

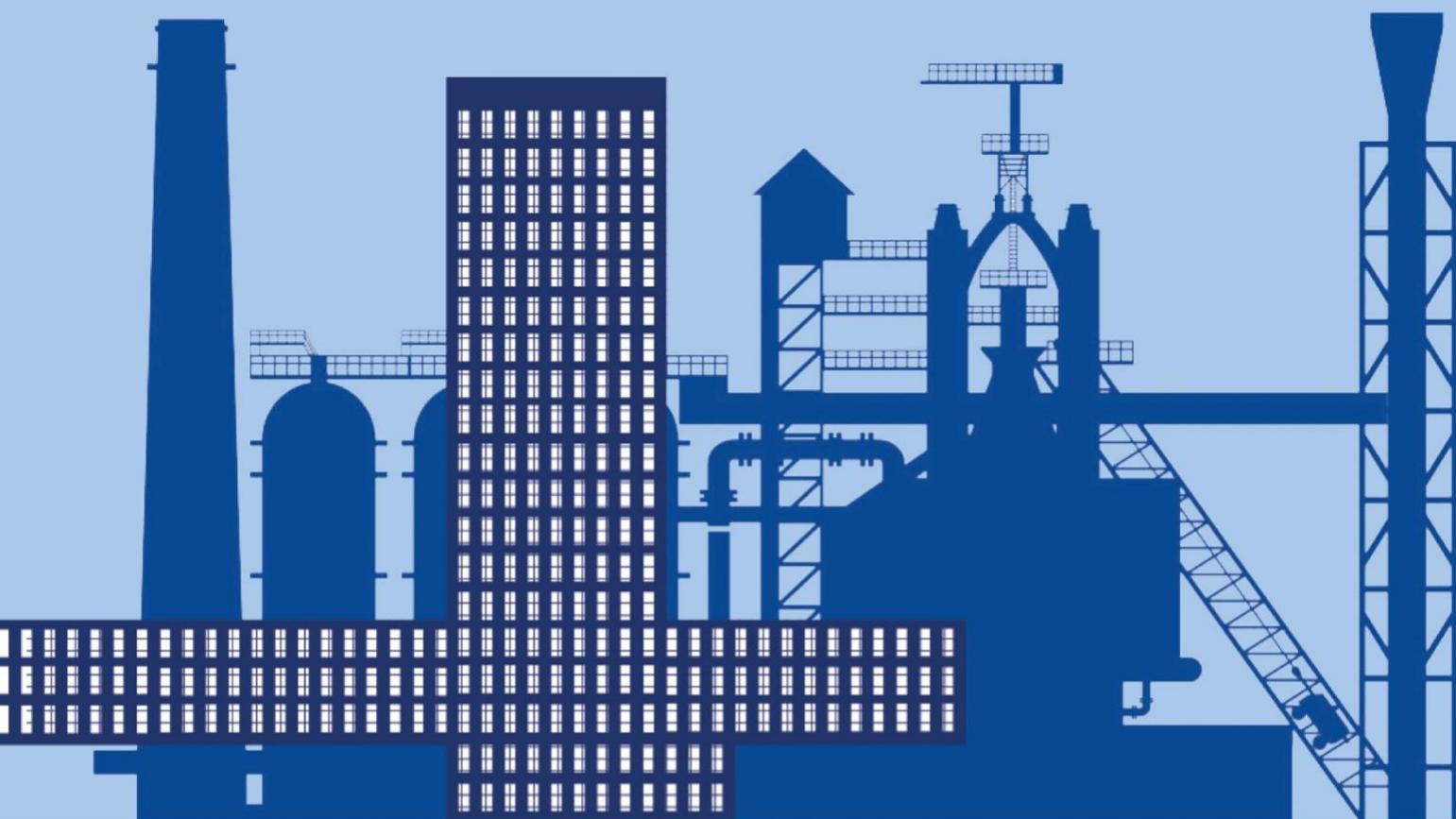
# The 12<sup>th</sup> Conference of the International Test Commission

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## Guidelines for Abstract Submission

University of Luxembourg

14-17 July 2020



UNIVERSITÉ DU  
LUXEMBOURG



## Key Information and Important Dates

Thank you for your interest in participating and sharing your work at the **ITC Conference 2020**. Please find below **key information** regarding the **submission process and types of submission**. In case of questions regarding the submission or review process, please do not hesitate to contact us at [itc.2020conference@uni.lu](mailto:itc.2020conference@uni.lu).

We are strongly looking forward to welcoming you in Luxembourg!

- Before submitting your work, please make sure to **find the most appropriate type of submission**. There are Symposia, Single Paper Presentations, Posters, and Workshops. Please see below for the specific purpose of each type.
- Proposals need to be **submitted in English** via the conference website <https://www.itc-conference.com>; Workshop proposals are submitted via email to [itc.2020conference@uni.lu](mailto:itc.2020conference@uni.lu)
- Each person can only submit 4 abstracts of which he/ she is one of the authors. Of the four submitted, he/ she can only be the leading author for 2 abstracts.
- Names and affiliations of the authors should be in order of the authorship.
- To ensure a fair review process, **all submissions should be kept completely anonymous**. Therefore, please do not include your name in your abstract or in any of your uploaded documents.
- All types of submission should be in **APA style** in text only format of no more than 300 words.
- Please check below the guidelines before submitting your work
- Note that **empirical as well as theoretical papers** or demonstrations are welcome
- Submissions will be possible starting with July 15<sup>th</sup> 2019
- The closing deadline for Workshop submissions is October 31<sup>st</sup> 2019
- The **closing deadline** for Symposia, Single Paper Presentation, and Poster submissions is **December 15<sup>th</sup> 2019**
- Notification of review decision will be sent out by February 28<sup>th</sup> 2020





## Submission Subthemes and Content Areas

In order to streamline the scientific program with the 12<sup>th</sup> ITC Conference theme, upon submission, **please select from the list of subthemes and content areas to which your abstract is most relevant.** Identifying one or more subtheme(s) or content area(s) for your abstract(s) also helps the Scientific Committee to select the most suitable reviewers for your abstract and the best fitting schedule in the conference program.

