

Submission:

Submissions are due no later than December 2, 2014 (midnight CET).

The submission for a collaboration group will be in the format of **a 250-500 words abstract**, which should include the following information:

A) A clear description of the research idea/project that will be discussed in the session.

Examples of ideas suitable for a collaboration group include:

- early developed research ideas which focus on a intercultural comparison and/or require specific data, specific methodological skills or infrastructure that require collaboration
- continuation of previous research efforts that require intercultural or inter-university collaborations due to the scope of the project, and/or the methodological complexity
- research ideas of interdisciplinary nature or research that has already reached a certain level of completion but would benefit from collaboration to prove robustness of the findings in other areas, in the field (e.g. lab studies successfully completed, phenomena needs to be tested in the field, in a large data context)

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B) An explanation of the collaborative nature of the idea/ the project

- What is the motivation for organizing a Collaboration Groups and to search for collaborators?
- What are the specific needs of collaboration (data access, specific methodological skills, research/lab infrastructure, etc.)?

* We encourage all levels (PhDs, Junior, Senior faculty, Practitioners) to apply. Please do keep in mind that you will be organizing and hosting the session, which comes with a certain level of responsibility.

Submissions for collaboration groups can be done in addition to submitting other formats. As an collaboration group organizer, you can submit multiple proposals for the Collaboration Groups.

Acceptance of a collaboration group implies that at least the collaboration group organizer and 2 collaboration group members must attend the conference and present the paper.

Format and Content:

All Collaboration Groups submissions must include:

1. The name of the primary organizer

2. The name of (at least 2) potential collaborators, specifically stating their field, and skills to present the collaborative nature of the idea. The collaborators can have agreed to be part of the collaboration group already (in which case there is no need to appoint potential collaborators), or can be identified as potential collaborators that will be contacted after successful acceptance of the proposal.
3. A short **250-500 word abstract** of the proposed early-stage research idea for publication on the website, and the conference program/proceedings. Both website and program will include name and contact details of the person submitting the collaboration group proposal. Collaboration group organizers can opt to have the entire proposal printed in the conference proceedings or to only have the title of the collaboration group and the collaborator's names displayed.

Please note that the same abstract will be published in the conference proceedings along with a list of all members who participated in the meeting (see below).

Evaluation of submissions:

The track chair will evaluate each proposal with the help of one or more competent reviewers, and is committed to provide feedback on each proposal. Evaluation and selection of Collaboration Groups will emphasize the quality and novelty of the idea as well the degree of collaborative nature of the proposed project.

After acceptance:

After acceptance, collaboration group organizers will be informed and should contact potential collaboration group members. The short abstract, and name and contact details of the organizer will be posted on the EMAC2015 website and Facebook page. EMAC participants wanting to join the respective collaboration group will be asked to register their participation via e-mail addressed to the collaboration organizer prior to the conference. They are asked to do so by briefly explaining their interest and expertise in the session and refer to the collaborative benefit they can offer. To increase awareness about the collaboration group, organizers are encouraged (and will be advised on how) to communicate their collaboration groups and start discussions on the theme of the Group, using the EMAC2015 Facebook page, e-mail exchanges, and informal (skype) meetings.

They are also encouraged to send out direct invitations to EMAC members they consider suitable/ helpful with the development/ execution of the proposed project (additional to the 2 collaborators that they have named to want to contact in the proposal). They are responsible for inviting and ensuring attendance of collaborators and managing the application process of participants.

Using the above mentioned channels, organizers will thus choose/recruit participants for their collaboration group session. Acceptance and communication of acceptance is fully managed by the organizer. Depending on the subject and nature of the

proposed research, group size should be between 3-8 participants, but may vary if the organizer believes larger group size is a suitable format.

At the conference:

Collaboration groups will be communicated in the conference program as “closed sessions”, for which pre-registration is required. EMAC2015 will provide “break out”-rooms for the Collaboration Groups, and other facilities where needed and where possible (e.g. information on different brainstorming techniques, materials, technological infrastructure). Preferably, the 90-minutes session concludes in the kick-off of a collaboration designed to examine the originally proposed idea, with a plan of concrete first steps.

*Please direct further questions about the Collaboration Groups to the chair:
Andrea Weihrauch (andrea.weihrauch@kuleuven.be)*