

(XENX031 Project and Conference Skills, spring 2011/ar & mh)

Project: GERPRO + SPOSMAPRO RESEARCH IN-PROGRESS in 2009-2011



International project participants:

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Project scenario

For some 18 months the international participants of the GERPRO AND SPOSMAPRO project have focussed their efforts on conducting studies on a variety of topics related to sport science, management and psychology. The end of the project is now at hand, and it is time to review the work done and **present the key outcomes of each study**. This will be done in a **dissemination conference** organised for stakeholders. The final meeting of the project will be held in connection with the conference in order to identify what spin-off projects could follow the project and what recommendations the project participants would like to make to the stakeholders.

Procedures and tasks:

After the Orientation Session the work will be done in three teams. Each team will agree on a chairperson who will act as the contact person for the other teams, but all members of the team are responsible for the outcomes and will be reviewed. Team work will be evaluated at the end of the course.

The Orientation Session is devoted to documenting and recording the main issues included in the project. This involves a round of the research-in-progress topics by each member (i.e. to establish sub-projects or themes). The details of the dissemination conference are agreed upon on the basis of the topics and website evaluations.

There are both individual and team tasks for the period between orientation and the conference simulation. The individual tasks include 1) writing and submitting an abstract to a peer reviewer & revising it on the basis of peer feedback, and 2) writing a European CV as speaker biodata. For the teams, the period is meant for website

design, conference planning and preparation of the website documents according to the project timeline presented below.

In the dissemination conference, then, each participant will act as a presenter and as a chairperson (same pairs as in peer reviewing). The time allotted for the research-in-progress presentation is some 15 minutes, followed by a five-minute Q & A session.

PROJECT TIMELINE March 2011 - April 2011	
Tasks and deadlines	Actors
30.03. & 31.03. Orientation sessions	All members
31.03. Documentation and decisions made during the orientation sessions on the course website	Teachers
1.4.-26.4. Conference planning & preparation of conference website documentation	Teams and individuals
7.4. & 12.4. Deadlines for abstract proposals (send to your peer reviewer by 7.4., give feedback, revise if needed and send to teachers by 12.4.)	All members + pairs
26.4. Deadline for CVs & final abstracts (on the website)	All members
26.4. Deadline for conference programme and other documentation (on the website)	Teams & all members
27.4. CHECKPOINT	Teachers
28.04 Dissemination Conference	Chairs+experts
29.04. Dissemination meeting	All members
Individual feedback sessions (to be agreed)	Teachers

TEAMS AND THEIR TASKS

1. Website Design team (overall website design, welcome page, sections)
2. Scientific team (scientific programme, instructions for chairs and speakers)
3. Social Programme team (social programme, practical information)

Teams have either face-to-face or virtual meetings to agree on how the task is to be done and what each member's responsibility concerning the tasks is.

ALL PARTICIPANTS will write an abstract and a European CV.

(Form provided, detailed instructions at

<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>)

PEER REVIEW PAIRS will chair one another in the Dissemination Conference.

Separate assignments will be given to students who are unable to attend sessions (advance agreement must have been made).

Practical advice: SEARCH THE INTERNET FOR EXAMPLES AND SAMPLE DOCUMENTS! (e.g. <http://www.worldeventsforum.com/ismc/web/welcome.htm>)

