EAWOP 2019 - ABSTRACT SUBMISSION GUIDELINES

The first author of an abstract is considered to be the presenter of this contribution at the EAWOP congress. As first author, each person may submit a maximum of three submissions.

These can be either:

1. SYMPOSIUM/PRACTITIONER FORUM AND ORAL PRESENTATION in a symposium or in a practitioner forum (if you are also the chair, co-chair or discussant of the Symposium/Forum this only counts as one submission);
2. ORAL PRESENTATION;
3. POSTER;
4. POSTER IN AN INTERACTIVE SESSION;
5. PANEL DISCUSSION.

Participation in a panel discussion, or invited contributions such as a Keynote, State of the art or Invited Symposium does not count towards the three submissions limit. Moreover, there is no restriction on the number of submissions as co-author.

Each submission must include a structured abstract.

Theory papers may not be submitted as an oral presentation except as part of a Symposium/Forum.

The Advisory Board will review all abstracts. In some cases, abstracts for oral presentations may be rejected but accepted as posters if the content is deemed more appropriate for this form.

GUIDELINES - SYMPOSIUM/PRACTITIONER FORUM

A Symposium/Forum is a multi-presenter session, and should be one of:

(a) Scientific Symposium
(b) Practitioner Forum
(c) Scientist-Practitioner Collaborative Forum

A Symposium/Forum provides reports of empirical research, innovative practice, and/or theoretical advances. A Symposium/Forum has a chairperson and four to six presentations, which may include a discussant. The person(s) submitting the symposium proposal is (are) the symposium chair(s).

He/she/they should submit a file with an integrated summary of the Symposium and abstracts of the Symposium's presentations, specifying title, authors' name and affiliation for each presentation.
Symposium/Forum chairs are encouraged to strive for international diversity amongst the different abstracts. A Symposium/Forum must have participants from at least two different countries and/or from academics and practitioners. A Symposium/Forum will be 60 to 90 min long (depending on the number of presenters and the decision of the program committee). Sufficient time should be allotted for audience participation.

**Formal Submission Requirements**
Max. 250-word structured abstract of the overall Symposium/Forum (integrated summary) plus max. 250-word structured abstract for each presentation.

Abstracts of the overall Symposium/Forum are structured:
✓ Title and name of the proponent (s) of the Symposium
✓ State of the Art
✓ New Perspectives/Contributions
✓ Research/Practical Implications

Abstracts of an empirical oral presentation in a Symposium/Forum are structured:
✓ Title, name and affiliation of the authors
✓ Purpose
✓ Design/Methodology/Approach/Intervention
✓ Results
✓ Limitations
✓ Research/Practical Implications
✓ Originality/Value

Abstracts of theoretical oral presentation in a Symposium/Forum are structured:
✓ Title, name and affiliation of the authors
✓ State of the Art
✓ New Perspectives/Contributions
✓ Research/Practical Implications
✓ Originality/Value

**Examples of submissions**
- A collection of presentations discussing empirical work or a combination of empirical and theoretical work about a common topic or research question.
- A collection of presentations discussing actual or potential work implementing WOP techniques or addressing WOP issues in organizations. These might include discussing new challenges in the work environment and innovative solutions to these challenges using the principles of WOP psychology.
- A collection of presentations focusing on a single collaboration or on multiple collaborative efforts between academics and practitioners. The focus could be on the issues related to conducting such collaborations or the results of such collaborations.
GUIDELINES - ORAL PRESENTATION

An oral presentation should be one of:

(a) Scientific presentation
(b) Practitioner presentation
(c) Scientist-Practitioner presentation

Oral presentations present innovative research or practice projects. Presentation time is 15 minutes per contribution including time for questions and discussion. Individual oral presentations will be grouped by the program committee into coherent sessions. One or two participants will be asked to moderate the session.

