

EAWOP Small Group Meetings 2017- Template for proposals

- **Title of the SGM**
- **Description of the SGM**, including a **rationale for its importance** for European WOP
[NB: Rationale for the Small Group Meeting importance should include references to briefly sustain the relevance according to the state of the art and at least tackle one of the following aspects a) theme relevance and novelty, b) theme timely and interest, that have not yet been covered in previous SGMs; c) justification for a wide scope of interest bearing in mind the diversity of EAWOP members (countries/academic and practitioner topics).]
- **Dates and place of the meeting**
(NB: please note that the distribution of the open call for papers requires substantial lead-time for interested parties to respond well in time for the meeting);
- **Organizing committee and contact person;**
- **Budget**, including plans to secure additional funding;
- **Participant Fees Expected**
[it is explicitly meant for not-for-profit meetings only – funding is meant to keep costs to participating EAWOP members at a minimum (participation fees are always subject to EAWOP EC approval) and in any situation cannot exceed the maximum of 100€ regular fee/50€ student fee]
- **Plan for the distribution of the call for papers**, as well as the proposed wording of the **call for papers announcement**;
- Names of **10 EAWOP members** and other committed supporters of the event from at least four different countries committed to participating in the meeting (NB: this is to assess the viability of the meeting; with the remainder of participant places being open to competition).

Recommended format:

- Full proposal size around 7 to 10 pages
- Font size 11 or 12
- Space between lines of 1,5