



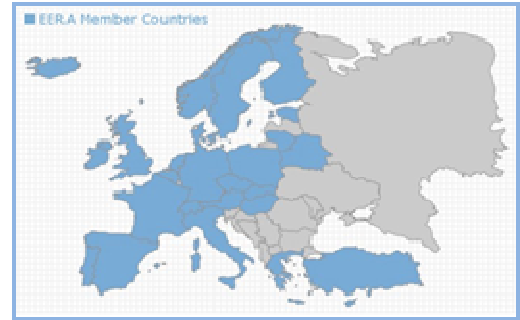
# Hosting an ECER

## European Conference on Educational Research

### 1.) About EERA, ECER and ERC

EERA, the European Educational Research Association, is a European-wide network of educational associations. The association, founded in 1994, boasts more than 40 regional and national associations from 35 different countries as members. EERA connects educational researchers from Portugal to Russia and from Iceland to Turkey. EERA also enjoys worldwide partnerships with educational associations such as the World Education Research Association (WERA) and takes part in discussions within European networks on the development of programmes in support of research. One of EERA's aims is to support high quality educational research – research which acknowledges its own but also recognises wider transnational contexts and reflects political and cultural differences.

EERA organizes the European Conference on Educational Research (ECER), one of the most important European conferences covering the broad field of educational research.



### Conferences: ECER and ERC

ECER – European Conference on Educational Research - is probably the most well-know and visible EERA activity. The annual conference is preceded by the “Emerging Researchers’ Conference” which is aimed at doctoral students and researchers at the beginning of their careers. ECER and ERC have grown over the years to draw in recent years over 2500 participants from around 70 countries. Diversity and European/international exchange are the main foci of the conference. The ECER programme includes Keynotes that address the theme of the conference, EERA Sessions and Network Sessions, as well as a Moot organized by the European Educational Research Journal.

ECER is held in a new location each year – since 1995 it has taken place in 15 countries. Each conference has a theme that provides a framework for guest speakers, selected symposia as well as “Special Calls” of individual networks. But every ECER accepts submissions from the broad field of educational research.

The majority of the conference programme is made up of double-blind peer-reviewed submissions from conference participants reviewed by EERA's 31 Networks (organised by discipline or research focus). Joint sessions encourage interdisciplinary exchange and cooperation amongst Networks, for example Network 13 “Philosophy of Education” and Network 9 “Assessment, Evaluation, Testing and Measurement” regularly organise discussions and exchange on assessment practices and the goals of education.

#### The ECER mission statement

The aim of the ‘European Conference on Educational research’ is to create an inclusive platform for initiating, reporting, discussing and promoting high quality educational research, that not only acknowledges its own context but also recognises wider, transnational contexts with their social, cultural and political similarities and differences. The conference is organised for emerging, as well as experienced, researchers and builds on and promotes free and open dialogue and critical discussion. It has a comprehensive approach to theory, methods, arguments, findings and research ethics.

#### ECER 2016 in Numbers

2500 ECER participants  
350 ERC participants  
31 Networks  
500 Reviewers  
2400 Submissions  
750 Conference Sessions

Additionally there are special “EERA Sessions” which serve as a platform for discussion and exchange on relevant, current topics. In addition to the participant submissions and the keynotes, EERA's Council and various Working Groups offer Round Tables on current topics such as research funding, the significance of the Social Sciences and Humanities in European programmes as well as on current strategic questions such as, at ECER 2016, Research Ethics. Joint symposia with the World Educational Research Association (WERA) make it possible for European findings and challenges to be presented within a global perspective.

Each year guest speakers are invited to give a keynote on the theme of the current conference. Notable ECER keynote speakers include Andy Hargreaves (Boston College, 2016), Michael W. Apple (Wisconsin-Madison, 2015), Madeleine Arnot (Cambridge, 2014), Marilyn Cochran-Smith (Boston College, 2014), António Nóvoa (Lissabon, 2014), Gita Steiner-Khamsi (Columbia, N.Y., 2012), Jaap Dronkers (Maastricht, 2011), Saskia Sassen (Columbia, N.Y., 2011), Petra Stanat (Berlin, 2011), Stephen J. Ball (London, 2009) and many others.

