

GENERAL INFORMATION FOR WORKSHOP DIRECTORS

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The ECPR's Executive Committee and Academic Director are responsible for the academic programme of the Joint Sessions. They agree workshop topics and appoint workshop directors. The Administrative Director and members of the ECPR Central Services staff are responsible for the administrative arrangements, day-to-day organisation and liaising with the host institution.

1. WORKSHOP PROPOSALS

Any scholar belonging to an institution which is a full member of the ECPR has the right to propose to organise a workshop. Associate members may propose to co-direct a workshop with a scholar belonging to a full ECPR member institution. Proposers should bear in mind that it is unlikely that a workshop will be accepted where that same person has directed a workshop within the last two years. Owing to the amount of work involved in organising a workshop it is recommended that there are two directors. Where there are two co-directors, they should come from different institutions and preferably from different countries.

A detailed proposal should be sent to the ECPR Central Services for consideration at the Executive Committee meeting held in the spring one year before the Joint Sessions to which it applies. Workshop proposals should be submitted as follows:

- 1) Complete the online "Workshop Proposal Form" which is available at http://www.ecprnet.eu/joint_sessions/st_gallen/propose_a_workshop.asp. [Please note that this form only requests title, subject area, contact details and an abstract, the **full proposal needs to be sent separately immediately after submitting form**, instructions will appear on screen once you have submitted form with details on how to submit the full proposal].
- 2) Click the "continue" button which will take you to a review page, please check details carefully and use the back button should you need to change any field(s).
- 3) Once step two has been checked press the "submit" button. This will take you to a new page confirming receipt and giving an ID number. **Please keep a note of the ID number safe as this will be required for all future correspondence with ECPR.**
- 4) Immediately after receiving the confirmation and ID number send in your "Full Workshop Proposal" by email in MS word or PDF format to js@ecprnet.eu.
- 5) For full details on what to include in your workshop proposal, please see the link to guidelines on "How to Propose a Workshop" at http://www.ecprnet.eu/joint_sessions/st_gallen/documents/how_to_propose_a_workshop.pdf

The deadline for submission of workshop proposals is 01 February each year.

2. PUBLICITY & APPLICATIONS TO PARTICIPATE

Once the academic programme has been decided, details of all the workshops, together with contact information for the directors, are put on the ECPR web site and publicised via ECPR email alerts. Posters are also produced by the ECPR Central Services and sent electronically to all member institutions. The web site is continually updated with new information, including the social programme and accommodation/hotel booking arrangements. It is the responsibility of Official Representatives in each institution to ensure that all their colleagues are informed about the workshops. Applications to participate in workshops should be made to workshop directors no later than 1st December in the year preceding the Joint Sessions. See “Explanatory Notes on How to Propose a Workshop” for information on what to include in the application.

3. ACADEMIC PREPARATION & SELECTION OF PARTICIPANTS

Workshop directors are responsible for all academic aspects of their workshop. In particular, directors decide on the topics to be covered and select participants. However, in order to ensure that all member institutions of the ECPR draw maximum benefit from the Joint Sessions, the following guidelines should be observed:

3.1 The directors should use their own contacts when selecting participants, but must ensure that the workshop is open to other applications. That is, the workshop must not consist of a closed group of researchers. To be considered, potential participants must currently be conducting research in the field of the workshop; they are expected to present a paper or a research document at the workshop.

3.2 Where a paper is co-authored, **only one of the authors should be invited to attend** the workshop. If both do attend (on the condition that there is room in the workshop and no place is denied to someone who could contribute a relevant paper), only one co-author may claim reimbursement from the ECPR.

3.3 Scholars from outside the ECPR should not constitute more than 10% of the total number of participants, and their participation should be sought only where this is essential to the academic development of the workshop.

Non ECPR participants are also required to pay a conference fee (see 7.5 below).

3.4 Workshop directors should endeavour to ensure that there is a wide geographical spread of participants. No more than two participants should be included from one institution. Care should also be taken to ensure an age and gender balance.

3.5 In order to ensure that the aim of the workshop is attained - namely the active participation and collaboration of political scientists of all levels - directors should bear in mind that anyone from a research student to a full professor, working in the field of the workshop, is entitled to apply. Please note, however, that if a graduate student is accepted to participate, he/she should be well advanced in their research.

