This guide is meant to assist you in choosing the appropriate submission format to contribute to the scientific programme of EARLI 2021. The various formats are designed to create a lively academic atmosphere, allowing for different preferences in presentation styles and to accommodate the presentation of research at various stages. Each of the formats outlined below are equally valuable but serve different purposes. EARLI actively encourages the presentation of high-quality qualitative research. If you intend to present a qualitative study, please provide clear information on both the methodology and the processes used for data analysis.

Both empirical and theoretical proposals for symposia, papers and poster presentations are welcomed as are round tables, ICT demonstrations and workshops. Proposals need to be submitted in English. Before submitting your proposal, we recommend reading these submission guidelines. Information on the requirements and duration of the sessions can be found under the appropriate submission type below.

- All submissions should be done completely anonymously, to ensure a fair review process. Please do not include your name or affiliation in your abstract or in any of your uploaded files both in file name or in the actual file.

- According to the EARLI policies, you may not present more than two proposals. In addition, you can act once as the chair of a symposium and once as discussant, for a total of four active appearances. You may participate as a non-presenting co-author as many times as you like.
• It is extremely important to use the same EARLI account for all of your submissions.

• 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!**

• The conference programme will avoid timetable conflicts for presenting authors, chairs and discussants, **but not for co-authors.**

### 1. Preparing your submission

Following the decision to move to an online conference, there will be some differences in presenting your research compared with a face-to-face conference. One of the main changes entails that sessions have been limited to 60 minutes. In order to streamline this process, we would like to point to the importance of the role of chair or discussant: [http://bit.ly/EARLI2021-CHAIR](http://bit.ly/EARLI2021-CHAIR).

The choice of an appropriate format to present your research is a very important one. Making the wrong choice could lead to a significant reducing of your chances of acceptance. We recommend considering the review criteria when preparing your submission to understand how the proposal will be assessed. These criteria can be found here: [http://bit.ly/REVIEW EARLI2021](http://bit.ly/REVIEW EARLI2021).

An EARLI account is needed in order to submit a proposal or register for the conference and needs to be created prior to 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.

Please make sure not to create multiple accounts as this could lead to interaction problems later on. The email address provided will be used to retrieve the participants’ details from the EARLI database, ensuring that the necessary professional details are linked to the proposal. For co-authors who will not participate in the conference, an account is not required as this information can be inserted manually while submitting.
Proposals can only be submitted through the conference website. **Submissions via email will not be 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, one discussant and one chair. Please bear in mind that you can act once as the chair of a symposium and once as discussant, for a total of four appearances. 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 EARLI database. Consequently, each active conference participant needs to have an EARLI account and needs to provide the submitter with the corresponding email address before the submission.

**Active conference participants, who are not submitting themselves but who are involved in a proposal, and who have never been a member of EARLI in the past, are asked to create an EARLI account via EARLI-EAPRIL.org before their colleague submits the proposal.** Once your account has been activated (through the activation link sent via e-mail), your colleague will be able to add you as a presenter by using the e-mail address linked to your EARLI account.

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 100-250 words and an extended summary of 600-1000 words (including references). **Proposals which do not meet the above-mentioned requirements will not be accepted.**

- Prospective participants need a **valid EARLI account** to submit a contribution (which is available without an EARLI membership).
• Symposia-submitters: Mind the three-country rule and that all your active participants (i.e. presenting author, chair and discussant) need an EARLI account. Co-authors do not need an EARLI account and their names, contact details and affiliation can be entered manually by the submitter.

• Up to three images or tables can be uploaded along with your submission. Prevent using your name, affiliation or any other information that would violate anonymity.

• To find the appropriate keywords for your submission – consider the alphabetical list at the end of this document. It’s clearer than the drop-down menu in the submission system.
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 either three to four presenters and one discussant, from at least three different countries. A key goal of symposia is to generate interactive discussion, so please consider how this will be achieved. If you opt for three presenters, we expect the fourth presenter slot to be used for active discussion with the audience.

