

**Learning Partners in Action**  
**ALARPM 6<sup>th</sup> World Congress**  
**International Association for**  
**Action Learning, Action Research and Process Management**  
**21-24 September 2003**  
**University of Pretoria, Pretoria, South Africa**

**Call for contributions**

You are invited to submit proposals for contributions that address the congress theme *Learning Partners in Action* for presentations as papers, workshops or posters. All proposals must be in English. In the true spirit of action learning, action research and process management, proposals for presentations that reflect active participation of the audience will receive favourable consideration.

**Presentation formats**

**Papers**

Papers are invited that provide conceptual frameworks, analyze theory and practice, present research findings, describe innovative approaches, and investigate challenges in action learning, action research and process management. Each contributor will have 30 minutes to present, plus 10 minutes for discussion and questions as a critical element of the presentation.

**Workshops**

Workshops should focus on active learning and involvement of the participants. Workshops may demonstrate processes used in action learning, action research or process management or may be used to address and elaborate on some theory or practice. Ninety minutes will be allocated to workshops.

**Posters**

Posters may be used to communicate information visually, including research findings, innovative action research methods and solutions to challenges. Posters should be self-explanatory but presenters must be present during the time allocated on the programme to Poster Exhibits, in order to engage in discussions or answer questions.

**Guidelines for authors**

All proposals for presentation should be in two parts for abstracts only, and three parts for fully refereed papers:

## Cover sheet

For the cover sheet format, go to [Guidelines for the Title Page for Abstracts and Refereed Papers](#).

**Part A** should include:

- Sub-theme title (the program committee reserves the right to allocate presentations to appropriate sub-themes)
- Presentation title
- Author(s)' name, title, position, institution, contact details for principal author (postal address, telephone, facsimile number, e-mail address)
- Author(s)' biography (75 words maximum)

## Abstract

For the abstract format, go to Part B [Guidelines for Abstracts](#).

**Part B** should include

- Presentation title
- Preferred format of the presentation (paper, workshop or poster)
- Intended audience
- Three key words that identify the main theme of the presentation
- An abstract of 250-300 words
  - \*For a paper presentation the abstract should summarize the intention, content and main conclusions of the presentation
  - \*The abstract should include the objectives/intended outcomes of the presentation
  - \*For workshops provide an outline of the workshop and include an introduction and theoretical component (not more than 20 minutes allocated) and participant activities. Specify the intended learning outcomes or skills acquisition for participants

## Paper for peer review

If you wish, you may submit a completed paper, in addition to the proposal, for peer review and possible inclusion in the web-based conference publication. All submissions should be in English. All refereed papers will be available online on the conference website prior to the conference. For the paper format for peer review, go to [Guidelines for refereed papers submitted to ALARPM for web-based publication](#).

If you submit a **paper for peer review**, an additional **Part C** should be included:

(Note: the author's name(s) must not appear in the paper.)

- Paper title
- Abstract (250-300 words, a repetition of the abstract in Part B)
- Paper: 3000-5000 words (including references)

## Poster abstracts and guidelines

Abstracts should also be submitted for **Posters**, but the final poster should be size A1 (841mm x 594mm), laminated, 150 point font for the main heading, 80 point for sub-headings, and 45 point for the remainder of the text. As posters should be visually attractive (use diagrams, figures etc.), limited text should be used.

## Submission of abstracts and papers

Presentation proposals and papers must be submitted electronically preferably as attachments in Microsoft Word.

Please submit all proposals and full papers to [Erasmus.AS@tng.ac.za](mailto:Erasmus.AS@tng.ac.za) with **Submission** in the subject line. All presentation proposals (abstracts) must be submitted by **14 February 2003**, and full papers must be submitted by **1 June 2003**. Presenters must register by **31 July 2003** or their presentation will be removed from the programme.

## Technology requirements

On acceptance of your abstract, you will be contacted by e-mail to indicate your technology requirements, such as data projectors, computers, overhead projectors and flip charts.

## Critical dates

Final date for submission of abstracts	February 14, 2003
Final date for submission of paper for peer review	June 1, 2003
Notification of acceptance of abstract	March 30, 2003
Notification of acceptance of paper for peer review	July 15, 2003
Deadline for early bird registration	April 30, 2003
Deadline for on-time registrations	July 31, 2003
Deadline for registration of presenters	July 31, 2003
Final date for registration refund applications	July 31, 2003