Since 2015 EERA aims to lower the environmental impact of the annual conferences. Each ECER is a joint endeavour of EERA, a hosting university and an EERA member association

#### Testimonial: ECER 2009

*“Becoming a member of EERA (2007) and hosting ECER 2009 are central milestones in the development of Austrian Educational Research Association (ÖFEB). ECER 2009 called 2070 education researchers from 71 countries to Vienna, including 122 researchers from Austria. Having ECER at the University of Vienna boosted the international orientation of Austrian education researchers. Before ECER’09 fewer than 25 Austrian researchers participated in the annual conference. After 2009 the numbers rose steadily and are now between 64 (2016) and 70 (2015).  
Prof. Herbert Altrichter, 2009 LOC Member and ÖFEB representative to EERA in 2009.*”

### Overview of ECER Countries and Number of Participants

Year	Theme	University	City, Country	Pax ERC+ECER	Countries
2016	Leading Education: The Distinct Contributions of Educational Research and Researchers	University College Dublin	Dublin, Ireland	2605	74
2015	Education and Transition - Contributions from Educational Research	Corvinus University	Budapest, Hungary	3010	81
2014	The Past, Present and Future of Educational Research in Europe	University of Porto	Porto, Portugal	2682	71
2013	Creativity and Innovation in Educational Research	Bahçeşehir University	Istanbul, Turkey	2375	70
2012	The Need for Educational Research to Champion Freedom, Education and Development for All	University of Cádiz	Cádiz, Spain	2552	68
2011	Urban Education	Freie Universität Berlin	Berlin, Germany	2470	66
2010	Education and Cultural Change	University of Helsinki	Helsinki, Finland	1922	70
2009	Theory and Evidence in European Educational Research	University of Vienna	Vienna, Austria	2070	71
2008	From Teaching to Learning?	University of Göteborg	Göteborg, Sweden	1856	56
2007	Contested Qualities in Education	University of Ghent	Ghent, Belgium	1090	na
2006	Transforming Knowledge	University of Geneva	Geneva, Switzerland	1281	45

## 2.) Interested in Hosting an ECER?

ECER is a collaborative project of the Local Organising Committee (LOC) and EERA. LOC is usually based in a university and supported by one or more EERA member associations. The contract for hosting an ECER is between EERA and the hosting university. EERA will pay a per head fee for each registered paying ECER delegate plus a lunch compensation for delegates registered for ERC.

The Local Organising Committee will be responsible for everything that needs to be done at the Conference venue while reviewing and programme planning will be done by the EERA networks, supported by EERA Office. EERA Office will be responsible for marketing, participant communication, registrations & payments.

LOC and EERA Council will jointly decide on the conference theme and the keynote speakers.

### Testimonial: ECER 2015

*“Organizing ECER 2015 in Budapest had long-term benefits for the Hungarian Educational Research Association (HERA): International connections were significantly strengthened; more and more international guests participate in our annual conference. HERA has grown in prestige and reputation, which is expressed in an increasing membership. HERA also built stronger ties with other educational associations from the region of Central and Eastern Europe since the ECER 2015.”*

*Prof. Tamás Kozma, President of HERA in 2015*

### If you are interested in hosting an ECER please consider the following check list...

ECER Checklist	
1. Our university has an interest in supporting the networking of European and international researchers	
2. Our university can build a team with experience in organizing conferences	
3. We are in contact with and have the support of the national EERA member association	
4. Our university can provide the necessary space for the ECER:	
60-70 rooms in parallel (min. 25 persons capacity) and 4 lecture halls for 500 persons each	
all rooms equipped with a computer and a projector	
an exhibition area for 15 publishers	
a poster exhibition space for about 80 posters	
a central area for registration and help desks	
an exhibition area for 15 publishers	
5. These spaces are available for one week either end of August or not later than mid of September	
6. Our university has an interest in supporting the networking of European and international researchers	
7. We have seen the budget grid and know that the budget will be in EURO	
8. We feel confident that we can develop a budget taking into account that EERA's contribution is usually about 110 € per participant, including any occurring VAT.	