We recommend that each individual submission is checked for its own quality and its relevance and coherence to the topic of the symposium prior to formal submission to EARLI 2021.

Symposia organisers are recommended to set an early deadline for contributors and check each individual submission for its own quality, its relevance and coherence to the symposium topic prior to submission. It is important that you review the quality of proposals, as the whole symposium could be jeopardised by one weak entry.

Two types of symposia can be submitted for the EARLI 2021 online conference:

- **A symposium** is scheduled for 60 minutes and consists of three to four live presentations (total of 45 minutes), followed by 15 minutes discussion facilitated by a discussant. If you opt for four presentations, please be advised that presentations should fit within the allocated timeslot of 60 minutes, allowing sufficient time for discussion.

- **An espresso symposium** is scheduled for 60 minutes and consists of three to four presentations that are pre-recorded and uploaded for asynchronous viewing prior to the session. The live session involves a brief introduction by the chair, with 5-minute presentations by each of the presenters, drawing out key points from their presentation. The discussant facilitates an in-depth discussion for 30 minutes afterwards.
**Requirements** for the (espresso) symposium as a whole:

- An abstract of 100-250 words providing information regarding the aims, the scientific and educational relevance of the symposium.
- Please pay special attention to the coherence of the presentations of the symposium. This is one of the primary reasons that symposium proposals have not been accepted in the past.
- The title of the symposium, the title of each presentation (four presentations per symposium) with the name and affiliation of each author.
- The name of the chair and the name of one discussant.

**Requirements** for each individual presentation in the (espresso) symposium:

- A 100-250-word abstract for each individual presentation.
- An extended summary of 600-1,000 words, detailing the aims, methodology, findings, and theoretical and educational significance of the research. This means that if a symposium consists of four individual presentations, each symposium participant should prepare a 600-1,000-word extended summary, making a total of four summaries.

**Please note:**
Do not forget that you need to include participants from, at least, three countries as this is a strict requirement.

**When submitting your proposal, you will first need to save and submit each individual paper, before submitting the symposium as a whole.**
PAPER SESSION

**Paper sessions** are oral presentations of three or six papers, followed by a discussion with the audience. It is important that empirical papers have data and results, or they will not be accepted. Research that is at an earlier stage is very suitable for Roundtable or Poster sessions. Theoretical papers, of course, are welcome.

Two types of papers can be submitted for the EARLI 2021 online conference:

- **Single Paper** sessions are scheduled for **60 minutes** and consist of three thematically clustered papers. Each presenter is offered 15 minutes to present their paper, followed by 15 minutes of discussion facilitated by discussant.

- **Espresso Paper** sessions are scheduled for **60 minutes** and consist of six thematically clustered papers. Each presenter pre-records or uploads their presentation for asynchronous viewing, with asynchronous discussion through a discussion forum. During the synchronous session, each presenter is offered 5 minutes to summarise key points of their full presentation, followed by 30 minutes of discussion facilitated by a discussant.

**Requirements** for a theoretical or empirical espresso or single paper:

- A title of up to 100 characters (including spaces).
- An abstract of 100-250 words.
- An extended summary of 600-1,000 words, detailing the aims, methodology, findings, and theoretical and educational significance of the research. This extended summary is the basis for the reviews.
**POSTER SESSION**

**Poster sessions** are scheduled for 60 minutes and consist of 6 thematically clustered posters. A poster session offers researchers the chance to present their work in a visual format, accompanied by an oral presentation, with opportunities for discussion. A short oral presentation of about 5 minutes for each poster is given. After the authors’ brief presentation, an in-depth discussion between them and the audience follows.

Poster sessions are scheduled for **60 minutes**, following the format above.

**Requirements** for preparing a poster presentation:
- A title of up to 100 characters (including spaces).
- An abstract of 100-250 words.
- An extended summary of 600-1,000 words, detailing the aims, methodology, findings, and theoretical and educational significance of the research. This extended summary is the basis for the reviewers.

