

# CALL FOR ABSTRACTS

National Organization of Research Development Professionals  
12<sup>th</sup> Annual Research Development Conference  
San Antonio, Texas  
May 17 to 20, 2020

Abstracts are now being accepted for the 12<sup>th</sup> Annual Research Development Conference, hosted by the National Organization of Research Development Professionals (NORDP) in San Antonio, Texas, from May 17 to 20, 2020.

Application materials must be submitted no later than **11:59 P.M. Pacific Time on Monday, October 21, 2019.**

Several different conference session formats are available in 2020, as described below. Regardless of the session format, proposers should consider how their presentations and workshops will:

- Demonstrate ways in which research development professionals support, encourage, and empower researchers to try new things—to create and mobilize knowledge, to respond to new funding mechanisms and pursue multi-disciplinary grants, or to participate in campus think-tanks or networking events.
- Explore new approaches used in research development programs.
- Explore creative resources for personal and career development.
- Emphasize the innovative roles and value of research development within the broader research enterprise.
- Contribute to strategic research planning at the institutional level.

## Format Options

*Oral Presentations*—**ONE-HOUR and TWO-HOUR sessions**—are intended for individual or group presentations (no more than four presenters for one-hour sessions). Audience size at these sessions is anticipated to be between 25 and 75 individuals. One-hour sessions will be scheduled on Tuesday and Wednesday, May 19-20; two-hour sessions will be scheduled on Monday, May 18. **Please avoid presenting case studies from a single institution or program. Case studies are more appropriate for a poster in the Ideas Showcase.** Oral presentations are most effective when they address a significant over-arching issue, problem, or hot topic in research development and/or showcase data, solutions, and programs from an array of institutions or perspectives. Two-hour sessions allow presenters to discuss a topic more in-depth and interactively; proposals should describe why two hours are needed for the presentation.

*Lightning Talks*—**FIVE-MINUTE presentations**—are a fun and fast-paced opportunity for individuals to share new and creative ideas for fostering research development. Based on Ignite (<http://www.ignitetalks.io/>), presentations are limited to five minutes and <20 slides. Presenters will be grouped into 60-minute sessions to be scheduled on Tuesday, May 19, or Wednesday, May 20. We will organize Lightning Talks thematically for 2020. Please consider proposing around one of the following themes: Faculty Development; Interdisciplinary Research; Funding & Funders; RD Professional Development. If these do not apply, please indicate “Other.” As a courtesy to fellow presenters during these rapid-format sessions, *slides must be submitted in advance.*

*Roundtables*—**ONE-HOUR sessions**—allow conference attendees to participate in a discussion focused on a specific RD issue. Roundtables encourage networking and sharing of individual experiences. Applicants should provide a description of the topic and its relevance to NORDP members and be willing to lead the discussion.

*Ideas Showcase*—**Poster**—is designed for individuals or small teams to present their approaches to problems and solutions in research development, to showcase best practices and case studies, and to introduce innovative or experimental ideas. Presenters chosen to participate in the Ideas Showcase will provide posters at their own

cost. Posters will be presented for discussion during the Ideas Showcase and reception, tentatively planned for the evening of Tuesday, May 19.

For each submission, please identify the audience for whom the content is targeted:

**Fundamental:** The session is aimed at providing knowledge and content fundamental to RD. Content may be appropriate for individuals interested in RD or new to RD, individuals already in RD but whose job responsibilities do not currently include the indicated topic, or those who want a refresher. Note that “essential” does not mean “easy;” rather, the information is fundamental to nearly all in RD.

**Intermediate:** Content in these sessions is fundamental to RD but most relevant to individuals who have been involved in RD (or the given topic) for more than one year. This information can also be useful to individuals thinking about the next steps in their career or about skills and responsibilities they want to gain.

**Advanced:** Content in these sessions is relevant to and aimed at individuals who already have significant skills in the given topic, who have or are working toward leadership roles in RD (including those who are “offices of one”), and/or who have an institutional leadership role or advise institutional leaders. This information can also be useful to experienced individuals thinking about their next career steps or about skills or responsibilities they want to gain.

The Program Committee intends to balance the program with topics across these ranges so that the needs of all NORDP members are addressed by the 2020 conference program.

## Abstract Submission

Deadline for submissions is: Monday, October 21, 2019, 11:59 PM Pacific Time.