### 3.) Tasks of LOC and EERA – how we share the work

As described above, ECER is a joint project of the Local Organising Committee (LOC) and EERA. The Local Organising Committee will be responsible for everything that needs to be done at the Conference venue while reviewing and programme planning will be done by the EERA networks, supported by EERA office.

EERA office will be responsible for the Call for Papers, marketing, participant communication, registrations & payments. LOC and EERA Council will jointly decide on the conference theme and the keynote speakers.

ECER lasts for 3.5 days and is preceded by and partly overlaps with the 2-day Emerging Researchers' Conference (ERC). The conference dates are usually between the end of August and mid-September. A time conflict with any other major conference needs to be avoided whenever possible.

The number of delegates is 300-400 for the ERC and around 2,500 for ECER. ECER has about 600 - 700 conference sessions, hosts a poster exhibition, a book exhibition welcoming about 10-15 publishers each year plus 3 - 4 EERA member associations organising a meet & greet.

ECER takes place within a university, although other Conference sites may be considered in exceptional cases, if the budget stays within limits.

Merging ECER with the annual conference of a national association can create problems and is not a preferred option.

Preparing ECER includes a.) Academic tasks, b.) Establishing a budget, c.) Communication with Participants including Registration & Payments, d.) Reviewing & programme planning, and e.) On-spot organisation. EERA Office and LOC will work closely together and maintain regular contact through phone or Skype meetings. Contact with EERA Council is maintained via participation in the Council meetings (March and August/September of the year prior of the planned ECER and 1-2 times two years before; LOC is encouraged to participate in ECERs the years before).

Tasks between LOC, EERA Council, Link Convenors, the Emerging Researchers Group (ERG) and EERA Office are shared as follows:

#### ***A) Academic Tasks, Framing the content of the conference***

##### ***a1. Conference Theme and Keynote Speakers***

Theme and Keynote Speakers for ECER and ERC are suggested to Council by a the "Scientific Committee" comprising at least: a member of the LOC, the EERA President, the EERA Secretary General, EERA Networks' Representative on Council, the ERG representative and the EERJ Representative on Council. The EERA President initiates the process.

**The Conference theme** is usually broad and is designed to provide a framework for keynote speakers and other invited guests. The theme will also provide a guideline for Networks e.g. in preparing symposia. The theme must relate to a European perspective. See the timeline and the General Regulations for more details.

Usually there is at least one Keynote speaker from the country/region where the ECER is organized.

##### ***a2. EERA Sessions***

As part of the ECER programme LOC is invited to contribute to the stream of EERA sessions by organising one or more sessions presenting the national educational system and/or discussing national policies/issues on educational research.

EERA sessions are sessions that are of interest to a broad group of participants and are initiated by LOC, Council, EERJ or network convenors often in cooperation between two of these groups.

EERA sessions run parallel to the network session and there will be no more than one EERA session per time slot. EERA sessions are handed in to EERA office after a Call has been issued in December before the

conference. An evaluation committee will review the suggestions. More details on EERA sessions & the preparation and decision process linked to them can be found in the general regulations.

### **a3. ERG**

LOC usually supports ERC by providing mentors and developing ideas for a round table. The Emerging Researchers' Group organising the Emerging Researchers' Conference is supported by the Local Organisers in chairing sessions at the ERC.

### **B.) Establishing the budget**

The conference budget and the per-head payment from EERA to LOC are negotiated on the basis of the completed budget planning grid (see annex). The budget has to be set up in Euro and to take into account that EERA will usually contribute about 110 Euro per paying participant (incl. potentially occurring VAT). The budget is a prerequisite for the conference contract.

### **C.) Reviewing and Programme Planning**

The academic part of **reviewing and establishing the programme** for the ECER and the Emerging Researchers' Conference is done by the EERA Networks and organised through the EERA Office. This includes the room allocation. The group of Link Convenors of EERA networks forms the "Programme Committee" of the conference.