**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 rather than text. A good poster keeps its sequence well-ordered and obvious.

Roundtable sessions are scheduled for 60 minutes as a live session and consist of 3 thematically clustered roundtables. Roundtable sessions offer opportunities for a more discursive exploration of research issues. This may well involve discussion of work in progress. The presenters explain their research and research issue, and invite the participants to help to discuss emerging data or to solve a research issue or problem. Each participants will explain and discuss their research one after another, with discussion from participants.

Roundtable sessions are scheduled for **60 minutes**.

**Requirements** for preparing a round table session:

- A title of up to 100 characters (including spaces).
- An abstract of 100-250 words.
- An extended summary of 600-1,000 words, detailing the aims, methodology, findings, and theoretical and educational significance of the research. This extended summary is the basis for the reviewers.
ICT DEMONSTRATION

**ICT demonstrations** are scheduled for 60 minutes as a live session. ICT demonstrations allow presenters to display, explain and familiarise users with a potentially useful teaching or research tool or method. The presentation may include references to completed research, but the point of the session is to demonstrate the tool, not present the research for criticism. The audience may offer their viewpoint and share their experiences with similar tools or different tools for the same purpose.

ICT demonstrations are scheduled for **60 minutes**.

**Requirements** for preparing an ICT demonstration:
- A title of up to 100 characters (including spaces).
- An abstract of 100-250 words.
- An extended summary of 600-1,000 words, detailing the aims, methodology, findings, and theoretical and educational significance of the research. This extended summary is the basis for the reviewers.
Workshops are scheduled for 60 minutes as a live session. Workshops provide an opportunity to familiarise participants with some aspect of research or teaching practice, so that questioning, and discussion are suitably informed. Learning-by-doing occupies most of the session, and any presentations are brief. Providing adequate time for reflective discussion is important.

Workshops are scheduled for 60 minutes.

Requirements for preparing a workshop:

- A title of up to 100 characters (including spaces).
- An abstract of 100-250 words.
- An extended summary of 600-1,000 words, detailing the aims, methodology, findings, and theoretical and educational significance of the research. This extended summary is the basis for the reviewers.
COLLABORATIVE WORKSPACE

Collaborative workspaces are scheduled for 60 minutes as a live session. Collaborative workspaces allow the discussion of ongoing or future research projects with the goal of establishing or strengthening research collaborations. This may include collaborations about constructs that researchers use, but also about methodologies or a specific content area. The submission for a collaborative space should include the main content area for which collaboration shall be established or deepened.

Collaborative workspaces are scheduled for 60 minutes.

Requirements for preparing a collaborative workspace:

- A title of up to 100 characters (including spaces).
- An abstract of 100-250 words.
- An extended summary of 600-1,000 words, detailing the aims, methodology, findings, and theoretical and educational significance of the research. This extended summary is the basis for the reviewers.
3. Submitting your proposal

3.1 Required information

An EARLI account is needed in order to submit a proposal or register for the conference. Users who do not have an EARLI account can create one via the EARLI homepage. Please make sure to update your personal and professional details as this information will be used for further communications as well as generating the conference programme.

Please make sure to avoid creating multiple accounts as this could lead to interaction problems later on. The email addresses provided will be used to retrieve the participants’ details from the EARLI database, ensuring that the necessary professional details are linked to your proposal. For co-authors who will not participate in the conference, an account is not required as this information can be inserted manually while submitting.

Before submitting, please make sure that the word count of both abstract and extend summary are within the limits specified above as the conference submission system will not accept proposals over the specified limit. Proposals can only be submitted through the conference website. **Submissions via email will not be 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, one discussant one chair. Please bear in mind that you can act once as the chair of a symposium and once as discussant, for a total of four appearances. 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 EARLI database. Consequently, each active conference participant needs to have an EARLI account and needs to provide the submitter with the corresponding email address before the submission.
3.2 Submission process

When you have prepared your proposal according to the information outlined above, it can be submitted via the conference website. 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 January 12th, 2021 at midnight CET.

