Workshop Director Guidelines

Below you will find more details on each stage of the process. Kindly go through all of them to make sure you are aware of all the requirements of your role as Workshop Directors

We want to draw your attention to the fact that your role as director implies your **involvement BEFORE, DURING, and AFTER the meeting itself.** Please take note that we will need to work with you ahead of the meeting for the organization of your workshop, coordinate with your participants, and assist in publication plans. After the meeting, close follow-up on the publication of the papers which were presented in your workshop is required. This will also ensure that we stick to the deadlines for the receipt of the draft paper before the meeting and the final papers after GRM.

We kindly ask you to accept this role as workshop director at GRM 2023 **ONLY if you know you will be able to fulfil these responsibilities**. We thank you in advance for your understanding.

NB: Note that some rules have changed, so if you have already been acting as a director in the previous years, we kindly ask you to go carefully through these guidelines again.

1. Getting applicants

One of our main goals for GRM is the delivery of high-quality papers and paper presenters taking part in the meeting, avoiding in this manner the strong variance we continue to notice inside workshops with high-quality papers offset by some very weak ones. In this context, we will place additional emphasis on the call for papers and the selection of paper applications.

To allow you to have enough choice to pick quality papers, we feel that any workshop should receive at least 30 applications from potential paper presenters. As part of each application, each applicant will submit an abstract of the proposed paper. For 2023, we have increased the size of the abstract from 500 to 750 words. This is both get a better sense of the scope of the paper and minimize the possibility that the draft paper varies greatly from the initially submitted abstract.

From our experience, we have noticed that the workshops receiving the highest number of quality applications are those in which the workshop directors participate actively in soliciting submissions through their networks. We, therefore, ask you to distribute the call for papers as widely as possible through your networks. We also encourage you to invite people directly who you know will make strong deliveries. They however will still need to apply. Overall, you should not only reproduce your existing networks in the workshop but try also to bring in some new additions as well. Some of those will of course apply through the open call for papers.

From our side, the webpage with the complete list of workshops for GRM 2023 will be up and running by December 15, 2022. From then on, we will send alerts about the call for papers to everyone on our mailing list as well as to other selected networks.

2. Paper presenter selection

It is important to only select high-quality paper proposals. We are not be willing to accept papers that have been included just to meet number requirements. In addition, if a workshop falls below 8 paper presenters, we will consider the possibility of cancelling that workshop.

There is of course some tolerance as regards the quality of proposals from students and young researchers, as we continue to want to establish new contacts among researchers.

Participants will register and apply on the GRM website, and you will then have access to all submitted paper applications. **The Call for Papers will run from December 15, 2022, until January 20, 2023.** This allows for sufficient time to distribute the call for papers and to receive high-quality submissions.

Once, the Call for papers is closed, we ask you to make your selection by **February 10, 2023**. Those accepted will have to confirm their participation in writing with us, including accepting the GRM Publications Guidelines. Those who confirm will receive guidelines on their role as paper presenter and will be introduced to you via email. **The accepted participants will then have until May 31, 2023**, to submit their draft papers on the GRM website. Throughout the paper writing process, you should maintain regular contact with the selected paper presenters and guide them with the writing of their paper and the preparation of their presentation for the meeting. This is particularly important in terms of your publication plans following the GRM.

Participants who submit incomplete or late papers will be disinvited from GRM 2023.

For the selection, we ask that you choose approximately 15-18 papers. Given that we usually expect an average of 5-6 individuals to drop out before the event, this should provide you with a solid number of participants. It will be important to keep in regular contact with your participants to ensure their participation, or to be able to add someone as a paper presenter if it becomes clear at some point that your number of participants is getting too low. **The key thing to avoid is having a workshop drop below the critical number of 8 participants who will attend the GRM.** We kindly ask you to take into account the fact that drop-outs happen until the very last minute and that a reduced number of paper presenters ahead of the meeting implies a high risk of ending up with an insufficient number of paper presenters on the days of the meeting.

If the number of presenters for a workshop falls below 8 participants, we will cancel the workshop prior to the GRM.

To allow you to better understand what we expect from participants, you will be sent, prior to the selection, the guidelines which will be sent to the paper presenters.

3. Draft papers submission

The paper presenters will submit their draft papers on the GRM website. You will then have the possibility to access them directly online with the login details you will receive. We can also email them to you if you are having trouble with Internet access. The participants in your workshop will have access to the other papers of the same workshop as soon as they are posted on the online platform. This allows them to read the other papers ahead of time and to properly prepare for their participation in the workshop. After the paper submission deadline, paper presenters will still have the possibility to upload and share updated versions of their papers.

Two of the most important points related to papers are the fact that we expect participants to provide an original piece of work and the fact that the copyright of their paper will belong to GRC at least until a final publication plan has been decided by the workshop directors. We strongly encourage the directors at the outset to consider papers with a potential publication in mind, meaning that you try to solicit and select paper proposals that would fit into your publication structure. You will of course be able to ask paper presenters to adjust the focus of their papers if you feel this is needed for potential publication. We feel that the more work that is done before the meeting, the easier it is to produce a high-quality publication in a timely fashion after GRM. Our preference is for an edited volume since this ensures the largest number of papers gets published. The other option would be to seek a special journal issue. We do not encourage individual paper publication and will only consider this possibility for papers that in the final version do not fit into an edited volume or special journal issue.