### **D.) Marketing, Participants Communication, ECER fees & Registration**

EERA office issues the Call for Papers, guides authors through the submission process and ensures that information about the conference is widely spread. All communication with submitters and participants is taken care of by EERA office. This includes participants' registration and payment for the conference. **ECER fees are set by the EERA council.** The participant fees vary as there are reductions for members of an EERA Member Association, for those currently registered as post-graduate students, for people residing in a low GDP country (a list of low GDP countries is published each year on the conference website) and for all who register within the "early bird registration" time period.

### **E.) On Spot Organisation**

While it is not possible to list all duties in detail, the **Local Organising Committee** will be responsible for everything that needs to be done at the Conference venue. Please check the attached timeline to see when specific work packages are due. LOC needs to provide spaces for participant check in, publishers and poster exhibition, session rooms (approximately 60-70 rooms in different sizes plus at least four big lecture halls (minimum of 400 seats each) for keynotes and invited events). LOC needs to provide technical equipment (LCD projectors and computers in all rooms) plus technical support and free Wi-Fi for all delegates. LOC organises the catering for coffee breaks, the receptions and social events, etc. As EERA tries to lower the environmental impact of the conference we also expect that local organisers support this by arranging paper recycling, avoiding plastics, and preferring local and organic producers wherever appropriate. See the draft contract & its annex for more details.

Another crucial part of the work of the LOC is developing **clear signposting** for ECER delegates. All buildings used for the conference need to be identified easily. Signposts in the building directing delegates to rooms must have an EERA logo so as to be easily recognisable.

LOC should also ensure that there are **lunch options** available on the campus and if necessary negotiate opening hours with on campus coffee shops/canteens.

The LOC also needs to provide information on how and where to **book hotels** plus a hotel booking platform. A range of hotel rooms, therefore, needs to be reserved for ECER delegates at an early stage. Usually this is outsourced to a booking company or the city tourism office.

As regards marketing and printed materials LOC prepares the conference flyer, as well as content to be included on the conference website (managed by EERA office) plus some content for the printed programme and the venue booklet (maps of the buildings, places to eat, etc.). LOC develops the graphics on the cover as well as the time table on the back of the printed programme. It is also responsible for the production of the venue booklet, the conference bags and any other printed material.

#### Roadmap to ECER- Major steps in preparation

When?	What?	How?	Who?
<b>Ideally 4 years</b> before the planned event (until September)	Decision on proposal for hosting an ECER	For preparing the proposal, please be in touch with EERA office & and the national EERA member association.	Future LOC
<b>Ideally March 3 years</b> before	Approval of future venue/LOC	Council meeting	EERA Council
From March until ideally Sept.	Budget negotiations	Email and skype meetings	LOC and EERA executives
<b>Ideally Sept. 3 years</b> before	Signed contract		LOC representative and EERA President and Treasurer
<b>Ideally March 2 years</b> before the ECER	Establishing working group (LOC/Council Members) on the theme and the keynote speakers	LOC suggests one member	EERA Council
<b>Ideally Sept 2 years</b> before ECER	Decision on Theme	Council meeting	EERA Council (based on working group discussion)
March <b>1 year before</b> the ECER	Decision on Keynotes	Council meeting	EERA Council (based on working group discussion)
ECER <b>1 year before</b> the ECER	Leaflet	Distribution in conference bags	LOC
<b>November 1 year</b> before the conference	Travel information including bike rental options (going green for the website)	Text provided by LOC for inclusion in EERA website.	LOC
<b>Latest January</b> in the conference year	List of reserved conference rooms with room details to be handed over to EERA office	Excel sheet including names, floor, size, equipment etc.	LOC
<b>Latest January</b> in the conference year	Hotel and booking information platform	Provided by LOC to be tested & included in website by EERA office	LOC
<b>February</b> in the conference year	Submission of EERA Sessions	Through EERA Office after general call for EERA sessions	LOC
<b>Latest April</b> in the year of conference	List of useful apps in the hosting city, e.g. public transport, culture, bike rental etc.		LOC
<b>Latest June / July</b> in the year of the conference	Develop layout for Badges, Cover of programme & Venue booklet	In cooperation with EERA office	LOC

