



ARMS 2020 CONFERENCE

Guidelines for Submitting a Competitive Abstract in the form of:

Theme Leader Presentation

Oral Presentation

Poster Presentation

Pre-Conference Workshop

GENERAL GUIDELINES ON SUBMITTING AN ABSTRACT	2
THEME SELECTIONS FOR ARMS 2020	3
Developing Research	3
Connecting Research	3
Conducting Research	3
Disseminating Research	4
Assessing Research	4
SPECIAL INSTRUCTIONS	5
Theme Leader Presentations	5
Oral Presentations	5
Poster Presentations	5
Pre-conference Workshops	6
TERMS AND CONDITIONS	6
KEY DATES	6
EXAMPLE OF A SUCCESSFUL ABSTRACT	7

GENERAL GUIDELINES ON SUBMITTING AN ABSTRACT

Abstracts submitted for the ARMS 2020 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 should 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 2020 Program Committee;
 - **Submission must be made** in any one of the following 5 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.

THEME SELECTIONS FOR ARMS 2020

Each sub-theme for the ARMS 2020 Conference represents non-linear stages of the research and innovation lifecycle that are facilitated and supported by research administrators and managers. These will determine organisation of abstracts.

DEVELOPING RESEARCH

Develop

This sub-theme invites abstracts addressing dynamics, disruption and innovation in the broad area of developing research and researchers.

Sub-theme topic examples:

- project planning
- developing proposals
- resources for our professional development
- support for developing early-career researchers
- leadership (re)skilling
- researcher development
- initiating engagement with indigenous communities
- planning for research impact
- research administrator resilience
- research strategy

CONNECTING RESEARCH

Connect

This sub-theme invites abstracts addressing dynamics, disruption and innovation in the broad area of connecting research and researchers.

Sub-theme topic examples:

- business development
- collaboration & multidisciplinary projects
- establishing global research collaborations
- health and medical research
- initiating projects with regional, rural, remote & indigenous communities
- matchmaking in research
- partnering in research commercialisation
- partnering with indigenous communities
- partnering with non-academic stakeholders

CONDUCTING RESEARCH

Advance

This sub-theme invites abstracts addressing dynamics, disruption and innovation in the broad areas of conducting, advancing and progressing research.

Sub-theme topic examples:

- data management
- finance management
- growing a research culture
- managing research contracts, and agreements
- mediation/dispute resolution
- responsible conduct of research
- responsible conduct of research with indigenous communities

DISSEMINATING RESEARCH

Inform

This sub-theme invites abstracts addressing dynamics, disruption and innovation in the broad areas of informing, disseminating and communicating research.

Sub-theme topic examples:

- communicating with diverse research partners and the public
- indigenous knowledge exchange
- indigenous ways of dissemination
- open access
- open science
- platforms for offering information and support
- research impact
- support for research communication

ASSESSING RESEARCH

Evaluate

This sub-theme invites abstracts addressing dynamics, disruption and innovation in the broad areas of assessing and evaluating research.

Sub-theme topic examples:

- academic outcomes and gender
- accountability
- global and national R&D policy
- indigenous views of success
- measuring research
- recording research
- reporting research
- university rankings and metrics

These 5 sub-themes will be the focus of abstracts; however, we also ask for authors to ensure their submission addresses issues across the below realms:

Sector Dynamics

- Strategies for research management in a culturally diverse and rapidly changing world.

Systemic Disruption

- Processes, standards and opportunities to disrupt our organisations and the research & innovation culture internally and externally.

Entrepreneurial Innovation

- Innovative multi-dimensional approaches and tools (e.g. technological) to overcome challenges in research management.

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. *Speakers may be given more time to present at the discretion of the Program Committee.*
- The Program Committee reserves the right to adjust the presentation time in certain cases.
- Currently five concurrent sessions are planned.
- Abstracts should be presented using PowerPoint projection. Please bring your presentation PowerPoint slides on a memory stick to the audiovisual speaker's preparation room on arrival at the conference so it can be loaded on to the conference laptop 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 (12-minute presentation + 3-minute question time)

- Submissions for oral presentations should describe original research 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. *Speakers may be given more time to present at the discretion of the Program Committee.*
- The Program Committee reserves the right to adjust the presentation time in certain cases.
- Abstracts should be presented using PowerPoint projection. Please bring your presentation PowerPoint slides on a memory stick to the audiovisual speaker's preparation room on arrival at the conference so it can be loaded on to the conference laptop 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.

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.
- Sizing of posters will be confirmed, and ARMS will be in contact with Poster Presenters as we will be offering digital e-posters at the ARMS 2020 Conference.
- The poster should include author and co-authors' names, a short title, the name of the institution where the work was carried out, 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.

Pre-conference Workshops

- Submissions for pre-conference workshops should describe work under one of the conference themes.
- Abstracts should be presented using PowerPoint projection. Overheads will not be permitted. Please bring your presentation PowerPoint slides on a memory stick to the audiovisual 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.

TERMS AND CONDITIONS OF SUBMITTING AN ABSTRACT

The below terms and conditions associated with abstract submissions must be read, understood and agreed to at point of online submission.

- Abstracts must be submitted online no later than the advertised deadlines on the ARMS 2020 Conference website.
- The acceptance of an abstract for the conference does not imply any provision of travel, accommodation or registration for the conference, nor any other costs associated with preparation or presentation of the abstract or presenter's attendance at the conference.
- All authors presenting at the conference must register and pay to attend.
- Authors agree to permit the conference organisers to publish the abstract in the online conference handbook/conference app and other conference materials as required.
- If the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission, they must be declared.
- You confirm the submission has been approved by all authors and is original work.

KEY DATES

Closing Date for Submissions - PLEASE NOTE

- Pre-conference Workshops - closing date **6 March 2020**
- Theme Leader Presentations - closing date **17 April 2020**
- Oral Presentations - closing date **17 April 2020**
- Poster Presentations - closing date **17 April 2020**

Notification Date for Submissions - PLEASE NOTE

All submissions will be carefully reviewed by the ARMS 2020 Program Committee and authors are expected to be notified of acceptance by:

- Pre-conference Workshops – **from end March 2020**
- Theme Leader Presentations – **from 4 May 2020**
- Oral Presentations - **from 4 May 2020**
- Poster Presentations - **from 4 May 2020**

Presenters will be notified via email and will be sent a link to extended early bird rates. All presenters must register by **24 July 2020** in order for the program to be finalised.

Late abstracts will not be accepted. In the event that the presenting author does not register, the abstract will be withdrawn. For further queries, visit the FAQs section of the Conference website [here](#).

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): 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): 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.