**Looking for session topics or to find collaborators?** Check out the 2020 Conference ProBoard forum: <http://2020nordpconf.freeforums.net/>

A complete application includes the following fields:

Presenter(s): Name(s) and institutional affiliation(s) (Corresponding presenter should be listed first, followed by additional presenters.)

Session Type (check one):

Four-hour Workshop  
Two-hour Oral Presentation  
One-hour Oral Presentation  
Lightning Talk or Lightning Hour  
Ideas Showcase  
Roundtable

Intended Audience (check one):

Fundamental  
Intermediate  
Advanced

## Title

### Full Abstract (2,000 characters maximum including spaces)

Your abstract should briefly describe the information, solutions and/or best practices that will be presented in the session, addressing the following:

- What are the goals of your session?
- What will participants learn by attending your session?
- Will you be introducing new concepts, skills development, or theories, and/or advancing research development? Please describe.
- How will your session differ from or build upon past conference presentations/sessions?

### Program Summary (100 words)

This summary will be published in the conference program; it also will be used to market selected sessions. Your abstract should be proofread for both content and grammar and be written in a concise, vigorous, compelling tone that tells a potential audience member what s/he will learn or gain by attending your session. This is your opportunity to promote your session!

Once submitted, you will be able to edit your application up to the deadline date: Monday, October 21, 2019, 11:59 PM Pacific Time.

## **Review and Notification**

Abstracts will be reviewed by NORDP's 2020 Program Committee. Reviews are confidential. Reviewers will be asked to evaluate abstracts based on the following criteria:

- Quality of the abstract
- Likelihood that the proposed session will engage participants and promote discussion
- Clarity in describing the session's objectives, outcomes, and intended audience
- Relevance of the topic in providing key content to research development or advancing professional development for RD professionals
- Suitability of the topic to the presentation format proposed

## **Important Information for Presenters**

- The Program Committee will select presentations based upon the reviews and ratings of all abstracts submitted, available time slots for presentations, and diversity of presentation topics and levels, including diversity of types and geographic location of represented institutions.
- Abstracts from presenters that appear to be identical to presentations made at previous conferences may not be accepted for presentation in 2020, absent substantial revisions or new information.
- Individuals who have presented NORDP webinars are encouraged to propose the same or a similar topic for a conference presentation so they may reach a different audience. Multiple submissions are allowed, but the Program Committee will strive to maximize both the quality of the presentations and the diversity of speakers (including the types of institutions they represent) when evaluating proposals. Please start a new application for each proposed abstract.
- If your abstract includes co-presenters, the corresponding presenter's name should be listed first in the application. There is no limit to the number of times an individual may be a co-presenter. The corresponding

presenter is responsible for informing and acquiring agreement to participate from all co-presenters listed on the abstract submission.

- Please do NOT submit an abstract as a corresponding presenter if you do not plan to attend the NORDP annual meeting.
- **If you cannot present as scheduled, please notify the Conference co-chairs ([rdconf@nordp.org](mailto:rdconf@nordp.org)) as soon as possible in advance of the conference.** Substitution of the lead presenter in sessions requires prior approval from the Conference Program Committee.
- Except for submissions accepted for the Ideas Showcase, for which at least the corresponding presenter is expected to attend the NORDP annual meeting and present the poster, **all presenters of all accepted applications must register for the conference, submit the online presenter's agreement, and participate in the accepted session.**
- If you invite colleagues who are not NORDP members to co-present, please be aware that—as with other professional organizations—they will be expected to pay for their meeting registration and other expenses. Please make this expectation clear to your colleagues.
- All final instructions and information will be sent in a speaker's packet. The NORDP Professional Development (PD) Committee will be offering a presentation skills webinar in winter 2020 to provide additional training on making effective presentations; presenters are encouraged to attend the webinar.
- Once you have submitted your conference abstract application, you will be able to edit the application until the submission deadline.

Applicants interested in receiving feedback on a draft of their conference workshop proposal should email their draft to [rdconf@nordp.org](mailto:rdconf@nordp.org) by **September 27, 2019**.

If you have any questions regarding the abstract selection process, please contact the 2020 NORDP Conference Co-Chairs Jill Jividen and Jenna McGuire at [rdconf@nordp.org](mailto:rdconf@nordp.org).

We look forward to receiving your applications!