## 4. How to submit a proposal

A proposal to host an EERA Conference should as a standard include the following information:

<p>1. <b>Name and legal status of the responsible organising body / university/school/faculty.</b></p> <p>Please also explain how your institution can contribute to ECER: What makes it a good place for hosting ECER? Please provide evidence for earlier successful experience in (Conference) organisation.</p>
<p>2. <b>Details on the experience of the University in organizing big events</b></p> <p>Name of conference:</p> <p>Year of conference:</p> <p>Length of conference:</p> <p>Number of sessions :</p> <p>Organising body/team:</p> <p>Number of delegates - national / international:</p>
<p>3. <b>Who will lead the organisation of the conference – as academic Head of LOC and as administrative contact for EERA office?</b></p> <p>Please also list additional colleagues and their affiliation for the Organising Committee. The LOC team should include contacts for technical questions (WLAN, PCs, etc.) and should nominate a colleague to be a link person for the ERG Conference.</p>
<p>4. <b>Location of the conference and short description of the facilities</b></p> <ul style="list-style-type: none"><li>- Number of rooms in different sizes; general setup/equipment of rooms, comfort, possibility of concentration of sessions.</li><li>- Are there enough general areas and can they be used? (for publishers, networking, meet and greet, posters, etc). What will be the places for social events?</li><li>- If the Conference has to take place in more than one building, please highlight the distance between them.</li><li>- Please note that the conference also includes a book exhibition with some 15-20 publishers and a poster exhibition (approx. 80-100 posters) which need to be located in a central area during ECER.</li><li>- Who will act as IT Support?</li><li>- Is there Eduroam?</li><li>- Will there be WIFI throughout the conference?</li></ul>
<p>5. <b>A note on the accommodation</b> that can be used for the Main and Emerging Researchers' Conference plus the range of prices (at current prices). As the Emerging Researchers' Conference expects about 200-300 young researchers, sufficient accommodation at low cost needs to be provided. Inform how hotel booking will be arranged; this <b>cannot be processed</b> via the EERA Office and needs to be handled by the LOC (e.g. via a booking agency)</p> <ul style="list-style-type: none"><li>• How many beds in /which categories/prices are available in town?</li></ul>

<ul style="list-style-type: none"> <li>• What is the distance to radius around the venue?</li> <li>• Will there be a booking partner?</li> <li>• If there were large conference before who supported the organizers with bookings?</li> <li>• Will there be options to block rooms? How many?</li> <li>• What are the connections and schedules to the conference venue?</li> </ul>
<p>6. <b>Initial travel information and visa regulations:</b> A note on access from other parts of Europe; note on access from next airport(s) to city centre/campus, information on <b>who would need visa</b> in order to access the hosting country, note on access to the Conference venue/university campus and on public transport in the host city.</p>
<p>7. <b>Financial impact for EERA and for participants</b> For participants: what is the average price for a cappuccino + croissant, a "business" lunch in a near to university restaurant, a public transport ticket.</p>
<p>8. <b>Proposed dates for the conference or options</b> (N.B.: not in parallel with other major conferences in the field).</p>
<p>9. <b>Are there other supporters who contribute to the conference?</b></p>
<p>10. <b>Information on financial impact for participants?</b> For participants: what is the average price for a cappuccino + croissant, a "business" lunch in a near to university restaurant, a public transport ticket</p>
<p>11. <b>Please include a letter of support</b> from the national EERA member association (<a href="#">see Council website</a>)</p>
<p>Proposal to be sent to EERA office. Feel free to be in touch for information.</p>

## 5. How EERA will evaluate incoming proposals

In addition to the details given in the proposal to host an ECER, EERA will also consider the following when evaluating a bid:

1. Collaboration with national association/s
2. Relevance of engagement with regional educational research community (impact)
3. Contribution to balance between regions of Europe, high/low cost, new/old member associations
4. Financial impact for EERA
5. other relevant details (political situation, etc.)