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, i.e. (espresso) symposium, (espresso) paper, poster, round table, ICT demonstration, workshop, collaborative workspace;
- At least 4 keywords, which you will need to select from a list, which best represent your proposal. 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;
- To which SIG your proposal fits best (choose only one);
- The most applicable domain of the conference (choose only one).

Please note: Choosing your keywords, SIG 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, SIG 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 EARLI Executive Committee has the final responsibility to assign the individual proposals to a particular session format, based on the reviews received.
KEYWORDS FOR EARLI 2021

Analysis and Evaluation Methods

- Action research
- Case studies
- Comparative studies
- Content analysis
- Conversation/ Discourse analysis
- Design based research
- Ethnography
- Experimental studies
- Learning analytics
- Meta-analysis
- Mixed-method research
- Phenomenography
- Psychometrics
- Qualitative methods
- Quantitative methods
- Video analysis
- Survey Research
- Secondary data analysis
- Quasi-experimental research

Areas of Research (macro level)

- Artificial intelligence
- Assessment methods and tools
- Bilingual education
- Cultural diversity in school
- Cultural psychology
Economics of education
Educational policy
Educational technology
In-service teacher education
Instructional design
Neuroscience
Pre-service teacher education
Researcher education
School effectiveness
Second language acquisition
Special education
Student learning
Synergies between learning, teaching and research
Teacher professional development
Teaching/instruction
Educational Psychology
Teacher Effectiveness

Areas of Research (micro level)

Achievement
Argumentation
At-risk students
Attitudes and beliefs
Cognitive development
Cognitive skills
Collaborative Learning
Competencies
Comprehension of text and graphics
Conceptual change
Culture
Developmental processes
Educational attainment
Emotion and affect
Goal orientation
Learning and developmental difficulties
Learning approaches
Learning disabilities
**Learning Technologies**
Literacy
Metacognition
Misconceptions
Morality
**Motivation**
Numeracy
Parental involvement in learning
Peer interaction
Problem solving
Reasoning
Reflection
Self-efficacy
Self-regulation
Social aspects of learning and teaching
Social development
Social interaction
**Teaching approaches**

**Discipline**

Arts
Biology
Citizenship education
☐ Engineering
☐ Environmental education
☐ Geography
☐ History
☐ Interdisciplinary
☐ Language (Foreign and second)
☐ Language (L1/Standard Language)
☐ Mathematics
☐ Philosophy
☐ Physical Sciences
☐ Professions and applied sciences
☐ Reading comprehension
☐ Religious studies
☐ Science education
☐ Social sciences
☐ Technology
☐ Values education
☐ Writing/Literacy

Level of Education and Setting

☐ Doctoral education
☐ Early childhood education
☐ E-learning/ Online learning
☐ Higher education
☐ Informal learning
☐ Out-of-school learning
☐ Primary education
☐ Secondary education
☐ Vocational education
☐ Workplace learning
Theoretical Framework and Grounding

- Communities of learners
- Communities of practice
- Computer-assisted learning
- Computer-supported collaborative learning
- Cooperative/collaborative learning
- Distributed cognition
- Game-based learning
- Inquiry learning
- Integrated learning
- Knowledge creation
- Lifelong learning
- Model-based reasoning
- Motivation and emotion
- Multicultural education
- Multimedia learning
- Problem-based learning
DOMAINS FOR EARLI 2021

Assessment and Evaluation
Cognitive Science
Culture, Morality, Religion and Education
Developmental Aspects of Instruction
Educational Policy and Systems
Higher Education
Instructional Design
Learning and Instructional Technology
Learning and Social Interaction
Learning and Special Education
Lifelong Learning
Motivational, Social and Affective Processes
Teaching and Teacher Education
**EARLI SPECIAL INTEREST GROUPS (SIG)**

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