



## EAPRIL 2022 - SUBMISSION GUIDELINES

These guidelines will assist you in choosing the appropriate submission format to contribute to the EAPRIL 2022 conference 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. EAPRIL attaches great importance to the quality of the research as well as the presentation. The following 9 submission formats are welcomed:

Present & Discuss

Poster

Symposium

Roundtable

Case study

Workshop

Meet-up

Thematic Track

Best Practice-Based Research Award

### Please note that:

- All proposals need to be submitted in English via **your EAPRIL user dashboard** (<https://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/extended summary or in any of your uploaded documents.
- It is important to **read the guidance below carefully** so that you select the appropriate format for your presentation. **Selecting an inappropriate format may significantly reduce the chances of acceptance of your proposal!** We recommend considering the review criteria when preparing your submission to



understand how the proposal will be assessed. These criteria can be found in the submission guidelines per format.

- 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, chairs and discussants, but **not for co-authors**. Please take this into account when planning your submissions.
- 

## 1. Preparing your EAPRIL submission

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). Users who do not have an EAPRIL account can create one via the EAPRIL homepage (<https://www.earli-eapril.org>) Please make sure to not create multiple accounts as this could lead to interaction problems later on.

- 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 while submitting.

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.

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



For each submission, a presenting author is needed. 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, will be removed from the programme without prior warning.

**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. When submitting a symposium, you will need to ensure that the email address entered for each active participant (i.e., presenting authors, chairs, organisers, discussants) matches the email address they have entered in the EAPRIL database. Consequently, each active conference participant needs to have an EAPRIL account and needs to provide the submitter with the corresponding email address before the submission. Furthermore, for every symposium 3 of the mandatory participants need to come from a different country.

### 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 an extended summary of max. 1000 words**, including the various submission questions and criteria that are listed in the guidelines of the selected presentation format. As the review criteria are closely linked to the submission criteria listed in these format-specific guidelines, your chances of being accepted rely on providing all necessary information to the reviewers.
- 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.
- We recommend to carefully read the detailed guidelines per format below to help you choose the most appropriate format for your submission. **Selecting an inappropriate format may significantly reduce the chances of acceptance of your proposal!** Please also consider consulting the review criteria for each format when preparing your submission to understand how the proposal will be assessed. These criteria can be found in the submission guidelines per format.



## 2. 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.

The organiser/chair of the symposium is required to submit a general abstract and answer a limited number of specific questions concerning the symposium/theme. The individual presentations that are involved in the symposium are each required to submit a general abstract as well as an extended summary where they are required to answer some more specific questions.



#### **Requirements** for the symposium:

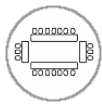
- An abstract of min. 100 - max. 200 words on the symposium as a whole providing information regarding the aims, the scientific and educational relevance of the symposium.
- An abstract of min. 100 - max. 200 words per individual symposium contribution.
- An extended summary of min. 250 - max. 1000 words per individual symposium contribution. For detailed information on which info this extended summary should contain click [here](#).
- The title of the symposium, the title of each presentation (three presentations per symposium) with the name and affiliation of each author.
- The name of the chair and the name of one discussant.
- Bear in mind **the three-country-rule** i.e. 3 of the mandatory participants need to come from three different countries.
- 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.





### 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. This is followed by a general 30-minute discussion 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.

### Please note that:

**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.**

\*\*\*\*\*





## PRESENT & DISCUSS

**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 a Roundtable or Poster.



**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?
- An extended summary of min. 250 - max. 1000 words. For detailed information on which info this extended summary should contain click [here](#).



### Scheduling

Three Present & Discuss proposals are clustered in a **90-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 15-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.



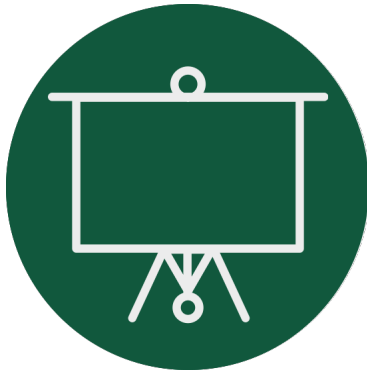
### Room set-up

A computer, projector, and internet access will be provided in each room.

