

Conference Formats and Templates

***Research Paper/Presentations: 15 minutes**

Please submit your abstract by email to registration@coming.gr , in **.doc file** using the proposed template (see at the Call for Papers). The abstract should present the aim/objectives of the work, the methodological approach, the results, and the conclusion. It should be typed in font size 12 and 1,15 spaced. Abstracts should be 300-400 words and should include the Title of Paper, Full Name (s), Affiliation (s), Current Position (s), email address, and 3 to 5 keywords that best describe the subject presented. Decisions are reached within 2 weeks after the abstract submission. In case you do not receive an acknowledgment of your email or you encounter any problems, please contact us at info@coming.gr
Deadline to register and to submit full papers will be specified in your acceptance letter.

Paper sessions consist of 15 min. paper presentations, followed by a discussion with the audience and possible questions, at the end of each session. It is important that empirical papers indicate clear data and results. FYI: Research that is at an earlier stage is very suitable for roundtable or poster sessions (see next).

***Round Table Discussions: 40-60 minutes**

Format of submission: title of research, with 3 headlines below to communicate to the round table participants (what is your research about? how you collect your data? what are the possible results?).
-5 minutes (max) presentations per speaker. 4-7 speakers/participants per table. – One moderator in each room.
-Participants per each table ask questions to the presenters and discuss the presented works. Half of the time will be given for the table/group discussion.

***Poster Presentations**

Poster sessions offer presenters the opportunity for interaction and discussion with the audience. Posters visually present research studies. This format is perfect for developing research and/or preliminary results.
-Please come with the poster printed and ready to set up for the poster conference.
-The poster title, should be placed at the middle top of the poster. Author's name(s) and affiliation(s), the short name of the conference (ex. EDU2020 or ICCM2020 or HEPO2020) and the logo of COMInG (we will provide it to the participants, please ask it by email in case you are presenting a poster), should be placed at the right bottom of the poster. The committee would need to have a provisional /draft poster in doc or pdf file, to decide for its presentation.
-Accepted posters should be produced in A1 portrait size.
-Poster presentation will take place close to the conference rooms. Each displayed poster will be identified by a number specified at the conference program.
-Posters will be available for viewing throughout the conference and must be taken down the days which will be fixed on the scheduled program. Authors give an oral presentation of about 5 minutes for each poster to an audience gathered as a group. An in-depth discussion with the audience follows.
-Poster presenters are responsible for mounting and removing their posters themselves. Equipment to fix the posters on the boards will be provided by the conference administration.

-Poster presenters should be available for discussion at their posters during the formal poster sessions, proposed on the conference program, where all delegates are encouraged to attend.

-Last but not least, both oral & visual poster presentations should be conducted in English.

***Workshops: 45-60 minutes (no more than 3 workshops per conference)**

You are invited to apply for the delivery of a 45-60-minute workshop. To be able to submit a workshop you should meet certain criteria (have the requested experience and knowledge on the subject). The proposal is examined by our conference committee. The aim of these workshops is for participants to be actively involved in discussion and collaborative learning through the sharing of ideas and reflective practice. Creativity and innovation in approaching the workshop format is encouraged and most welcomed.

The Workshop themes can include:

For ICCM2020:

- International Leadership and Management themes
- New Media Technologies
- Scholarly learning and teaching approaches Journalism
- Sustainable development

For HEPO2020:

- Politics and International themes
- Communication in Politics
- New Media and Politics
- Sustainable development: a political theme?

For EDU2020:

- Models/frameworks of innovative learning and teaching approaches
- Workplace preparation and inquiry-based learning
- Technology enhanced active learning
- Students as partners and co-creators
- Creating inclusive learning environments
- Approaches to authentic assessment and feedback
- Scholarly learning and teaching approaches
- Learning through communities of practice

Submission to conduct a 45-60-minute workshop should address the following criteria:

- Identification of the theme that the workshop addresses
- A title that does not exceed 10 words
- A 350-word abstract (not including references) that includes: a) A clear description of the workshop content and its relevance to the identified theme, b) Articulated aims and expected outcomes for participants, c) A draft outline of the structure of the 45-60-minute workshop, including the planned activities.



Communication Institute of Greece (COMinG) Conference Formats and Templates



***Chair a conference session**

Chairs have a very important role at COMinG conferences, as they open the session and make sure that everyone keeps to the allotted time. Chairs do not comment on the papers, they enable interaction and discussion, which is a very important part of international conferences.

Awards!!!

Awards will be provided for **Best Presentation, Best Round Table Discussion, Best Poster, Best Workshop** and **Best chair**.

All Awards will be voted anonymously by the conference participants and via our Mentimeter codes.