



ISATT 2017
18th Biennial Conference on Teachers and Teaching
3-7 July 2017 | University of Salamanca, Spain



Scientific Committee

Role of the Scientific Committee

The Scientific Committee will provide academic integrity, advice and guidance to ensure a high quality conference programme is achieved. Specifically, members of the committee will be expected to:

- Review 250 word abstract submissions (10-15 each max.), make recommendations for improvements and whether to accept or not for inclusion in the conference programme. Each contribution will be reviewed by two reviewers.
- Review paper submissions (up to 5 each), make recommendations for improvements and whether to accept or not for inclusion in the conference proceedings.

Composition

The Committee shall be composed of sufficient members to ensure a balanced and fair workload for completing the committee tasks. The expectation that this will be between 50- 60 people. At least one shall be from the conference executive committee who is appointed as the chairperson. A significant number of the membership will be from the home institution hosting the conference, with the balance being made up from ISATT members who can provide a geographically broad, academically experienced and disciplinary diverse representation on the committee.

Committee work plan

All business will be conducted by email and through the conference's abstract management system. Once submissions close, the chair will allocate each abstract in the system to a member of the Committee and will email all the reviewers with instructions for the review process. The review system is managed through the same online system that the abstracts are submitted through. Key dates and tasks are as follows:

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| • 28 December, 2016 | Date for first round of abstract submissions close |
| • 9 January, 2017 | Email and logons sent out to members to access their allocated reviews |
| • 24 January, 2017 | Deadline for abstract submission (Extension). |
| • 27 February, 2017 | First round reviews complete. |
| • 28 February, 2017 | Notification of acceptance sent to authors of late submission |
| • 8 May, 2017 | Date for paper submissions for proceedings close |
| • 11 May, 2017 | Email and logons sent out to members to access their allocated reviews |
| • 28 May, 2017 | Second round reviews complete |
| • 14 June, 2017 | Reviews and revision instructions sent to authors |
| • 3 July 2017 | Final proceedings complete for publication |

Compensation and Financial remuneration

In appreciation of your valuable time as a member of the scientific committee we will acknowledge your contribution in all conference publications and on the conference website. Unfortunately, we cannot offer a reduction in conference fees for being a member of the Scientific Committee, but it will be a worthwhile and interesting task.

The ISATT 2017 Executive Committee