open too long without activity, the system will consider this as a time-out and you will need to log in again. All data that were not saved before this time-out cannot be retrieved. If, for any reason, you cannot complete the submission process all at once, you can return to the website and modify any information you save prior to submitting the final forms before the submission deadline. **It may be interesting to have your proposal in electronic form (word or pdf) on your computer before you start the submission process, in case of any problems or time-outs.**

Please note: For every symposium or individual paper, you will have to repeat the submission process. It is extremely important to use the same EAPRIL account for all of your submissions.

The online submission system cannot handle characters that do not belong to the English alphabet. **All information (including your name) will be published in the programme exactly as submitted by you.** Hence care should be taken to avoid spelling and other mistakes.

During the submission of your proposal you will be asked to indicate:

- The **format** of your submission (symposium, present and discuss, poster, round table (either research-oriented or practical-oriented), workshop, case study);



- At least 3 **keywords**, which you will need to select from a list, which represent your proposal best. These are mandatory and will be used for assigning your proposal to a reviewer with a similar research interest as well as grouping accepted submissions in sessions for the final conference programme. Please make sure you click ‘add keyword’, just selecting the keywords is not sufficient;
- To which **Cloud** your proposal fits best (choose only one);

Keywords are used to create the conference programme, i.e. to group the submission in a session with papers of related topics but also, if possible, to avoid scheduling two sessions on the same topic in parallel. In all cases, the EAPRIL Office has the final responsibility to assign the individual proposals to a particular session format and session as such, based on the reviews received.

KEYWORDS FOR EAPRIL 2019

- | | |
|---|--|
| 21 st century learning | Early childhood education |
| Artificial intelligence | Economy education |
| Assessment and evaluation | Educational Attainment & Achievement |
| At-risk students | Educational Policy |
| Beliefs and conceptions of learning | Educational Effectiveness and quality of education |
| Beliefs and conceptions of teaching | Emotions and emotional development |
| Bilingual education | Equality / Education for All |
| Biology education | Game-based learning / Gamification |
| Blended learning | Geography education |
| Chemistry education | Higher education |
| Cognitive Skills & Development | History education |
| Collaborative Learning | Inclusivity |
| Competence-based education | In-service Teacher Training |
| Continuing professional development in Teaching | Initial Teacher Education (Pre-service) |
| Cooperative learning | Inquiry learning |
| Creativity | Instructional Design and Instructional Strategies |
| Culture and Education | Internships |
| Curricula | Innovations in education |
| Deep-level and profound learning | Interaction and discourse in education |
| Distance Education | Knowledge Building and Development |
| Diversity | Knowledge Management for Teaching & Learning |
| Doctoral education (PhD education) | |



Labour market & formal learning	Professional identity
Language Education	Project-based learning
Learning Analytics	Problem-based learning
Learning and Developmental Difficulties/Disabilities	Qualitative and Quantitative Approaches to Learning and Instruction
Learning and neuroscience	Reading
Learning / Teacher Management System	Remedial education
Learning styles / approaches	Research-based learning
Leadership styles	Research cooperation frameworks
Leadership development	Secondary school education
Lifelong Learning	Self-regulation and self-regulated learning
Mathematics Education	Self-efficacy
Medical & Health Education	Special Educational needs
Mentoring	Social interaction
Meta-cognition and metacognitive learning	Statistics
Morality & Religious education	School development
Motivation	STEM
Multiculturalism in Education	Teaching approaches
Music & Arts Education	Teacher thinking
Numeracy	Team Learning
Organisation of educational research	Technology Enhanced Learning
Organisational learning	Training and Development
Parental Involvement in Learning	Training of young researchers
Peer Interaction / Learning	Tutoring
Philosophy of education	Vocational education
Physical education	Web-Based Learning
Practice-based research (methodology)	Well-being & engagement
Pre-school education / kindergarten	Workplace learning
Primary school education	Workforce diversity and equality
Problem Solving	Work environments
Professional Development	Writing
Professionalisation of educators	

EAPRIL CLOUDS

- Cloud 01. Teacher Education
- Cloud 02. Educator's Professionalization
- Cloud 03. Strategies to Improve Teaching & Learning Environments



- Cloud 04. Innovation in Education. Improving Learning & Well-being
- Cloud 05. HRD & Workplace Learning
- Cloud 06. ICT, Media & Learning
- Cloud 07. Research-based School Development
- Cloud 08. Diversity & Equality in Different Contexts
- Cloud 09. Sounds & Arts in Transversal Learning
- Cloud 10. Assessment & Evaluation
- Cloud 11. Practice-based Research Methodology
- Cloud 12. Leadership in Education
- Cloud 13. Starting Researchers
- Cloud 14. Learning in Organisations