\*\*\*\*\*



## POSTER SESSION



**A poster** communicates the main ideas, objectives, results and conclusions of an ongoing research project or study. Posters provide a great starting point for discussion about your work with interested and knowledgeable researchers.

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 submission:

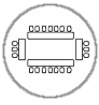
- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of your practitioner research: what are the central research questions, the methodology used, the research results and main conclusions for educational practice?
- An extended summary of min. 250 - max. 1000 words. For detailed information on which info this extended summary should contain click [here](#).



**Scheduling**

Posters are clustered with 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.** After the poster sessions have 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.





### Room set-up

Materials for fixing posters on the walls or poster boards will be provided. Please organise your posters in A0 or A1 format.

### Additional advice

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.

**Please note** that all posters are eligible for the Best Poster Award. More information on the Award can be found [here](#).

\*\*\*\*\*

## 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. 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?
- An extended summary of min. 250 - max. 1000 words. For detailed information on which info this extended summary should contain click [here](#).







### Scheduling

Roundtable presentations are clustered per 2 in **90-minute** time slots. Each presenter will get 15 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 30-minutes discussion per research project.



### Room set-up

A computer, projector, and internet access will be provided in each room.

\*\*\*\*\*

## CASE STUDY



In a **case study session** practitioners are invited to present a case from practice. 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. In this format there is more time for reflection and in-depth discussion about the case via a hand-on approach.



### Requirements for preparing a case study:

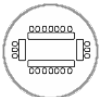
- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of your practice-based case or project: what was the rationale behind change, who was involved, how was the project carried out, what were the main conclusions?
- An extended summary of min. 250 - max. 1000 words. For detailed information on which info this extended summary should contain click [here](#).





### 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.

\*\*\*\*\*

## WORKSHOP



**Workshops** are a highly interactive, collaborative session format that shows the application of the outcomes of a research project. Learning-by-doing, hands-on experience, and engaging in in-depth active learning are central characteristics of workshops. 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:

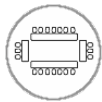
- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of your workshop: what is the workshop about, what are the aims of the workshop, what methods will be used?
- An extended summary of min. 250 - max. 1000 words. For detailed information on which info this extended summary should contain click [here](#).





### 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.

\*\*\*\*\*

## MEET-UP



**A meet-up session** aims to provide an opportunity for delegates to explore and discuss collaboration in starting practice-based projects or research. This session requires no formal presentation but is intended to meet up with colleagues in a more informal context to explore and discuss potential partnerships/collaborations.

**!! Please note** that this format is not intended to get substantive input but to explore possible ways to collaborate as well as search for interesting people/partners to collaborate with.



### Requirements for submitting a meet-up:

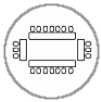
- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a description of the research and/or practice-based project for which you would like to explore and discuss partnerships with colleagues during the meet-up.
- An extended summary of min. 250 words. For detailed information on which info this extended summary should contain click [here](#).





### Scheduling

Meet-ups are scheduled for **90 minutes**. As all meet-ups are organised during one parallel timeslot, **it is only possible to present and participate in one meet-up proposal**.



### Room set-up

All meet-ups will take place at the same time and in the same room and will be set up in a more informal context.

\*\*\*\*\*

## THEMATIC TRACK



The **thematic track** format focuses on a specific theme and welcomes all contributions that fit within this theme. This year's theme is: "How to activate lifelong learning among employees in organizations". A more detailed call for submissions will follow very soon so stay tuned!



**Requirements** for **submitting** a thematic track proposal:

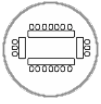
- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a short introduction to your research or project.
- An extended summary of min. 250 - max. 1000 words. More detailed information on which info this extended summary should contain will also follow very soon.



### Scheduling

All thematic track submissions are clustered together in **one or two time slots of 90-minutes**.





### Room set-up

A computer, projector and internet access will be provided in each room.

\*\*\*\*\*

## AWARD



### The EAPRIL Best Practice-Based Research Award

wishes to acknowledge an outstanding and innovative project that deals with learning and development in the workplace and educational field. More specifically, practice-based research which has a profound impact on the development of both theory and practice is particularly of interest.



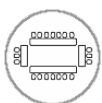
**Requirements** for **submitting** an award proposal:

- A title of up to 100 characters (including spaces).
- An abstract of min. 100 - max. 200 words. This abstract should include a short introduction to your practice-based research project.
- An extended summary of min. 250 - max. 1000 words. For detailed information on which info this extended summary should contain click [here](#).



