

# SUBMISSION GUIDELINES FOR EAWOP 2022

## Introduction

As has been the case at recent Congresses, presentations at EAWOP 2022 are necessarily limited in number by the time available as well as the number of parallel sessions that are desirable. We have therefore sought to develop ideas for new modes of presenting in order to make the conference more accessible but also more participative and exciting.

EAWOP is strongly in favour of the principles of Open Science and thus it is expected that every opportunity to network and share should be taken. For example, the audience for posters or papers should have easy access wherever possible to presenter contact details and the slides/materials used or discussed. One way to achieve this is to use a web source for slides and further information such as recent papers or papers-in-preparation. This can be easily done using a printed or projected QR-code.

There are some new approaches to presentation suggested for EAWOP 2022. Please take time to look through the full set of possible presentations before deciding on your own target/s for submissions. Remember:

1. The language of submissions and presentation is English.
2. The first author of an Abstract is considered to be the presenter of this contribution at the EAWOP congress. As first author, each person may submit a maximum of three submissions. If you are both the convenor, co-convenor or discussant of a Symposium/Forum and a presenting author this only counts as one submission.
3. We strongly encourage submissions with multiple perspectives such as Academic + Practitioner or Practitioner + Client and we also encourage submissions with international collaborators.
4. To aid anonymised reviewing please ensure there is no identifying information in your abstract.
5. We may offer you a different category for your submission if recommended by reviewers

When you submit, the system will request a range of information that is important to the organising committee for various operational purposes and these are required fields. We would encourage you to volunteer as part of the Reviewer Panel. As you can imagine, the more reviewers we have and the broader the expertise, the faster and more effective the Reviewing process should be. We would expect that reviews will be completed online within a four-week window.

If you experience any particular challenges that cannot be dealt with by reading the Submissions FAQ section, please email [EAWOP22@redactive.co.uk](mailto:EAWOP22@redactive.co.uk)

## Submission categories and guidelines

### Symposia

These are multi-presenter sessions that should be collaborative in nature, e.g.:

- (a) Science
- (b) Practice
- (c) Science & Practice
- (d) Science & Practice & Client/End User

A Symposium provides reports of empirical research, innovative practice, and/or theoretical advances. Ideally it demonstrates real world impact or potential for impact. A Symposium must have participants from at least two different countries and/or from academics and practitioners.

Each Symposium has a chairperson/convenor and three to five presenters, or three to four presenters and a discussant. The person submitting the symposium proposal is designated as the symposium chair. The time allocation is up to a maximum of 60 minutes based on 10 minutes per speaker or discussant plus 10 minutes Q&A.

Each contribution to the symposium, in the form of a 750-word Abstract per element, must be submitted by the Lead person through the on-line system. As an example, a symposium with four speakers would require the lead person to submit an overall symposium Abstract plus four presenter Abstracts, with personal details for all four people. If there is also a separate discussant, the details for that person must be provided but no Abstract is required.

The Symposium Abstracts should cover:

- (a) Research goals and why the work was worth doing
- (b) Theoretical background
- (c) Method adopted
- (d) Results obtained or expected (if not available, when will they be)
- (e) Conclusions
- (f) Intended audience (Academic, Practitioner, Both)
- (g) Keywords (3 maximum)

**The overall Symposium Abstract (500 words) is structured:**

1. Title, name and affiliation of the submitter of the Symposium
2. What will be covered and why?
3. Research/Practical Implications
4. Overall conclusions
5. Intended audience (Academic, Practitioner, Both)
6. Keywords (3 maximum)

**Abstracts (750 words) of an empirical oral presentation in a Symposium are structured:**

1. Title, name and affiliation of the presenter
2. Research goals and why the work was worth doing
3. Theoretical background
4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Research/Practical Implications
8. Originality/Value
9. Keywords (3 maximum)

**Abstracts (750 words) of a theoretical oral presentation in a Symposium are structured:**

1. Title, name and affiliation of the presenter
2. Theoretical background
3. New Perspectives/Contributions
4. Research/Practical Implications
5. Originality/Value
7. Keywords (3 maximum)

**Examples of symposia submissions**

- A collection of presentations discussing empirical work or a combination of empirical and theoretical work about a common topic or research question.

- A collection of presentations discussing actual or potential work that implements WOP techniques or addresses WOP issues in organizations. These might include discussing new challenges in the work environment and innovative solutions to these challenges using the principles of WOP psychology.

- A collection of presentations focusing on a single collaboration or on multiple collaborative efforts between academics and practitioners and clients/end users. The focus could be on the issues related to conducting such collaborations or the results of such collaborations.

