

EXPLANATORY NOTES ON HOW TO PROPOSE A WORKSHOP

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INTRODUCTION TO THE JOINT SESSIONS

The ECPR Joint Sessions of Workshops have taken place annually for the last 35 years and are now one of the major events in European political science, with 500-600 people participating most years. Workshops are designed to be a forum for substantive discussion on research in progress and collaboration among scholars. In order to emphasise the need for real interchange during these sessions, the large conference model was rejected, as was that of the round table. The workshops are gatherings of approximately 15-20 participants from different institutions, lasting about five days.

The topics of discussion are precisely defined, and only those scholars currently working in the workshop's field are invited. The main aim of the workshops is to produce a feeling of participation and of equality of endeavour between advanced students, younger members of the profession and well-established professors. Each participant presents a paper or research document for discussion as well as taking part in the discussion of the other papers presented. It is hoped that some of these workshops will lead to the creation of permanent research groups and standing groups as well as to continuing collaboration between members.

WHO CAN PROPOSE TO DIRECT A WORKSHOP?

Any scholar belonging to an institution that is a **full** member of the European Consortium for Political Research 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.

WHAT POINTS SHOULD THE PROPOSAL COVER?

Workshop proposals should cover the following points:

- **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 paper:** 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 informed whether their workshop has been accepted for inclusion in the academic programme within one month of the meeting of the Committee.

SUBMITTING PROPOSALS

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].

Please ensure that your **full proposal includes** the following information (which should be typed using 1.5 line spacing on two/three A4 pages covering the points outlined in the guidelines above):

- Title of Proposed Workshop
 - Subject Area
 - Name(s) of workshop director(s) [maximum of two persons]
 - Name and address of institution(s)
 - E-mail address(es)
- 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.

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

For further information about the actual running of a workshop please also see [General Information for Workshop Directors](http://www.ecprnet.eu/joint_sessions/documents/wsd_info.pdf) at http://www.ecprnet.eu/joint_sessions/documents/wsd_info.pdf.

For further information about the Joint Sessions in general please contact the ECPR Central Services (js@ecprnet.eu).

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