



## ARMS Hobart Conference 2018

### Guidelines for Submitting a Competitive Abstract in the form of:

- Theme Leader Presentation
- Oral Presentation
- Poster Presentation
- Pre-Conference Workshop

#### Contents

GENERAL GUIDELINES ON SUBMITTING AN ABSTRACT .....	2
CATEGORIES AND THEME SELECTIONS FOR ARMS 2018	
Higher Degree Research Matters.....	2
Research Funding.....	2
Ethics & Integrity.....	2
Research Information, Analytics, Reporting & Performance.....	2
Working with Regional, Rural, Remote & Indigenous Communities .....	2
Collaboration & Multidisciplinary Projects .....	3
Creating, Recording & Communicating Engagement and Impact .....	3
Global Future, Local Needs .....	3
Investing in Researchs Future .....	3
Accredited Research Managers (Professional) Workplace Assignment Learnings .....	3
SPECIAL INSTRUCTIONS	
Theme Leader Presentations (15 minute presentation + 2 minute question time) .....	4
Oral Presentations (10 minute presentation + 2 minute question time).....	4
Poster Presentations.....	4 - 5
Pre-conference Workshops .....	5
KEY DATES .....	5
EXAMPLE OF A SUCCESSFUL ABSTRACT .....	6

## GENERAL GUIDELINES ON SUBMITTING AN ABSTRACT

Abstracts submitted for the ARMS 2018 Hobart conference should:

- ✓ **Articulate succinctly the key message(s) you wish to communicate to conference delegates:**
  - **Clearly identify** the subject matter or topic of your presentation or workshop;
  - **Emphasise the key idea(s)** regarding the problem(s) or question(s) you wish to address;
  - **Highlight** your central idea regarding the question(s)/problem(s);
  - **Outline** no more than three key points to your argument; and
  - **Demonstrate** the relevance to advancing the professionalism of research management and administration.
  
- ✓ **Evoke interest** so that conference participants want to hear what you have to say:
  - **Select** a title that is captivating and will draw conference delegates; and
  - **Chose** the right pitch and language, i.e. use words that are understood by both specialists and non-specialists, avoiding jargon where possible.
  
- ✓ **When presenting the abstract** make sure that you:
  - **Submit** your abstract [online](#) through the speaker portal website.
  - **Be concise** - Abstracts must not exceed 250 words and must relate to one of the identified conference themes.
  - **Select an interesting and engaging title** – no more than twenty (20) words;
  - **Identify the presenter's name(s)** – identify which presenter is nominated for contact; Note that proxy delegations for successful abstract presenters will not be permitted;
  - **Identify the presenter's contact details** - including institution, address, email address and telephone number;
  - **Provide an indication of preferred presentation format** (theme leader, oral presenter, poster presenter or pre-conference workshop presenter). Note – inclusion in a particular presentation format is at the discretion of the ARMS 2018 Program Committee;
  - **Submission must be made** in any one of the following 9 categories listed below; and
  - **Submissions may not be advertisements** of institutions as would be more typical of vendor or institution exhibits. Abstracts must be academic and/or professional in nature.

## CATEGORIES AND THEME SELECTIONS FOR ARMS 2018

### Higher Degree Research Matters

Higher Degree by Research has emerged as an important field, with institutions now responding to the recommendations from within the Watt and ACOLA reviews that have been released in recent years. The HDR Matters stream is seeking engaging posters and presentations at both the strategic and operational level from Deans of Graduate Research, Directors of Graduate Research Offices and those working within HDR administration.

### Research Funding

The world of research funding is constantly evolving. In this theme, abstracts are welcomed on how teams are interpreting and responding to new challenges and opportunities in the pre- and post-award funding cycle.

## **Ethics & Integrity**

Meeting expectations in ethics and Integrity is as much about research quality as it is about meeting compliance requirements within research environments. This stream invites abstracts on topical issues for research managers in ethics, integrity and research compliance.

## **Research Information, Analytics, Reporting & Performance**

Data, systems and e-research are integral to the research process. In this stream we are seeking abstracts that highlight best practice in the measurement and development of institutional performance analytics and best practice in the provision of researcher support through the innovative use of research systems, tools and services.

