

## 60th Annual Conference of the DGSMP "Participation and Co-Creation"

### Call for Contributions

Dear contributors and interested parties,

We warmly invite you to present your work at the DGSMP Annual Conference.

Submissions can be made via the following link: <https://access.online-registry.net/dgsmp2025/>.

There, you can also assign your abstract to a specific theme and subtheme.

- **Submission deadline:** March 31, 2025
- **Notification of acceptance:** End of May 2025

### PLEASE NOTE THE FOLLOWING GENERAL SUBMISSION GUIDELINES:

- Abstracts for presentations, posters, symposia, workshops, and pre-conference workshops can be submitted.
- The abstract text (excluding title/authors/institutions) must not exceed 500 words. The title should not exceed 250 characters (including spaces).
- Abstracts are accepted in German and English. When submitting, you will be asked whether you could also present your contribution in English.
- Images, graphics, and tables are not allowed.
- A maximum of five references may be provided.
- Abstracts must be submitted online exclusively via the conference homepage from **February 15, 2025, to March 31, 2025, at 11:59 PM**.
- By submitting, you take responsibility for the accuracy of the submitted data.
- The inclusion of a contribution in the conference program requires a **paid registration of the presenting person** for the conference.

Different information is required depending on the type of contribution. Details can be found below.

## Submission Information for Presentations and Posters

### General Information

Scientific presentations can take the form of an **oral presentation** or a **poster presentation**. Presentations and posters will be assigned to thematic sessions and are generally discussed individually.

- Please indicate your preferred presentation type (oral or poster).
- The program committee reserves the right to decide on the acceptance of a contribution and the final presentation format.

### Guidelines for Abstract Submission (Oral or Poster Presentation)

1. Register on the platform or log in with your existing username and password.
2. Click on **Start – Submit Contribution**.
3. Select theme and subtheme.
4. Indicate whether you prefer an oral presentation or a poster.
5. **Presentation language:**
  - Select the language of your contribution.
  - English-language sessions are planned. If you submit in German, please indicate whether you would be willing to present in English.
6. **Title:**
  - Provide a meaningful title (max. 250 characters, including spaces).
7. **Abstract Content:**
  - Structure your abstract as follows: Introduction – Methods – Results – Conclusion.
  - Do not exceed 500 words.
  - No images, graphics, or tables are allowed.
8. **Authors:**
  - Click **Save Data** and proceed to the next step to enter author details.
  - Provide title, first and last names, email addresses, institutions, addresses, and ORCID (if available).
  - Specify roles (presenter, main author, co-authors).
9. **Review Criteria:**
  - Key criteria include relevance and timeliness of the topic, quality and appropriateness of the methodology, clarity of results, and strength of conclusions.

## Submission Information for a Symposium

### General Information

A symposium allows for thematic discussion from multiple perspectives.

- The symposium begins with a short introduction by the chairperson (usually the person submitting the symposium).
- This is followed by two to five related contributions on the topic.
- Discussion time is allocated at the end for interaction between presenters and participants.
- Symposium abstracts and individual abstracts can be submitted in German or English.
- The symposium chairperson and all authors of accepted symposium contributions will be listed in the digital abstract book.
- Symposia generally last 90 minutes.

### Submission Guidelines

1. Register on the platform or log in with your existing username and password.
2. Click on **Start – Submit Contribution**.
  - For symposia, all abstracts must be submitted by **one person**.
3. Select theme and subtheme.
4. Choose **Symposium** as the contribution type.
  - If you are submitting a new outline abstract, select **New Symposium Outline Contribution**.
  - If submitting an individual abstract, select the previously uploaded **Symposium Outline** as a reference.
5. **Language:**
  - Choose the symposium language.
  - Even if submitting in German, indicate whether all presenters would be willing to present in English.
6. **Title:**
  - Provide a meaningful title (max. 250 characters, including spaces).
7. **Abstract Content:**
  - Describe the rationale and objectives of the symposium.
  - Explain the content, ensuring the symposium outline abstract does not exceed 500 words.
  - Mention any associated society, network, or working group if applicable.
  - No images, graphics, or tables are allowed.
8. **Authors:**
  - Click **Save Data** and proceed to the next step to enter author details.
  - Enter chairperson details for the outline abstract.
  - For individual abstracts, provide presenter details (title, names, email, institution, ORCID if available). Start with entering the email of any new author.
9. **Review Criteria:**
  - Considerations include relevance, coherence of individual contributions, and inclusion of diverse perspectives.

## Submission Information for a Workshop

### General Information

A workshop should be interactive, encouraging active participation and discussion.

- Workshops can be held in German or English.
- No additional individual abstracts are required for workshop contributions.
- Workshop organisers are listed in the digital abstract book.
- Workshops typically last 90 minutes.

### Submission Guidelines

1. Assign the workshop to a theme and subtheme.
2. **Language:**
  - Choose the language of the workshop.
  - Indicate whether you are willing to present in English.
3. **Title:**
  - Provide a meaningful title (max. 250 characters, including spaces).
4. **Abstract Content:**
  - Describe the content and didactic concept (max. 500 words).
  - Outline objectives, schedule, teaching and learning activities, and participant engagement methods.
  - Mention any affiliated organisations or networks if applicable.
  - No images, graphics, or tables are allowed.
5. **Organisers:**
  - Click **Save Data** and proceed to the next step to enter author details.
  - Enter title, names, email addresses, institutions, addresses, ORCID (if available).
  - No limit on the number of organisers.
6. **Review Criteria:**
  - Evaluations consider topic relevance, clarity of learning objectives, participant engagement, interaction methods, and overall workshop structure.

## Submission Information for a Pre-Conference Workshop

### General Information

Pre-conference workshops can be submitted via the online portal.

- No review process is required.
- These workshops take place on **September 17, 2025, from 9:00 AM – 12:30 PM** before the main conference begins.

### Submission Guidelines

1. **Title:**
  - Provide a meaningful title (max. 250 characters, including spaces).
2. **Abstract Content:**
  - Describe the topic and content of the workshop.
  - Include:
    - Organising institution or project group
    - Expected number of participants
    - Event schedule
    - Technical or venue requirements
3. **Organisers:**
  - Click **Save Data** and proceed to the next step to enter author details.
  - Provide names, emails, institutions, addresses, and ORCID (if available).
  - No limit on the number of organisers.
4. **Additional Information:**
  - A fixed fee (usually €5,000 – €10,000) is required, supporting larger participant groups and helping fund the conference.