

# Submission Guidelines

## The 45<sup>th</sup> IAEA Annual Conference, Baku 22-27 September 2019

- **Guidelines for Abstract Submission**
- **Guidelines for Full Paper Submission**
- **Guidelines for Presentation Submission**
- **Presentation Procedures**

### Guidelines for Abstract Submission

**Length:** One page (max. 300 words)

**Language:** English

**Format and subject:**

- *Times New Roman font, size 12, single-spaced*
- *Names of author(s), email, research title, and organization represented by author*
- *The topic of the research is highly relevant to educational assessment and to the conference topic*
- *Three key words (written above abstract)*
- Abstract clearly describes the goal of research, the methodology, and the probable results

**Main evaluation criteria:**

- Relevance to educational assessment
- Quality and importance of the works to be presented (research/survey/review)
- Quality and clarity of the writing

### Guidelines for Full Paper Submission

1. Use Times New Roman, 12-point font with single line spacing, and at least 1 inch margins throughout the paper.
2. The maximum length of the full paper (including all text, references and appendices) should be 10 pages or less.
3. The first page of the paper should include the title; the authors' names, affiliations and email addresses; an abstract of up to 300 words; and at least three key words related to the foci of the paper.
4. If the paper includes long quotations, or diagrams from others' work, the authors are responsible for obtaining permission to use these from the person(s) or companies holding the copyright. The authors should fully acknowledge the sources of any significant ideas or passages in writing that are taken from others.
5. The paper should be submitted as a single file in Microsoft Word format, or PDF file.
6. The file name should be in this format: Submission Number- Title of paper.doc.  
For example: 300-Operational decision-making in educational assessment.doc.
7. The paper should be submitted on or before **August 25**, 2019 on the same platform of registration / abstract submission using the following link: <https://eservices.dim.gov.az/iaea2019registration/>
8. By submitting your paper to the IAEA 2019 Conference Organizers, you are granting permission to publish your abstract and full paper in hard copy and electronic form and to place them in the public domain on the IAEA website.

## Guidelines for Presentation Submission

1. The maximum length of the full presentation (including introduction, main content and references) should be 20 slides or less.
2. Use Font sizes that are clearly visible from distance throughout the presentation (avoid using paragraphs of text in your presentation).
3. The first slide of the presentation should include the title; the authors' names, and affiliations;
4. If the presentation includes long quotations, or diagrams from others' work, the authors are responsible for obtaining permission to use these from the person(s) or companies holding the copyright. The authors should fully acknowledge the sources of any significant ideas or passages in writing that are taken from others.
5. The paper should be submitted as a single file in Microsoft PowerPoint format, preferably compatible with Microsoft PowerPoint 2007 version.
6. The file name should be in this format: Submission Number- Title of presentation.ppt.  
For example: *500-Tecnological applications in educational assessment.ppt*.
7. The presentation should be submitted on or before **August 25, 2019** through the profile of the presenter.
8. By submitting your presentation to the IAEA 2019 Conference Organizers, you are granting permission to share your work in electronic form and to place them in the public domain on the IAEA website.

## Presentation Procedures

You will be provided with a pack at the registration desk, which gives you information about the session, including other presenters' names, email addresses, titles and abstracts and biographies. Chairs will contact presenters before the relevant session, introduce themselves and inquire if you have any special requirements. The registration desk will check whether presenters have registered and will notify chairs of any changes to the programme that arise, though those will be minimal. Please familiarise yourself with the location of the session and arrive in good time to assure yourself that the session is set up as you would expect.

### *During the session:*

At the session someone from the conference team will be in the room to help with the setting up of presentations. Chairs will check that all presentations are ready on the computer before the session starts. If there are any technical issues with the computer or otherwise, the person from the conference team will help. Chairs will introduce each presenter by name and affiliation, and give the title of the presentation. This information can be found in the conference programme. You will be encouraged to adhere strictly to the allotted time (30 minutes in total for each presenter – 20 minutes for the presentation and 10 minutes for questions). Chairs will say a few words about each of the papers at the end of the presentation, inviting and chairing questions and thinking of some questions for the presenters themselves in case this is needed.

Signs to indicate to presenters when presenters have 5 minutes remaining, 1 minute and when their time is up will be provided. Some Chairs may ask a colleague who will be facing the presenters to use these signs discreetly. If this option will be chosen the presenters will be informed beforehand where the person will be who is holding up the signs. The object is to ensure relevant discussion rather than domination of the session by individuals. Time will be left to thank the presenters at the end of the session and finally ensure that the session does not over-run so that the programme remains on track and that participants have adequate time to move to the following session.

If you have any questions about your session, please contact the registration desk.