

Format: Work in progress/Workshop/Round table discussion (*choose one*)

## **An Informative Headline describing the Content of the Report**

Keywords (enter a maximum of five (5) relevant keywords of your choice)

## **SHORT SUMMARY**

This will be put in the conference program and will be the only thing most participants read about your contribution prior to your session. Make sure that the text in the summary is informative as well as “selling”. If it exceeds 50 words, we might need to shorten it.

## **ABSTRACT**

The full length of this abstract should not exceed 500 words. Pictures, graphs or diagrams are not included, but choose them carefully (if you use them) and make sure they are relevant and appropriate. You can distribute the text in almost any manner, but make sure that the text communicates well and contains all the necessary information for the reviewers to make a relevant decision about your contribution. Check the criteria for your specific format and make sure the text meets the given standard!

When writing your abstract, please argue for your content! Also, think of the way you are communicating, making it as accessible as possible, both in terms of language and structure. If the communication of your abstract may benefit from using headings, please do use them! Arguing for your content is usually done by referring to other work that has directly influenced your own work. Please use the American Psychological Association, APA, [http://guides.lib.chalmers.se/APA\\_guide](http://guides.lib.chalmers.se/APA_guide) or Institute of Electrical and Electronics Engineers, IEEE, [http://guides.lib.chalmers.se/IEEE\\_guide](http://guides.lib.chalmers.se/IEEE_guide) style of referencing in text. We will be using Urkund for all contributions and plagiarism is totally unacceptable.

The contribution should be put into a relevant context and it should also be relevant for the conference. For example, the purpose of KUL is to promote the quality of Higher Education by fostering collegial conversation and the exchanging of experiences within the entire pedagogical sphere at Chalmers (education, doctoral studies and external interaction). Hence, your contribution should be connected to education, doctoral studies and/or external interaction.

### **If writing an abstract for a Work in progress, please consider the following.**

This is the format if you would like to share your experiences to Chalmers faculty. The problem, question, or inspiring idea you address in your abstract should be relevant for the conference (as described above), addressing its intended audience clearly and placed into a Chalmers context, for example with relevant proven experience. The proven experience should be properly referred to using APA or IEEE style.

### **If writing an abstract for a Workshop or Round table discussion, please consider the following.**

The workshop format is perfect if you need input working on a method or the framing of a question. This is a format where the participants should be given the opportunity to be active.

In a round table discussion you are raising an issue/a subject for discussion. For example, you could try out an idea, where there is a need for exchanging of experiences or you can get feedback on something you are working on.

In both Workshops and Round table discussions, the question or problem needs to be formulated and put into a relevant context (as described above). You should also work on referring your work to relevant proven experience or research. The proven experience or research should be properly referred to using APA or IEEE style. You also need to address how to interact with the participants.