## **Working with Regional, Rural, Remote & Indigenous Communities**

Working with communities outside major urban regions can create unique challenges for researchers and research administrators, with Indigenous communities requiring specialist knowledge and skill set. Abstracts are encouraged from across the research administration spectrum, including international examples, that shine a light on research with these unique communities.

## **Collaboration & Multidisciplinary Projects**

Research is a team sport. Collaborations and multidisciplinary research allow for the cross-fertilization of ideas and greater diversity that creates impactful science. Yet, managing the dynamics within a research collaboration can be challenging. What are the challenges and how best to mitigate and achieve optimal outcomes? Case studies are welcome.

## **Creating, Recording and Communicating Engagement and Impact**

All researchers want to make the world a better place in some way. Yet defining their work in terms of engagement and impact is exercising brains and systems. How can research administrators help to embed engagement into everyday research activity?

## **Global Future, Local Needs**

Research is now a global business. How do Research Administrators and Managers support our researchers to ensure their research is relevant to their community. Abstracts on innovation in international research management practices are welcome.

## **Investing in Research Future**

What infrastructure, personnel, and knowledge do we need to invest in now, to ensure the sustainability of research in the future? How should institutions go about this investment? Abstracts are sought from National and International DVCRs for setting this strategy and from Directors and senior leaders of Research Offices for operationalising strategy.

## **Accredited Research Managers (Professional) Workplace Assignment Learnings**

Recently graduated ARMPs will be given the opportunity to present their workplace assignments as part of the call for abstracts under this theme.

## SPECIAL INSTRUCTIONS

### Theme Leader Presentations (25 minute presentation + 5 minute question time)

- Theme leader presentations need to be an engaging and informative talk on a topic that will act as a lead into each session.
- Abstracts should clearly outline the topic to be presented.
- Submissions should indicate why the authors consider the topic suitable as a theme leader presentation, the experience of the presenter and how the topic fits into both the overall conference theme and the chosen theme.
- Submissions for theme leader presentations should describe original research under one of the conference themes.
- Up to 25 minutes will be allocated for theme leader presentations, with an additional 5 minutes for questions. *At the discretion of the program committee speakers may be given more time to present.*
- The Program Committee reserves the right to adjust the presentation time in certain cases.
- Currently four concurrent sessions are planned.
- Papers should be presented using PowerPoint projection. Please bring your presentation PowerPoint slides on a memory stick to the audio visual speaker's preparation room on arrival at the conference so it can be loaded on to the conference lap top computers. Please also bring a back-up of your presentation on a separate USB/memory stick in case your presentation fails.
- Standard audio-visual facilities will be available.
- Theme leader presentations will be included within the full conference program running from Wednesday 19<sup>th</sup> – Friday 21<sup>st</sup> September 2018.

### Oral Presentations (12 minute presentation + 3 minute question time)

- Submissions for oral presentations should describe research, case studies or professional initiatives conducted by the authors under one of the conference themes. Abstracts should clearly outline the topic being covered.
- 12 minutes will be allocated for oral presentations with an additional 3 minutes for questions. *At the discretion of the program committee speakers may be given more time to present.*
- The Program Committee reserves the right to adjust the presentation time in certain cases.
- Papers should be presented using PowerPoint projection. Please bring your presentation PowerPoint slides on a memory stick to the audio visual speaker's preparation room on arrival at the conference so it can be loaded on to the conference lap top computers. Please also bring a back-up of your presentation on a separate USB/memory stick in case your presentation fails.
- Standard audio-visual facilities will be available.
- Oral presentations will be included within the full conference program running from Wednesday 19<sup>th</sup> – Friday 21<sup>st</sup> September 2018.

### Poster Presentations

- Submissions for poster presentations should describe work under one of the conference themes where possible.
- Authors must attend their posters during the allocated time to answer questions.
- Posters should be 84cm wide and 119cm high (**A0 size**)
- The poster should include author and co-authors' names, a short title, the name of the institution where the work was carried out, an abstract and section headings such as Introduction, Methods, Results, Conclusions and Recommendations.