**The subthemes of the conference are:**

- Test development & validation in international and multicultural environments
- Innovations and advances in psychometric theory, modelling and technologies
- Current issues of policy, diversity and equity
- Best practices in testing and assessment
- Test security and privacy in a globalized digital world

**In addition, please specify the content area of your proposal:**

- Educational psychology and assessment
- Industrial and organizational psychology
- Clinical and counseling psychology
- Personality psychology
- Psychometrics and research methods
- Language testing



## Review of Abstract and Decision Notification

All submissions will be subject to a **structured, blind review process by at least two independent reviewers.** Your identification of a subtheme (track) for your abstract will play a key role in which reviewers will be assigned. The ITC Scientific Committee will notify the first author (or the person who submits) on the decision via a formal email by **February 28<sup>th</sup>, 2020.**



## Responsibility of Authors if Abstract is Accepted

To ensure a timely organization and high quality thematic composition of the sessions, given the acceptance of your abstract by the Scientific Committee, we need at least **one of the authors to register for the conference before April 30<sup>th</sup> 2020 (end of early-bird registration) and present the work in person at the Conference.** Failing to register before April 30<sup>th</sup>, 2020 will result in the acceptance being removed, and information about your abstract will not appear in any formal documentation and the final program of the conference.



## Types of Submission

### **SYMPOSIUM**

**Purpose:** A symposium is a multi-presenter session. Any multi-presenter session including research, practice or theory-oriented content should be submitted here. Participants in a Symposium should include a chairperson and four to five presenters. Although individual presentations within a Symposium may have all authors from the same institution, the overall session must contain presenters from at least two different affiliations so that sessions do not become “advertisements” for products or research programs from a single company or academic program. The program is intended to be science-based and inclusive for all participants. Sufficient time should be allowed for audience participation. The person submitting the Symposium proposal should submit an integrated summary of the symposium along with the abstracts of the individual presentations.

**Duration:** Each symposium is 90-minutes long including time for questions and discussions.

#### ***Submission Requirements:***

Max. 300 word structured abstract of the overall symposium plus a max. 300 word structured abstract for each presentation. Abstracts of the overall symposium are structured:

- Introduction
- Contributions
- Conclusions

Abstracts of each paper in a symposium are structured:

- Introduction
- Objectives
- Design/ Methodology
- Results (if applicable)
- Conclusions

### **SINGLE PAPER PRESENTATION**

**Purpose:** Single paper sessions are thought to present work on original research, practice, or new theoretical or conceptual approaches. They will be composed of coherent groups of individually submitted papers to form a 90-minute session.

**Duration:** Each single paper presentation is 15-minutes long including time for questions and discussions.

#### ***Submission Requirements:***

Max. 300 word structured abstract:

- Introduction
- Objectives
- Design/ Methodology
- Results (if applicable)
- Conclusions

## **POSTER**

**Purpose:** Posters are short research presentations displayed on large printed boards (1.20 x 0.84 meter; portrait format). With the clear aim of bringing attendees with similar backgrounds/ interests together, the Scientific Committee will cluster individual posters in thematic poster sessions in distinct rooms. Note that the planned poster sessions will not overlap with concurrent symposia or paper session. To increase audience engagement and knowledge transfer, within every thematically themed room, each presenter will share the highlights of their poster in a so-called flashlight presentation that lasts about 5 minutes and includes the opportunity to respond to one or two questions until the audience moves on to the next poster. Presenters of posters are kindly asked to bring handouts on their poster to the session for interested visitors.

**Duration:** Each poster session will be 60 minutes long, with approximately 5 minutes for each single poster presentation.

### ***Submission Requirements:***

Max. 300 word structured abstract:

- Introduction
- Objectives
- Design/ Methodology
- Results (if applicable)
- Conclusions

## **WORKSHOP**

**Purpose:** A workshop covers an important or emergent topic that is of interest to the conference participants and helps to transfer knowledge. The workshop should include certain modes of exercises, real examples, and/ or hands-on practice. Although more than one workshop facilitator is acceptable, **only one person will be designated as the leading facilitator and enumerated** for travel, accommodation, and registration fee if the proposal is accepted by the Scientific Committee.

**Duration:** A workshop is either full-day (6 hours) or half-day (3 hours in the morning OR afternoon) long. Please adapt the duration to the content.

**Submission Requirements:** Please submit your workshop proposal directly to [itc.2020conference@uni.lu](mailto:itc.2020conference@uni.lu) and include the following:

- Importance of the workshop topic
- Relevance and usefulness to the conference participants
- Background of the facilitator(s) and his/her training and expertise in the proposed topic
- Agenda for the workshop
- Logistics and/ or equipment needed for the workshop (presenter as well as participants)



# Contact us

[itc.2020conference@uni.lu](mailto:itc.2020conference@uni.lu)

