Annual Conference Brussels, 23-24 November 2013
"Accountability, Transparency and Access to Information"
Abstract Submission Notes

Programme Committee

The Programme Committee is responsible for:

- Advising on programme themes
- Encouraging submission of abstracts
- Reviewing submissions against the review criteria for quality and relevance to the programme themes
- Grouping submissions together to form a coherent programme
- Ensuring the programme speakers are diverse and represent all ICA's membership

The review criteria are based on information given in the submission form, including the abstract.

The following criteria **must** be met:

- Paper is on the overall programme subject or one or more of the programme themes
- Submission form is completed to a high quality
- Paper is otherwise relevant to the needs and interests of ICA members

The more of the following criteria that are met, the higher the submission will be rated:

- Paper content is attractive to the wider archives and records management community
- Paper addresses concerns of senior managers, strategists and politicians who are stakeholders in effective recordkeeping
- Paper will raise awareness of and/or further ICA's strategic aims
- Paper meets and supports the goals of the Programme Commission (for example through a connection with an ICA body or project)
- Submission promises paper or presentation with special or innovative features

Speaker(s)

- You may submit an abstract alone or as part of a panel.
- Panels may consist of 2 or 3 speakers.

- If you are submitting as part of a panel, the primary speaker should fill out a single submission for the whole panel and will be used by the Programme Committee as the sole contact person.

Paper/Panel Details

The programme is likely to contain 3 x 1 hour 30 minute blocks which may consist of:

- A complete session with several speakers with a single coherent theme
- Up to 2 sessions of 45 minutes each with
  - ► 1 speaker
  - ► 2 or 3 speakers linked (either by request through the abstract submission process or by the Programme Committee) by theme into a panel
  - ► 4 or 5 speakers each offering a brief poster, update or awareness-raising bulletin

Candidates submitting abstracts should indicate their preferred presentation option by ticking the relevant box. However, the Programme Committee reserves the right to suggest a different option more compatible with the flow and content of the overall emerging Programme once all submissions have been received and reviewed.

Abstracts

- Abstracts are limited to 400 words so do not include tables or illustrations.
- Include brief details of the project, piece of work, research or reflection that you will be analysing and describing, together with your original aims and final findings and conclusions.
- Your abstract should clearly indicate the content of your presentation, or panel.
- The relevance of your chosen topic to the programme themes as detailed in the programme outline must be clear. This is to ensure that the final programme will clearly indicate the content of sessions and that the various components hang together coherently.
- If necessary use the box in the submission form to indicate more clearly how your chosen subject matches the programme themes.

Language

It is essential that submissions state the language (French or English) that will be used for the presentation. ICA's working languages are French and English and at the time of issuing the call for papers there are no plans to provide translation to or from any other language.

ICA Connection

If your submission is linked to one of the ICA entities or project, please let the Programme Committee know as part of the aim of the Annual Conference is to raise awareness of ICA's goals and achievements.

How to Submit

The form should be submitted to crockett@ica.org by the 22nd February.