Linköping, Sweden

September 2014

# Guidelines for network convenors

Dear network convenors.

The network convenors are the backbone of ESREA. Without you, there would be no ESREA activities. Both the Steering Committee and myself are thankful to your commitment to help ESREA develop as an organization and for creating spaces for academic discussions.

This document is aimed to be a support to you in your work as a convenor of one of the ESREA networks. As there are active eleven networks at the moment there is a need for good coordination to make the ESREA activities as inviting and interesting as possible as well as ensuring that there are no clashes in terms of the timing of events.

As we continuously learn from what we are doing, this document should be seen as a work in progress which we can update when we find necessary. I would like to ask for your feedback on matters that might be added to this list, especially as several of you have been convenors for a long time and therefore, there is a great experience to draw from.

Yours sincerely

Sofia Nyström

Secretary of ESREA

**Introduction**

ESREA is a non-profit organization which aims at creating spaces for academic discussions and for making research in the field of adult education and lifelong learning available through publishing books and soon, a journal. Our main activities are conferences and seminars organized by our different research networks. A network is created through a proposal by members which is then discussed and decided upon by the Steering Committee (SC). Each network is coordinated by one or several convenors elected by the SC. Convenors are responsible for the activities of the network and they report back to the SC through the Secretary.

**Conferences and seminars**

Each network usually organizes an annual or biennial meeting or conference. The convenors are responsible for setting up and organizing these meetings, either by organizing the meetings themselves or by co-opting a member/members of the network who are willing to organize the meeting. Financially the meetings should be self-sustained as ESREA does not provide any financial support (except for PhD student bursaries – see below). Thus, it is important for each meeting to have an institutional backup (or another kind of backup) and/or successfully raise necessary funds.

*Setting the dates*

When planning a meeting or conference, it is important to let the secretary know, as soon as possible, the dates of the conference, and if possible, the location. This makes it possible for the secretary to see if there are any other ESREA conferences which are planned to be organized at the same time, or dates in close connection. Due to the increase of active networks it is now even more important to be sensitive about dates. If we have too many ESREA conferences organized around the same time, there is a risk of competition which results in fewer participants at each conference. Thus, the dates of the conference should be discussed with the Secretary as a way to avoid more than one ESREA conference at the same time/in close connection to each other.

Further, it is always good to try to avoid locating the conference or meeting at the same dates as some of the major European educational conferences. The Secretary will be able to check proposed dates with other relevant events in Europe.

*Conference location/venue*

As ESREA is a European organization, it is important to locate our conferences and meetings in different parts of Europe. Through experience we know that the location will affect who participates or who does not. Each network should, if possible, (which of course is regulated by who can offer the help to organize the conferences), shift conference location, not only between countries but also between regions in Europe (e.g. north/south, east/west).

*Conference fees*

As each meeting and conference should be self sustained it is important to set the level of fees which will provide a balanced budget. However, it is the ambition of ESREA to try and have as low fees as possible as a way to attract more participants, and to be sensitive to the fact that members across Europe have different financial situations in relation to conference participation. It is, therefore, a good idea to think thoroughly about what needs to be included in the participation fee and what could be optional (e.g. by making the conference dinner optional the conference fee can be decreased).

*Please note the following*

By the decision of the Steering Committee there is an ESREA policy which states that the conference fee for ESREA members should be *at least* 50 Euros less than for non members. The idea is to create incentives for people to join as members, thus supporting our organization. At the same time we want to attract PhD students to our conferences and this will be achieved by having as low a fee as possible for them.

*Bursaries*

For each conference and meeting there are three bursaries available which PhD and MA students can apply for. An applicant has to be a member of ESREA (individually or through an institutional membership). Each bursary is 300 Euros. The network convenors will, in dialogue with the Secretary of ESREA, decide who will be awarded the bursaries.

As a way to make this opportunity visible, the convenors should include information in the call for papers and on conference web pages about this possibility. A date should be set when applications should have submitted by. As bursaries can only be awarded to students who have an accepted paper or poster, the date for submission of application should be a date following the date when decisions about acceptance and rejection have been made.

Applications for bursaries should be sent to the network convenors (or one person whom they appoint) and the applications should contain information about who applies, where the applicant is a student, and if possible also a letter of support from their supervisor/advisor.