### Scheduling

At the EAPRIL Conference the nominated projects get the chance to present their project during **an exclusive plenary Award Session**. The winner will be announced on the last day of the conference.



**Room set-up**



The Award Session will take place in an auditorium. A computer, projector and internet access will be available.

\*\*\*\*\*

## 4. Submitting your proposal

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

Make sure to **consult the specific guidelines per format on what your abstract and extended summary should contain**. These guidelines can be found on our website here. Please note that these guidelines are based on the review criteria which will be used to assess your proposal. **Following these guidelines will increase the chances of your proposal being accepted.**

When you have prepared your proposal according to the information outlined above, it can be submitted via the conference website (<https://www.earli-eapril.org>). It is useful to have your proposal in electronic form (e.g. in word or pdf file) before you start the submission process. 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 of March 31<sup>st</sup>, 2022 midnight CEST**.

**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).

**Please note:** Choosing your keywords, cloud and domains is very important so take the time to do this carefully. The system will automatically assign your contribution to reviewers whose background best matches your selections of keywords, cloud and domain.

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 receive

## EAPRIL2022 KEYWORDS

|  |   |
|--|---|
| 21 <sup>st</sup> century learning<br>Artificial intelligence<br>Assessment and evaluation<br>At-risk students<br>Beliefs and conceptions of learning<br>Beliefs and conceptions of teaching<br>Bilingual education | Inclusivity<br>In-service Teacher Training<br>Initial Teacher Education (Pre-service)<br>Inquiry learning<br>Instructional Design and Instructional Strategies<br>Internships<br>Innovations in education |
|--|---|



|  |  |
|--|--|
| Biology education<br>Blended learning<br>Chemistry education<br>Cognitive Skills & Development<br>Collaborative Learning<br>Competence-based education<br>Continuing professional development in Teachers<br>Cooperative learning<br>Creativity<br>Culture and Education<br>Curricula<br>Deep-level and profound learning<br>Distance Education<br>Diversity<br>Doctoral education (PhD education)<br>Early childhood education<br>Economy education<br>Educational Attainment & Achievement<br>Educational Policy<br>Educational Effectiveness and quality of education<br>Emotions and emotional development<br>Equality / Education for All<br>Game-based learning / Gamification<br>Geography education<br>Higher education<br>History education<br>Peer Interaction / Learning<br>Philosophy of education<br>Primary school education<br>Problem Solving<br>Professional Development<br>Professionalisation of educators<br>Professional identity<br>Project-based learning<br>Problem-based learning<br>Qualitative and Quantitative Approaches to Learning and Instruction<br>Reading<br>Remedial education | Interaction and discourse in education<br>Knowledge Building and Development<br>Knowledge Management for Teaching & Learning<br>Labour market & formal learning<br>Language Education<br>Learning Analytics<br>Learning and Developmental Difficulties/Disabilities<br>Learning and neuroscience<br>Learning / Teacher Management System<br>Learning styles / approaches<br>Leadership styles<br>Leadership development<br>Lifelong Learning<br>Mathematics Education<br>Medical & Health Education<br>Mentoring<br>Meta-cognition and metacognitive learning<br>Morality & Religious education<br>Motivation<br>Multiculturalism in Education<br>Music & Arts Education<br>Numeracy<br>Organisation of educational research<br>Organisational learning<br>Parental Involvement in Learning<br>Physical education<br>Practice-based research (methodology)<br>Pre-school education / kindergarten<br>Teaching approaches<br>Teacher thinking<br>Team Learning<br>Technology Enhanced Learning<br>Training and Development<br>Training of young researchers<br>Tutoring<br>Vocational education<br>Web-Based Learning<br>Well-being & engagement<br>Workplace learning<br>Workforce diversity and equality<br>Work environments |
|--|--|





|   |                |
|---|----------------|
| <p>Research-based learning<br/>Research cooperation frameworks<br/>Secondary school education<br/>Self-regulation and self-regulated learning<br/>Self-efficacy<br/>Special Educational needs<br/>Social interaction<br/>Statistics<br/>School development<br/>STEM</p> | <p>Writing</p> |
|---|----------------|



## 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. The Incubator Cloud for Organisational Learning Ideas

