

Collaboration Groups submission guidelines

Chair/Coordinator: Andrea Weihrauch (KU Leuven)

The submission for a collaboration group will be in the format of a 250-500 word 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)

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 requires a certain level of expertise.

Format and Content

All Collaboration Groups submissions must include:

1. The name of the primary organizer(s).
2. The names and affiliations of (at least 2) collaborators, specifically stating their field and skills, who have already agreed to participate in the collaboration group
3. A short 250 word abstract of the proposed early-stage research idea for publication on the website, and the conference program. Both the website and the conference program guide will include name and contact details of the organizer. *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).*
4. All other formatting requirements are identical to those of a regular submission

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. 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. They are responsible for inviting and ensuring attendance of collaborators and managing the application process of participants.

Using the above mentioned channels, organizers will 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 5-8 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 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)*