This year we require an outline of the publication plans as part of your workshop proposal. We feel that if publications plans are included at the outset, the chances for eventual publication increase

substantially. Thus, both the paper selection and the work on the draft papers should be undertaken with the publication plans in mind.

4. Organization of the workshop

After all your participants have submitted their draft papers, you will be able to go through them and get into contact with people whose papers need to be amended.

We will make it clear to participants that acceptance of their paper abstract does not guarantee their participation as paper presenters. **Draft papers are due by May 31, 2023**. If we do not receive a draft paper before the deadline and/or the draft paper does not meet the quality standards of the workshop directors and/or GRC, we will exclude the participant from the workshop or change the status of the participant to listening participant. This is necessary to ensure that all papers presented at the conference are of the highest quality. Furthermore, to give sufficient time to each paper presenter, 20 papers is the absolute highest number of presenters that will be allowed in each workshop.

Following the submission of the draft papers, we will ask you to put together a schedule for the meeting. To that end, you will be provided with a template schedule. We want you to feel free to organize it the way you think is best for your workshop. However, a general request from past GRMs has been that more time be devoted to discussion. We ask that you allow for enough time for discussion of each paper as well as to leave a free slot at the end of each day as a wrap-up discussion session.

GRM 2023 will run on July 12 and 13, 2023, thus allowing for 2 full days for the workshop discussions. The meeting will be run on an in-person attendance only. Our experience indicates that running such workshops on a hybrid basis in proving too disruptive for effective and substantive workshop discussions.

Overall, we expect your workshop to run for 2 full days. We cannot accept workshops that are shorter than the 2 full days, given the significant costs of the meeting, as well as the fact that there will be listening participants who sign up for your workshop and who are charged for their participation. All participants (directors, paper presenters, listening participants) will engage fully for the whole 2-day duration of their workshop.

Note that from our experience, we have noticed that the best way to prevent drop-outs is regular contact of the directors with the participants, who then feel more committed to the workshop. For our part, we will maintain frequent contacts and chase people who miss deadlines, etc.

Closer to the meeting date, we will give you more information on the organization of your workshop.

5. Publication plan and final papers

Publication of the conference's outcomes is one of the main purposes of the event. Therefore, for GRM 2023, we insist on the fact that publication plans are integrated with the design of the workshop from the very beginning. The conference is just a platform where your workshop's topic will be discussed among experts, allowing each of the papers to be improved by common reflection. Note that to ease the publication processes follow-up, GRC holds the copyrights to all the submitted papers.

We require that you include in your initial workshop proposal initial publication plans. We further

strongly encourage you to integrate publication plans based on your workshop topic into the entire process, and let these guide you through the various steps:

Selection of your participants and their paper topics: We are asking you to take special care in choosing papers that you think will ultimately match the topic of a potential publication. We

understand that some pieces of work can evolve in a direction that was not the one planned in the abstract, making the paper ultimately no longer suitable for a book. However, this should be the clear exception. Please note that we will also not accept draft papers that do not match their original abstract. To minimize this, we are requiring expanded abstracts of up to 750 words to be submitted for GRM 2023. Thus, the selection of abstracts should be closely tied to the original publication plans in mind. Feel free to solicit participation and suggest paper topics to potential participants who you know would deliver quality work (if you solicit a specific paper presenter, the person still has to apply through the normal process).

Give guidance to your paper presenters while they prepare their papers, so they submit draft papers of quality, that can then easily be published and with topics that match your publication plan. It is therefore important to maintain regular contact with the authors to guide them and provide them with advice on how to orient their paper to better fit into the logic of the edited volume.

Discuss the publication plan before and during the meeting, so your authors know the goal towards which they are working and will be more likely to deliver quality publishable work.

Implementation of your publication plan after the meeting is made easier by preparation ahead of the meeting. To that end, we will ask you to also hold a session at the end of your workshop discussions to discuss your publications plans and subsequent schedule. The date for the submission of the final papers will be **August 31, 2023**.

In terms of choice of publisher, you are free to approach any publisher/journal of your choice for publication of an edited volume/special journal issue. In this case, we ask that you let us know as soon as possible, as GRCC has to be involved with the publisher from the beginning of the process to put together the publishing contract so that copyright and other issues are properly handled in the publishing contract. The issues normally addressed from the GRCC side during this contracting process include: ensuring that the edited volume copyright remains with GRCC; ensuring that GRM and GRCC are properly acknowledged in the volume/journal; ensuring that GRCC receives a few free copies of the volume; and ensuring that GRCC is kept informed on the volume's distribution (more guidelines will be sent to you regarding the procedures for publication). In some cases, GRCC can offer to publish edited volumes based on specific workshops. This is the case for example when external publishers do not agree to publish a volume that does not have enough chapters or with a very specific topic. Individual paper publication will only be considered if ultimately a specific paper does not fit into the theme of a specific volume or if there are other issues from the publisher which prevent an inclusion.