## Oral Presentations

Oral contribution that can be:

- (a) Science
- (b) Practice
- (c) Science & Practice

Oral presentations are expected to deliver innovative research or practice projects.

Presentation time is 15 minutes per contribution including three minutes for questions and discussion.

Submissions are made in the form of a 750-word Abstract along with required personal details.

### **Abstracts (750 words) of a 15-minute oral presentation are structured:**

1. Title, name and affiliation of the presenter
2. Research goals and why the work was worth doing
3. Theoretical background
4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Research/Practical Implications
8. Originality/Value
9. Intended audience (Academic, Practitioner, Both)
10. Keywords (3 maximum)

## 7-minute Science - Oral Presentations

Single presenter sessions that can be:

- (a) Science
- (b) Practice
- (c) Science & Practice

These are oral presentations presenting innovative research or practice where the presentation time is 7-minutes per contribution and the aim is to explain the key points as if to an intelligent lay audience, thus giving a short and precise coverage of a topic. They are often very high energy and fun sessions.

A maximum of 10 slides can be used

### **Abstracts (500 words) of a 7-minute Science oral presentation are structured:**

1. Title, name and affiliation of the presenter
2. Research goals and why the work was worth doing
3. Theoretical background
4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Research/Practical Implications
8. Originality/Value
9. Keywords (3 maximum)

## Printed Posters

Posters can cover:

- (a) Science
- (b) Practice
- (c) Science & Practice

Posters are short research or innovative practice presentations that ideally use only 300 words and supporting graphics, but with a maximum of 500 words. Posters are required to be in **A0** size **portrait** format (width = 841 x height = 1189 mm).

For assistance, please contact: [EAWOP22@redactive.co.uk](mailto:EAWOP22@redactive.co.uk)

### **Abstracts (500 words) for a Printed Poster are structured:**

1. Title, name and affiliation of the presenter
2. Research goals and why the work was worth doing
3. Theoretical background
4. Design/Methodology/Approach/Intervention
5. Results obtained or expected (if not available, it must be made clear when they will be)
6. Limitations
7. Research/Practical Implications
8. Originality/Value
9. Keywords (3 maximum)

### **Poster Lightning Talks**

A limited number of accepted Posters will be selected by the Programme Committee and posters with some commonality will be grouped together in interactive poster sessions, facilitated by a Chairperson and designed to encourage discussion and sharing of multiple perspectives.

At the beginning, each presenter has exactly 2-minutes to get across the key points about their poster. A brief informal discussion (questions, comments, etc.) follows this introduction and then audience members can visit posters and interact with the presenters.

### **Panel Discussions**

These sessions will include up to 4 panellists and one facilitator, discussing a controversial topic from different perspectives.

These will typically be 60-minute sessions, with 45 minutes guided discussion/debate, followed by 15 minutes open discussion. There is the option to glean questions in advance and/or during the event using SLIDO. Other ways to structure a panel are of course welcome.

Submissions will require a 750-word Abstract which clearly justifies inclusion in the programme and identifies the expertise of panellists plus their positions on the controversial topic.

### **Abstracts (750 words) for a Panel submission are structured:**

1. Title, name and affiliation for all panel members
2. Why this topic justifies inclusion in the programme
3. Why these panel members will add value
4. Implications for research and practice
5. Expected audience size and why
6. Intended audience (Academic, Practitioner, Both)
7. Keywords (3 maximum)

### **Demonstrations**

These sessions allow practical demonstrations of an intervention, technique or product in 30 to 45 minutes. There is expected to be minimal description and there must be an interactive element for the audience. Support materials should be available for later reference.

#### **Examples of possible structures of a Demonstration**

##### Mindfulness

1. A brief introduction to Mindfulness
2. A guided mindfulness meditation
3. A case study of how mindfulness was used in an organisation
4. A summary of the impact evidence

##### New Psychometric Instrument

1. A brief introduction to the theory and rationale of the instrument

For assistance, please contact: [EAWOP22@redactive.co.uk](mailto:EAWOP22@redactive.co.uk)

2. An overview of the report structure
3. A video of an extract from a feedback session
4. A brief overview of validity/applications

Submissions will require a 750-word Abstract which clearly justifies inclusion in the programme and identifies the expertise of the presenter.

**Abstracts (750 words) for a Demonstration submission are structured:**

1. Title, name and affiliation for the presenter
2. Why this topic justifies inclusion in the programme - what are the takeaway benefits?
3. Description of the session specifying interactive element
4. Implications for research and practice
5. Expected audience size and why
6. Keywords (3 maximum)