

CDIO Program Track Policy

The Conference includes multiple tracks representing different types of contributions:

Advances in CDIO: These contributions provide an advance to the state of the art in CDIO based education. They meet the expectations for original scholarly publication, including adequate review of relevant literature, a hypothesis, results of simulations or measurements, analysis, and conclusions. They may address any area of CDIO, including scholarly examinations of CDIO implementation. A full paper is required and will be expected to meet those standards by the referees. The paper and any supporting materials submitted by the final manuscript deadline will appear in the conference proceedings and be archived on the cdio.org website.

CDIO Implementation: These contributions describe a particular implementation of CDIO principles in a practical setting. They may describe experience with a course or project, an instruction method, or introduce new CDIO central materials (e.g. revised syllabus, self evaluation rubrics, etc.). They may also be case studies of the program level implementation experience at a particular institution. These contributions must be examples of good practice (or critical examinations of where it was lacking) and be of general interest to participants from other CDIO institutions. A full paper is required and will be expected to meet these standards by the referees. The paper and any supporting materials submitted by the final manuscript deadline will appear in the conference proceedings and be archived on the cdio.org website.

CDIO Projects in Progress: These contributions describe **current activities and initial results**, or ongoing faculty development projects (e.g. introductory or skill development workshops) and allow an opportunity to share with other conference attendees and benefit from timely input. This track includes traditional conference presentations as well as discussions and skill development that would typically take place in a **roundtable** or **workshop** format. They must be relevant to CDIO and clearly expressed. An abstract is required and will be selected for presentation by the program committee. The deadline for Project in Progress abstracts will be much later, although submission as early as possible is preferred. A short contribution (see template for details) is required. The short contribution and any supporting materials submitted by the final manuscript deadline will appear in the conference proceedings.

Several presentation types will be available:

Keynote Presentations: These presentations will be longer duration and will be available to the entire conference audience with no conflicts. They will be reserved for invited speakers and contributions judged to be of significant importance to all CDIO Collaborators.

Poster Presentations: These presentations will provide a short 'teaser' opportunity for each poster author and will be available to the entire conference with **no conflicts**. Immediately following the teaser session posters provided by the authors will be on display in a central area where authors can discuss the work with interested attendees. This session will also be

scheduled with **no conflicts** and food and drink will be provided in the poster display space. Poster presentations will be scheduled early in the conference to facilitate further interaction.

Podium Presentations: These presentations will follow a traditional conference format of multiple, parallel tracks with short slide presentations followed by Q&A. The number of tracks and potential conflict with workshops, etc. will limit the size of the audience. These parallel tracks may also include some **Reprise Sessions** in which past authors will be invited to repeat especially valuable presentations from previous conferences.

Workshop Presentations: Interactive working session on a specific topic with activities that engage participants proposed by a workshop facilitator. A short contribution will outline the objectives for skills development and any requirements for prior knowledge of the topic or skills.

Roundtable Discussions: Informal discussion of a topic proposed by a roundtable facilitator. A short contribution will provide the background and discussion questions. A follow-up summary report is required for the conference site.

Contributions will be matched to presentation type by the program committee with consideration of the author's preference and the nature of the contribution. Scheduling preference will be given to full paper contributions. In most cases full papers will get the podium or keynote presentations while projects in progress will be presented as posters, workshops, or roundtables, as appropriate.

License for intellectual property:

The final submission PDF must follow the formatting requirements detailed in the template on the conference website and must include a Creative Commons License to allow it to be included in the proceedings and/or archived on the CDIO web site.

CDIO Program Deadline Policy: Briefly, No Extensions

There are three important deadlines for full papers: **submission of abstracts**, first submission of **manuscripts for review**, and **final submission of manuscripts** and supporting materials. They have been set in order to accommodate the review process schedule, which would be disrupted by later submissions.

For all deadlines, the **submission system will remain open for up to 24 hours** after the exact deadline to allow authors at least a few hours to overcome any last minute technical hurdles. The committee will assist authors who have had technical difficulties and have shown a clear, good faith effort to meet the deadlines.

For each deadline, **at least one general email reminder** will be sent to the contact author of each affected submission. The first reminder will be sent at least one week in advance of the deadline. The committee will not chase individual authors for submissions, nor will individual extensions be granted beyond the level of hours necessary to overcome technical problems.

Abstracts submitted after the deadline will not be considered for presentation as full papers at the conference.

Abstracts accepted for potential Paper presentation will be **withdrawn** from consideration for presentation if a manuscript suitable for review is **not received by the first submission deadline**. Authors are encouraged to submit manuscripts on time, even if the result is not fully polished, as there will be an opportunity for revisions following the review process.

Papers will be **withdrawn** from consideration for presentation if a manuscript suitable for publication is **not received by the final deadline**. (Revised manuscripts are not required, but are still encouraged, if the paper was judged suitable for publication as submitted in the first round of reviews.)

Supporting materials for posters, roundtables and workshops will not be included on the flash drive distributed at the conference unless they are **received by the final submission deadline**.

If a deadline is to be extended due to unforeseen circumstances, the extension will be communicated as broadly as possible at least one week in advance of the published deadline to allow all authors the benefit of the extension. There will be **no automatic extension of deadlines**.

Authors whose papers are withdrawn for missing deadlines are still encouraged to participate in the other, unrefereed aspects of the conference, and may contact the Conference Chair to facilitate that participation.

At the discretion of the Conference Program Committee, deadline extensions may be granted to members of CDIO Council and the Conference Planning Committee to allow them to focus on CDIO and Conference business around these crucial times.

CDIO Electronic Communications Policy

The Conference Committee has no control over the cdio.org web site, beyond requesting a notice of the Conference be posted.

The Conference web site will contain only material directly related to the conference and any organizationally affiliated events (e.g. the Gordon Post-CDIO Leadership Workshop the day after the conference in Cambridge). It will not include notices of other conferences or links to other sites except those of the conference sponsors.

When bios of invited speakers and similar items are posted, they may contain text links to their home pages, relevant books they have contributed to, etc.

The Conference submission and promotion system may be used to promote other events that are geographically relevant (e.g. CEEA in Montreal a week after CDIO in Cambridge), but only as a postscript to emails being sent for other conference purposes.

The Conference Committee will send as little mass email as possible, consistent with keeping people adequately informed about the CDIO Conference.

CDIO Photography and Recording Policy

The Conference will be considered a public space for purposes of recordings of sound, video and photographs. Images and recordings from the conference may be used to report on and promote positive aspects of CDIO activities. By registering for the conference, you consent to such use of your image. Contact the organizers if you have special concerns or requirements related to personal safety.

Program Sessions and Chairs

Contributions will be assigned to sessions based on subject matter and author's preferred presentation format.

Where space and time are limited for Workshops and Roundtables, preference will be given to contributions that show clear evidence that they fit the format by identifying questions for discussion (Roundtables) or activities and learning outcomes for participants (Workshops), and to those that have been successful in previous offerings.

Chairs for each podium and poster session will be identified by the Program Committee. Where the Chair is also an author in the session, the Chair will normally present last in the session. Workshop and Roundtable authors will act as chair for their own sessions.