- Posters should be succinct, easily read from a distance and engaging.
- Each poster will be allocated a poster number closer to conference. The poster number will indicate where your poster will be positioned/displayed at the conference. Posters will be on display throughout the conference.
- Poster presentations will commence at the Welcome Reception held on Tuesday 18<sup>th</sup> September 2018.

### Pre-conference Workshops

- Submissions for pre-conference workshops should describe work under one of the conference themes.
- Workshops must not have a commercial aspect.
- Workshop presenters must be responsible for providing hardcopy or digital versions of presentation slides or other appropriate handouts.
- Papers should be presented using PowerPoint projection. Overheads will not be permitted. Please bring your presentation PowerPoint slides on a memory stick to the audio visual speaker's preparation room on arrival at the conference so it can be loaded onto the conference laptop computers. Please also bring a back-up of your presentation on a separate USB/memory stick in case your presentation fails.
- Pre-conference workshops will be held on Tuesday 18<sup>th</sup> September 2018.

## KEY DATES

### Closing Date for Submissions - PLEASE NOTE

- Pre-conference Workshops - closing date **13 April 2018**
- Theme Leader Presentations - closing date **13 April 2018**
- Oral Presentations - closing date **13 April 2018**
- Poster Presentations - closing date **13 April 2018**

There can be no late acceptance of abstracts.

### Notification Date for Submissions - PLEASE NOTE

All submissions will be carefully reviewed by the ARMS 2018 Program Committee and authors will be notified of acceptance.

- Pre-conference Workshops - **21 – 25 May 2018**
- Theme Leader Presentations - **21 – 25 May 2018**
- Oral Presentations - **21 – 25 May 2018**
- Poster Presentations - **21 – 25 May 2018**

Presenters will be notified via email and will be sent a link to extended early bird rates. All presenters must register by **13 August 2018**.

In the event that the presenting author does not register, the abstract will be withdrawn.

## EXAMPLE OF A SUCCESSFUL ABSTRACT

**Theme Leader Presentation**  
**Stream: ARMS 2015 Singapore**

**Title:**

'Coordinating Research Integrity, Governance and Ethics Expectations in International Research Collaborations: Pitfalls and Solutions'

**Authors/Presenters\*:**

Dr Ted Rohr\*, Director Research Ethics & Compliance Support, UNSW Australia ([ted.rohr@unsw.edu.au](mailto:ted.rohr@unsw.edu.au)): As founding leader of the ARMS Ethics & Research Integrity Special Interest Group, Ted has a long-standing and significant experience in the stream topic. He is engaged at both national and international levels in shaping the discussions around research integrity, governance and ethics and focuses on the contribution towards high-quality research development.

Bronwyn Greene, Executive Officer Office of the Deputy Vice-Chancellor (Research), UNSW Australia ([b.greene@unsw.edu.au](mailto:b.greene@unsw.edu.au)): Bronwyn has worked in the Australian higher education and research administration/management sector for both government and universities for about 20 years. Amongst other things, Bronwyn is responsible for research policy, planning, strategy and research integrity at UNSW. Bronwyn has been invited to present nationally and internationally on research policy and research integrity. She is the immediate past Chair of the Group of Eight Research Integrity Group and the UNSW representative on the Universitas21 (U21) Research Integrity Committee.

**Abstract:**

In international research settings research compliance expectations are complicated. Institutions and researchers need to understand, and have mechanisms in place to navigate through, the different research governance expectations of all countries involved in a collaboration; from the different legislative requirements, national and institutional research codes, as well as the sometimes conflicting funding conditions when single projects are funded from multiple international sources. Institutions and researchers are pretty good at covering off the standard terms of collaboration agreements such as funding, deliverables, project terms, IP ownership and the like. These contract terms are generally well understood and managed internationally. Where collaboration agreements have generally failed is in including clear terms related to the responsible conduct of research and in identifying, investigating, reporting and dealing with allegations of research misconduct. Expectations on the responsible conduct of research, such as responsible authorship, publication and data management are encompassed in the Singapore Statement on Research Integrity but may conflict with local legislative expectations. In research involving humans or animals, there are significant cultural and legislative differences among countries and their funding bodies in expected review and monitoring mechanisms. Here, we collect and report on experiences from senior researchers and research administrators involved in international research.