**Formal Submission Requirements**
Max. 250-word structured abstract.

- Purpose
- Design/Methodology /Approach/Intervention
- Results
- Limitations
- Research/Practical Implications
- Originality/Value

GUIDELINES - POSTER

A poster should be:

(a) Scientific Poster
(b) Practitioner Poster
(c) Scientist-Practitioner Poster

Posters are short research or innovative practice printed presentations displayed on large boards (100 h x 70 l centimeters; portrait format). Individual posters will be clustered in poster sessions by the Program Committee. Poster sessions will be 45 or 60 minutes long. At each poster session, many authors simultaneously present their posters and the audience circulates and stops to discuss posters of particular interest with the authors. Presenters of the posters are kindly asked to bring handouts of their poster to the session for interested visitors.

In addition, posters accepted for the Interactive Poster Sessions will be arranged by the program committee in sessions with a common theme. An Interactive Poster Session is a dynamic forum among presenters, a facilitator, and the audience, intended to encourage discussion and sharing of multiple perspectives. Each Interactive Poster Session features 6-8 posters on a common theme. In the beginning of the Interactive Poster Session, each presenter introduces her/his poster with a brief statement about objectives and results (approx. 3 minutes each). This round robin intro is led by a facilitator.
A brief informal discussion (questions, comments, etc.) follows this introduction. The second part of the Interactive Poster Session is similar to traditional poster sessions, with audience members visiting posters and interacting with the presenters. Interactive Poster Sessions will have the same overall time length as regular poster sessions (i.e., 45 or 60 minutes).

**Formal Submission Requirements**
Max. 250-word structured abstract

- Purpose
- Design/Methodology/Approach/Intervention
- Results
- Limitations
- Research/Practical Implications
- Originality/Value

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**GUIDELINES – PANEL DISCUSSION**

**Panel Discussion (2-5 panelists plus facilitator)**

Panel discussion sessions include up to 5 panelists and one facilitator, discussing a controversial topic from different perspectives. Discussion time will be between 45 and 75 minutes, followed by 15 minutes open discussion with the audience.

**Formal Submission Requirements**
Max. 250-word extended structured abstract.

- Purpose
- Controversial Perspectives
- Implications for Research/Practice
- Expected Audience: < 30 persons, 30-60 persons, > 60 persons
- Name of the Panelists (Surname, Name, Affiliation)
INSTRUCTION FOR SUBMITTING THE ABSTRACT

In order to submit your abstract, please click on the following link to indicate the type of abstract you will submit. The screenshots below show the questions you will be asked. Please ensure you use the same email address throughout the submission process.

https://it.surveymonkey.com/r/EAWOP2019_ABSTRACT

Step1 – TYPE OF WORK

Once you have made your selection, complete the survey.
Step 2- SUBMISSION

A) Click on the button “Submit Abstract”.

The deadline for submission of communications will be October 15, 2018
The acceptance of scientific contribution will be notified within the January 15, 2018

Submit Abstract
To submit a new Abstract, please click on the button "Submit abstract" and follow the procedure. After the submission is completed, you will receive a confirmation email with your username and PIN.

Check Abstract Status
To check the status of your submitted Abstract, please insert here below your last name (username) and your PIN (received with the email of submission confirmation) and then click on the login button.

Submit Abstract
Check abstract's status
B) Please enter the details of your submission on this page. Click the “+” key in each section to enter the required information. When you have finished completing all the sections, click “save” at the bottom of the page. If you do not do this, your data will be lost:

✓ Authors
✓ Format, Topic and Title of the Abstract (for Symposium insert the title of the Symposium).

✓ Attached file
Upload the file with your abstract.
Please note the system only accepts .doc and .docx files

C) When you have completed all the sections and uploaded your abstract, click “SAVE” to submit your abstract. If you do not click the save button your information will not be saved.

D) After you complete your submission by clicking save you will receive an email with your PIN number. You can use your PIN number to check the status of the submission. You will also be able to make changes until the submission deadline.

WARNING: Your data will not be submitted until you click "SAVE" at the bottom of the page.
Step 3 – CHECK YOUR ABSTRACT STATUS

So, go to the following link:
http://registration.ccicongress.com/cmsweb/ABS_Login.asp?IDcommessa=C002/19&Lang=EN
And click on “Check abstract status“.