After the deadline for submission of applications for bursaries, the convenors should make a suggestion about which three students should be awarded the bursary. This suggestion should then be communicated to the Secretary who then checks that the students are members of ESREA and whether or not they have already been awarded a bursary recently. When cleared, the decision can be made and the convenors can let the students know of the decision. Those who are awarded the bursary should be asked to send their bank details as outlined in the *guideline document concerning bursaries* to the Secretary.

If there are several applications, the convenors could decide to lower the amount of the bursaries to enable more students to be supported. For example, four bursaries of 150 Euros could be awarded instead of two bursaries of 300 Euros. One solution could also be to use the bursary to cover the participation fee for several students.

*PhD student training*

One of the aims of ESREA as stated in the statues is: “The society will undertake activities to encourage the training of young researchers and the continuing professional development of researchers.” Therefore, the steering committee would like to ask network conveners to take this into consideration when planning their activities. Is there any ways the networks can, during their conferences, or in other ways, create opportunities to support PhD students in their training? For example, is it possible to organize a pre-conference or a space during the conference for the students to meet etc, or any other activity that you find suitable in support of the students training?

*Information about ESREA on the conference website and during the conference*

Convenors are responsible for making available an information distribution channel for the conference, whether it is a website or other means of communication. The website will be linked to the ESREA website.

On the conference website information about ESREA and about how one becomes a member should be made available. On the ESREA website there is a membership application form which could be linked to the conference website or it could be uploaded onto the conference website. It is also possible to download the ESREA logo from the ESREA website and publish it on the conference website.

Prior to each conference, the Secretary will contact the convenors and ask them to include information about ESREA and its publications in the conference packs. Such information will be sent by the Secretary to the organizers of the conference or any other person suggested by the convenors.

The Secretary aims to participate in several of the network conferences and meetings each year. However, due to a limited amount of time, it is not possible to participate in all of them. When participating the Secretary is available to inform about ESREA. Such information could take place formally as a short item (5-10 minutes) during the introduction section or end session of the conference as well as informally during coffee breaks and lunch time. The Secretary will also, *to a limited extent*, accept cash payment for membership by participants. Although the main way to pay the membership fee is through an international bank transfer.

*Support from the secretariat*

The secretariat of ESREA will support network convenors by distributing information about the conferences and meetings through the e-mail list and through the ESREA newsletter. Information will also be made available on the ESREA website. If there are any questions or issues relating to the network or the conferences and meetings, the Secretary is available for discussion if needed.

**Distributing information about the network**

There are several ways in which information about the network can be distributed. Within ESREA the following ones are some of the ways which I would like to encourage convenors to use: the ESREA website; the ESREA newsletter; publishing output.

*The ESREA website*

On the ESREA website, each network has its own information page. The network convenors are responsible for keeping the information on these pages up-to-date. Thus, when changes need to be done, a new version of what should be published on the page should be sent as a word document to the Secretary who will then publish this on the website.

Those network convenors who are interested could also launch and maintain their own network website design (linked from the ESREA website) and run their own newsletter.

*The ESREA newsletter*

The ESREA newsletter is published five times a year. Besides including information about forthcoming ESREA conferences, there is space for network convenors to provide information about their networks. For example, after a network meeting the convenor/s could write a short text about some of the main issues which were dealt with during the conference (half to one A4 page in Times New Roman). Or there could be some information about ideas of themes for forthcoming conferences. Such texts should be sent to the secretary.

*Publishing output*

As one of the aims of ESREA is to support dissemination of research results, the steering committee want to find publication outputs that is as widely accessible as possible. Therefore, ESREA have published a dedicated series with edited collections with Peter Lang, and have launched a new open access journal with SENSE publisher.

At the moment work is being conducted to publish the ESREA book series through means more accessible than the Sense Publisher. The aim is to publish future books in the form of printed copies combined with open access online publishing. If network convenors are interested in publishing an edited collection, a proposal should be submitted to the secretary, who then raises this as an item at the next steering committee meeting. If accepted, ESREA will pay the subsidies necessary for publishing the book in the ESREA book series.

