

Guidelines for EARLI Special Interest Group Coordinators

As a coordinator of a Special Interest Group, you are an important liaison between the members of your SIG, the EARLI Executive Committee and the EARLI office. Being a SIG coordinator involves responsibilities with regard to the organisation of SIG activities such as seminars, newsletters and other publications. Together with your colleague SIG coordinator you are the communication link to the EARLI organisation. In order to inform you of the possibilities, regulations, tasks and 'habits' with regard to the SIGs, we made these guidelines. It is, however, important to keep in mind that you should never hesitate to contact the EARLI office (earli@ped.kuleuven.be) or the EC-member holding the portfolio of the SIGs (Sari.Lindblom-Ylanne@helsinki.fi) with any questions.

Table of contents:

1. How to found a new SIG
2. Requirements for the SIG to be active
3. Responsibilities of the SIG-coordinator
4. Communication with the EARLI office
5. Financial support for SIG-activities
6. The conference management system for SIG-conferences

1. How to found a new Special Interest Group

The European Association for Research on Learning and Instruction includes 20 Special Interest Groups on specific themes within the domain of educational research related to learning and instruction processes. These SIGs consist of researchers who study one or more aspects from a broad field of learning and instruction processes. If you feel that a certain theme or research domain in educational science is not represented, it is possible to apply for the establishment of a new SIG. This is the application procedure:

Send a proposal for the new SIG by E-mail to the EARLI office which includes the following information:

- A mission statement with a clear profile description of the new SIG (see the EARLI website for examples of a mission statement). This mission statement gives a description of the identity, aims and scope of the SIG and it should not exceed 500 words.
- A short curriculum vitae of the two SIG-coordinators who are starting up the SIG. These two persons have to be from different countries and no more than one can be from outside Europe.
- A plan of activities to be organised in the future.
- A list of at least 20 EARLI members who intend to join the SIG.

The EARLI office will present this proposal for establishment of a new SIG during the next meeting of the Executive Committee of EARLI. These meetings are held two times a year. The EC evaluates the proposal and takes the final decision. The EARLI office informs the applicants of the decision.

2. Requirements for the SIG to be active

In order to keep a SIG in good health, there are a few minimum requirements:

- A SIG should have minimum 20 members at any time;
- It is compulsory to have a SIG members meeting during the biennial EARLI conferences.
- The agenda for this meeting should be sent to all SIG members at least one month in advance;
- There should be at least one activity (for example a meeting, conference, newsletter, etc...) in the years between the biennial EARLI conferences;
- The SIG-coordinators should organise an election when stepping down in order to ensure that the SIG has two coordinators at any time;
- At the end of every year, upon request by the EARLI office, the SIG coordinators report on the activities of the SIG;
- The SIG is assumed to organise an invited symposium at each biennial conference. The SIG

coordinators are responsible for the organisation of this symposium.

If any of the above requirements is not met, the EARLI EC may decide to dissolve the SIG.

3. Requirements and responsibilities for the SIG coordinators

An EARLI member (minimum period of membership of 4 years) who has research experience (i.e. publication record) in a field that is covered by one of the Special Interest Groups, is eligible as SIG coordinator. The two SIG-coordinators need to be from two different countries. No more than one coordinator can be non-European. A SIG coordinator can serve for minimum two years and maximum four years, starting the term at the SIG members meeting of the Biennial EARLI conference. The SIG-coordinators receive the applications for new coordinators and organise the elections. There is an on line election system that can be used to organise the voting process.

The main responsibility of the SIG-coordinators is to keep the SIG active (see paragraph 2).

The SIG-coordinators are expected to undertake the following tasks:

- Organising a SIG invited symposium at the EARLI biennial conference;
- Organising a SIG members meeting at the EARLI biennial conference;
- Monitoring the financial situation of the SIG and the balances of the activities;
- Organising at least one SIG activity (conference, newsletter, etc.) in the years in between the biennial conferences;
- Finding a successor or possible candidates for a successor when stepping down. For the election procedure, there is an on line voting system available upon request to the EARLI office;
- Composing a report of the activities, including a list of participants for each activity. This should be sent directly after the activity, and not later than 1 December of every year;
- Acting as a link between the SIG members and the EARLI office;
- Informing the EARLI office about the SIG's future activities;

- Suggesting keynote speakers for the biennial EARLI meeting. Both coordinators will receive a request from the EARLI office to suggest keynote presenters prior to every biennial conference. The SIG-coordinators are advised to consult their SIG members on this issue;
- Acting as a reviewer for the contributions to the main EARLI Biennial conference and the JURE summer school and pre-conferences.

