



European Consortium for Political Research

## EXPLANATORY NOTES ON HOW TO PROPOSE A WORKSHOP

- Who can propose to direct a Workshop?
- What points should the proposal cover?
- Deadline for proposals
- Proposal forms

### WHO CAN PROPOSE TO DIRECT A WORKSHOP?

Any scholar belonging to an institution that is a **full** member of the ECPR may propose to **direct** a Workshop. Please note that co-directors cannot be from the same institution, and should be from a different country. **Associate** members may propose to co-direct a Workshop with a scholar belonging to a **full** ECPR member institution. The general rule for the number of Workshop Directors is no more than two.

### WHAT POINTS SHOULD THE PROPOSAL COVER?

- Outline of the topic: Explain why there is a need for a Workshop on the subject, bearing in mind that the topic should not have been covered by another Workshop during the past two years.
- Relation to existing research: Explain how the Workshop topic relates to existing research/publications in the area.
- Participants: Indicate who the likely participants are to be. Note that all Workshops should be open rather than confined to an existing closed group of specialists.
- Type of papers: Try to indicate the type of papers you wish to attract, e.g. empirical, case study, comparative, theory.
- Funding: Give an indication of foundations or research councils to which you would apply for funding the Workshop. Note that Workshop Directors are strongly urged to seek such financial support before depending on hard-pressed ECPR funds.
- Biographical note: Please outline (in 60-80 words) your current research interests, most recent publications, academic affiliation and status.

### DEADLINE FOR PROPOSALS

Proposals should be submitted to the ECPR Central Services **by 01 February** each year. Proposals are considered by the ECPR's Executive Committee at its meeting during the Joint Sessions in the year preceding. Proposers will be notified of acceptance within one month of the meeting of the Committee.

### SUBMITTING WORKSHOP PROPOSALS

In order to propose a Workshop, you will need to login to MyECPR at:  
<https://www.ecprnet.eu/myecpr/login.asp>.

Under the section for Applications & Registrations, follow the link to Propose a Workshop.

Please make sure information you submit is accurate as it will be used in all future correspondence and the online academic programme.

- 1) Complete the requested fields within the Workshop proposal form. Fields marked with an asterisk\* are mandatory.
- 2) Once completed, click the "save & continue" button at the bottom of the page which will take you to your proposal. Please check details carefully and use the Edit Proposal button should you need to change any field(s). Once changes have been made, click on Save Update.
- 3) Upload your full Workshop outline by clicking on "Browse". Click on "Upload Full Outline". If successful the proposal status will change to "COMPLETED". **Please keep a note of your Workshop ID number as this will be required for all future correspondence with ECPR.**

#### **FURTHER INFORMATION**

More details regarding the Antwerp Joint Sessions will be uploaded onto our website in the coming weeks, so remember to check it regularly.

Please see General Information for Workshop Directors at [http://www.ecprnet.eu/joint\\_sessions/documents/wsd\\_info.pdf](http://www.ecprnet.eu/joint_sessions/documents/wsd_info.pdf) for information on how to run a Workshop.

**For further information about the Joint Sessions in general please contact the ECPR Central Services:**

Marcia Taylor  
Conference Coordinator  
Tel: +44 1206 872498/872501  
Fax: +44 1206 872500  
email: [mtaylor@essex.ac.uk](mailto:mtaylor@essex.ac.uk)

Remember to subscribe to the Conferences & Events mailing list in MyECPR to receive alerts on the Joint Sessions and other ECPR events.