3.6 The optimum number of participants in each workshop is fifteen to sixteen, but in order to allow for the possibility that several people may drop out, directors should initially recruit up to twenty-two participants. In the event that the number of participants falls to below eight, the ECPR may suggest the cancellation of the workshop.

3.7 Workshop directors should send the list of names and addresses of participants with titles of their papers to ECPR Central Services at the University of Essex as soon as possible after the deadline for applications has passed and certainly **no later than the end of the first week of January**.

3.8 Directors should circulate contact information for each member of the workshop as soon as the final list of participants has been agreed with the ECPR Central Services. This will then ensure that members of the workshop can communicate with each other and papers can be circulated in good time.

4. WORKSHOP TIMETABLE

4.1 A workshop should be planned to last eight sessions (each session being a morning or afternoon) and should be scheduled to last for the whole period of the Joint Sessions, unless there are exceptional reasons for finishing early.

4.2 A detailed programme of the workshop meetings should be sent to all participants in the workshop well in advance.

4.3 Workshop directors should appoint from among their participants a 'secretary' for each workshop meeting, to summarise the main points of the discussion. These summaries will be published as reports on the ECPR website.

4.4 Presentations should not simply be made verbally; participants should also be encouraged to bring short, printed summaries of their talk and/or produce powerpoint presentations as well as their paper.

4.5 All participants are expected to attend all sessions of the workshop and to participate fully. Workshop directors should, therefore, ensure that participants are aware of this before accepting them.

4.6 A copy of the workshop schedule (showing when the workshop is expected to finish) should be forwarded to ECPR Central Services.

5. DUPLICATION AND CIRCULATION OF PAPERS

5.1 Each participant is responsible for the duplication of his/her paper or research document and its circulation. A copy of each paper or research document must be sent (preferably by e-mail) to each participant in the workshop. One copy should also be sent to the ECPR Central Services in Essex.

5.3 Provided participants express no objection, their papers will be posted on the ECPR web site in the members only section (currently under construction).

5.4 If workshop directors are considering developing the papers presented in the workshop into a published volume, please note that because papers presented at the Joint Sessions are an integral part of the ECPR's activities, the ECPR-Routledge Series in European Political Science should be considered for publication before any other publishers are approached. This is a well-established and highly respected series, currently edited by Professors Thomas Poguntke (University of Bochum) & Robert Elgie (Dublin City University) and they should be contacted in the first instance regarding possible publication.

ACCOMMODATION AND FINANCIAL ARRANGEMENTS

6. TRAVEL & ACCOMMODATION

The host institution is responsible for accommodation/hotel arrangements. Information about this and travel options will be sent to all workshop directors by email. They are then expected to forward this to their participants after participation has been confirmed.

7. FINANCE

7.1 Individual participants are expected to fund both travel and accommodation from sources in their own institution/country. Workshop directors should, where possible, make an application to an appropriate research council or foundation for support for the workshop as a whole.

7.2 The Executive Committee are currently working on replacing the workshop directors & participants

reimbursement scheme with a Joint Sessions Grant scheme. Full details will be available late January 2010.

7.3 The ECPR has a mobility fund, which gives grants to graduate students from ECPR member institutions. Further information may be obtained from ECPR Central Services or from the ECPR web site.

7.4 Any contribution from the ECPR will be sent after the Joint Sessions. Participants wishing to receive an advance should ask their home institution.

7.5 The ECPR is unable to make any financial contribution towards the expenses of associate members or non-ECPR participants, ***including associate members who co-direct workshops***. In addition, non-ECPR participants are required to pay a conference fee of £300. Invoices are sent out by ECPR Central Services in advance of the Joint Sessions.

Please address all queries about the Joint Sessions to: *Sandra Thompson*

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Keywords:
Comments:
Creation Date: 30/11/2009 11:02:00
Change Number: 2
Last Saved On: 30/11/2009 11:02:00
Last Saved By: ECPR
Total Editing Time: 1 Minute
Last Printed On: 30/11/2009 11:02:00
As of Last Complete Printing
Number of Pages: 4
Number of Words: 1,726 (approx.)
Number of Characters: 9,373 (approx.)