

Guidelines for preparing and organising UNISCAPE En-Route Seminars

Objectives of the UNISCAPE En-Route Seminars are knowledge exchange and scientific debate between UNISCAPE Members and other interested parties on specific selected themes. It is the intention to gradually develop a tradition in high-level international academic exchange of thoughts in an open and stimulating atmosphere.

- UNISCAPE En-Route Seminars are organised about three times per year by UNISCAPE members, supported by the UNISCAPE Office for registration, abstract submission and selection, and eventual publication of selected papers in an online UNISCAPE En-Route Quaderno.
- The organiser submits a proposal for the seminar with theme, venue and potential speakers at least 1½ year before the planned event to the UNISCAPE Office; the current thematic priorities in UNISCAPE are referred to.
- The Executive Board evaluates the plan and gives advice within three months
- The organiser submits an elaborate proposal (including theme and subthemes, venue, key note speakers, budget) at least 1 year before the planned event to the UNISCAPE Office for approval by the Executive Board; as soon as approved a first announcement is issued and published on the UNISCAPE website
- Generally UNISCAPE Seminars are one or two days, preferably including a field visit;
- To keep the discussion at a joint level, UNISCAPE En-Route Seminars do not work with parallel sessions
- Abstracts that are not selected for oral presentation are invited for poster presentation
- The organiser sees to it that enough international representatives are participating

- Presentations are given in freely spoken English (not read from paper or from powerpoint slides); preferably illustrated with a powerpoint presentation. Since the objective is scientific debate, it is essential for the presenter to make contact with the public and have as much as possible interaction with the audience
- Presentations are limited in time (reckon one slide max. per minute), to allow for at least five minutes of questions and answers immediately after the presentation; focus on clear research questions, crisp methodology, innovative results and provocative messages
- Session moderators are invited on the basis of their facilitation capacities (rather than as an honour); this is a competence that we should develop better. It is the challenge for the moderator to be proactive and directive in stimulating discussion, to enhance as much as possible that the essential innovations and messages from the presentation be brought forward and can be recognised and valued. The moderator also signals the use of non-self-evident terms and abbreviations.
- Alternative convention options are more than welcome, such as carousel or fishbowl debates.
- A Poster session is planned in the programme, with elevator pitches (3 minute presentations) by the authors.
- After the Seminar the authors are invited to submit short papers (max. 8000 characters incl. spaces) for on-line publication on UNISCAPE's website. The organiser arranges for review and editing, while the final lay-out is being arranged by the UNISCAPE Office.

approved by the Executive Board - Nov 2014