



Guidelines for applicants

A- General information

The conference will be held in English.

Lectures will be limited to 10 minutes and a poster session will be included in the conference programme. **The deadline for all applications is Wednesday, 30 September 2020.**

We welcome you to apply for a lecture or a poster regarding a Master or PhD thesis work as well as any research related to conservation conducted within a Belgian higher school or university, whether you graduated years ago, recently, or are still a student. In the case of past research, you may propose revisions or feedback on the original work.

If you wish to show samples or other types of didactic material related to your research to the audience, we will provide space during an interactive session.

An application may come from multiple authors. In this case, please choose a main author responsible for communicating with SHAKE in Conservation and bear in mind that conference attendance is mandatory for at least one of the authors.

Selected applicants will be asked to register for the conference before the general public so that the conference programme can be confirmed by mid-November 2020.

B- Book of Abstracts

The abstracts, titles and keywords of selected lectures and posters will be published in the *Book of Abstracts* of the conference.

This book will be sent to attendees prior to the event, might be printed and distributed during the event and will stay available online after the event.

All names of authors and subsequent biographies will be published in this book. Your consent to the publication of your personal information while completing the application form is a condition of admission.

C- Procedure

- 1- Choose if you prefer to apply for either a lecture or a poster (see point F of this document).
- 2- Prepare your application: biography (max. 60 words/author), title, abstract (max. 350 words, see below for further information) and keywords (max. 5).
- 3- Click on the link to the application form (<https://forms.gle/d7XhbKt29mxvCHYU8>) and complete it by Wednesday, 30 September 2020. Please read all instructions given in the form carefully. After submission, you will automatically receive a copy of your application by email.
- 3'- Applicants who are currently students must have a teacher from their school/university validate their application. After submitting your application, forward the email with the copy of your application to a teacher at your school/university; then your teacher must forward the same email to us with the sentence "*I, [insert first name and last name], teacher at [insert school or university name], hereby confirm that this application is approved by our institution.*"
The deadline for this validation is also on the 30th of September, 2020.
- 4- Wait until the beginning of November for the notification after the reviewing process.
- 5- If you are selected: be ready to promptly 1) register for the conference in order for us to confirm the programme by mid-November and 2) make corrections for the publication of the *Book of Abstracts*.

D- Abstracts

The abstracts are limited to 350 words and must be written in English. Be careful to use correct standard British English grammar and spelling (seek the help of a native English speaker if necessary).

You should formulate your ideas in a simple and organised way (introduction, development and conclusion), without omitting your objectives, methods and results (results may be absent in the case of an ongoing research).

No illustrations, endnotes or bibliographic references can be included in the abstracts.

Bold, italic and underlined text are not possible while submitting your abstract in the application form. Bold and underlined are not accepted in any case, but if you wish for some words to be in italics, please use single quotation marks ('...').

For regular quotation marks, use the English version ("..."), not the French version « ... »).

Abstracts that do not adhere to these instructions may be refused.

If your application is selected, we may ask you to make some improvements and corrections prior to the publication of the *Book of Abstracts*.

E- Review and selection

The applications will be reviewed by a scientific committee, composed by Heritage professionals with experience in academic reading and/or scientific writing.

Applicants will remain anonymous to ensure reviewer's impartiality.

Selection will be based on:

- Respect of word limit (applications that exceed the word limit will not be considered).
- Appropriateness of keyword list and title in regard to the content of the abstract.
- Correct use of standard British English grammar and spelling.
- Good organisation of ideas, logical structure.
- Good argumentation and methodological consistency, with precise description of the objectives, methods and results (the very last point is less relevant for ongoing research).
- Applicability to conservation practices, potential interest for a very diverse audience of professional conservators and aspiring conservators.
- Originality and innovation of the research (does it advance the field?).

Additional focus will be placed on creating a balanced representation of all conservation specialisations and Belgian conservation programmes.

The reviewing process will take place in October 2020. You will be notified by the beginning of November 2020.

F- Provisional guidelines for lectures and posters

More detailed instructions or slight changes to these instructions may be sent to selected applicants in November 2020.

Lectures

The timing (10 minutes) is short on purpose: you should provide a clear, concise and yet convincing lecture about your research.

It is not a problem if you are not fluent in English: the audience will not judge your accent. There will be no questions directly addressed to you when you will be on stage.

You should formulate your ideas in a simple and organised way (introduction, development and conclusion), without omitting your objectives, methods and results (results may be absent in the case of an ongoing research).

The slideshow should present large pictures (avoid accumulation of small pictures on the same slide) and all text must be in English and legible. Use short statements or bullet points instead of

long paragraphs, sans serif fonts instead of serif fonts (ex. Arial or Helvetica instead of Times Roman) and don't use too small font sizes.

We suggest you consider the ratio of more or less one slide per minute.

It will not be possible to connect your own computer to the projection system: you will have to send your slideshow (PowerPoint, Keynote, etc.) in pdf format to shake@shakeinconservation.be before the conference day and bring a usb stick with both the pdf and the original format on site.

Posters

Posters must include a title, the name(s) and affiliation of the author(s) and useful pictures, graphics or tables with legends.

Their format will be imposed (probably A1 in portrait orientation).

You should formulate your ideas in a simple and organised way (introduction, development and conclusion), without omitting your objectives, methods and results (results may be absent in the case of an ongoing research). Avoid overwhelming viewers with too much information.

Pay attention to the legibility of the text: don't use too small font sizes! Prefer short statements or bullet points to long paragraphs. Be aware that 1) poster texts are more legible when they are dark on a light background, 2) sans serif fonts (ex. Arial or Helvetica) are more legible than serif fonts (ex. Times Roman) and 3) the arrangement of the material in columns makes the reading of a poster easier.

We will ask you to stand next to your poster during the poster session to answer questions by the viewers. Handouts of the poster in A4 format copies are often appreciated by viewers.

Printing, installation and deinstallation of your poster will be your own responsibility

We are looking forward to receiving your applications!