4. Communication with the EARLI office

- Two times a year (in February and in June), the EARLI office will send a list of SIG members to the SIG-coordinators. If a more updated list is required at any time, this can be received upon request to the EARLI office;
- When SIG activities are organised, the EARLI office should be informed so that information about the activities can be published on the EARLI website and promoted through the EARLI network;
- When newsletters are published, these must be sent to the EARLI office for publication on the EARLI website;
- In order to receive funding for SIG activities, a request for funding and a report of the activity must be provided to the EARLI office (see paragraph 5);
- Two times a year, EARLI publishes association news in the EARLI journals and on the EARLI website. A request for information about upcoming SIG activities will be sent to the coordinator in advance;
- A synopsis of the minutes of meetings of the Executive Committee (two times a year) will be published on the EARLI website, maximum one month after every meeting.

5. Financial support for SIG s

EARLI gives financial support consisting of 2000 Euro per two years for **SIG activities**. In order to receive this financial support, a request for funding must be submitted to the EARLI office. The 2000 Euro will be paid by the EARLI office after the SIG-activity is performed and

upon receipt of the SIG-coordinators report. This report should include a list of the participants indicating who are SIG members. If a pre-payment is necessary, EARLI can pay a percentage in advance and the total amount will be paid upon receipt of this report.

The funding proposal should contain the following elements:

- Information about the nature, goals and aims of the activity and the preliminary program (invited speakers, submission formats, etc...);
- The expected number of participants;
- A preliminary budget (showing the estimated income and expenses of the event);
- An open call for participation which will be sent to the EARLI list.

The request should be submitted to the EARLI office by one of the SIG-coordinators and it should take into account the following rules:

- Submission of the request at least four months before the event takes place;
- A meeting of only the two SIG-coordinators can not be considered for funding;
- The members meeting taking place during the biennial EARLI conference cannot be considered for funding;
- In order to receive this amount of 2000 Euro for a conference, a reduced registration fee should be applied for EARLI members. This reduced registration fee should be no more than 80% of the fee that is calculated for non EARLI members;
- The balance of SIG-activities should be reinvested in the organisation of future SIG activities. It is the responsibility of the coordinators to monitor the financial situation (see paragraph 3). In order to secure the continuity of SIGs financial situation, EARLI offers the possibility to safeguard this balance;
- The sponsored SIG activity must take place within Europe (to include Israel);
- Joint conferences (co-organisation of more than 1 SIG) receive a maximum funding amount of 4000 Euro.

In order to receive the amount of 2000 Euro, the EARLI Office has to be supplied with

the following details:

- IBAN (International Bank Account Number) and BIC (Bank Identifier Code) of the bank account in which the amount has to be paid;
- Name of the account holder;
- Address of the bank.

Besides this support for biennial SIG activities, the SIG-coordinators are entitled for free registration to the main EARLI biennial conference. One time a year, starting in 2009, the Executive Committee will launch a call for proposals for extra funding for SIGs that initiate new activities like a digital journal, newsletter, etc. More information about the proposal requirements will be given when the call is launched.

6. The conference management system for SIG-conferences

The EARLI conference management system for SIG's has been developed for the management of smaller conferences. It provides the conference organisers with the facility to automate processes like the submission of contributions, the review of the submissions, the conference registration and the hotel bookings. The system is flexible up to a certain level and can be adjusted to specific conference requirements to the extent that they fit within the limits of the system. A manual for the use of the conference management system is available upon request. The use of the system is free of charge, the only requirement is that a reduced registration fee is applied for EARLI members. This reduced registration fee should be no more than 80% of the fee that is calculated for non-members.

For more information about the EARLI conference management system, contact Goele Nickmans (goele.nickmans@ped.kuleuven.be).