ESREA have a peer reviewed academic journal entitled “The European Journal for Research on the Education and Learning of Adults” (RELA). Convenors are encouraged to identify papers at their meetings that might be of interest and suitable for review in the journal. The journal is available at [www.rela.ep.liu.se](http://www.rela.ep.liu.se).

**Contact information on all convenors**

ESREA consists of the following twelve active research networks and convenors.

[ESREA Network on Access, Learning Careers and Identities](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87935)
Barbara Merrill, University of Warwick, UK - Barbara.Merrill@warwick.ac.uk,

[ESREA Network on Active Democratic Citizenship and Adult Learning](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87937)
Michal Bron Jr, Södertörn University, Sweden - Michal.Bron@sh.se, Paula Guimaraes - pco@uea.uminho.pt, Pelle Åberg - pelle.aberg@esh.se

[ESREA Network on Adult Educators, Trainers and their Professional Development](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=127948)
Georgios Zarifis, Aristotle University of Thessaloniki, Greece - gzarifis@edlit.auth.gr
Larissa Jogi- Tallinn University, Estonia - larissa.jogi@tlu.ee
Wolfgang Jütte, University of Bielefeld, Germany - wolfgang.juette@uni-bielefeld.de

[ESREA Research Network on Working Life and Learning](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87939)
Sandra Bohlinger, University of Osnabrück, Germany - sandra.bohlinger@uni-osnabrueck.de
Andreas Wallo, Linköping Univeristy, Sweden - andreas.wallo@liu.se
Ulrika Haake – Umeå University, Sweden - ulrika.haake@pedag.umu.se
Birger Steen-Nielsen, Roskilde University, Denmark - bsn@ruc.dk
Hanna Toivianen, Helsinki University, Finland - hanna.toiviainen@helsinki.fi

[ESREA Network on the History of Adult Education and Training in Europe](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87941)
Françoise Laot, Université Paris Descartes, France - francoise.laot@paris5.sorbonne.fr
Kirsi Ahonen, University of Tampere, Finland - kirsi.ahonen@uta.fi

[ESREA Network on Gender and Adult Learning](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87943)
Joanna Ostrouch, University of Warmia and Mazury in Olsztyn, Poland - joanna.ostrouch@uwm.edu.pl,

[ESREA Network on Life History and Biographical Research](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87945)
Linden West, Canterbury Christ Church University, UK - linden.west@canterbury.ac.uk,
Laura Formenti, University of Milano Bicocca, Italy - laura.formenti@unimib.it

[ESREA Network on Between Global and Local: Adult Learning and Development](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87947)
Emilio Lucio-Villegas, University of Seville, Spain - elucio@us.es
Ewa Kurantowicz, University of Lower Silesia, Poland - ewa.kurantowicz@wp.pl
Rob Evans,

[ESREA network on Migration, Ethnicity, Racism and Xenophobia](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87951)
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Joke Vandenabeele, Leuven University, Belgium - Joke.Vandenabeele@ped.kuleuven.be, Simon Warren, University of Sheffield, UK - s.a.warren@shef.ac.uk
Annette Sprung, University of Graz - annette.sprung@uni-graz.at
Angela Pilch Ortega, University of Graz - angela.pilch-ortega@uni-graz.at
Rozalia Ligus, University of Lower Silesia – rozalia.ligus@gmail.com

[ESREA network on Education and Learning of Older Adults](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=87953)
Bernhard Schmidt-Hertha, Ludwig-Maximilians-Universität München, Germany - b.schmidt@lmu.de
Leif Emil Hansen, Roskilde University, Denmark – leifh@ruc.dk
Tarja Tikkanen, International Research Institute of Stavanger, Norway - tarja.tikkanen@iris.no

[ESREA network on Policy Studies in Adult Education](http://www.esrea.org/pub/jsp/polopoly.jsp?d=10256&a=146249)
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Vida Mohorcic Spolar, Slovenian Institute of Adult Education, Slovenia - vida.mohorcic.spolar@acs.si

[ESREA network on Interrogating Transformative Processes in Learning: An international exchange](http://www.esrea.org/networks/1.533026/FORESREAWEBPAGEInterrogatingtransformativeprocessesinlearning.doc)

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