

# NORDMEDIA 2019

## The conference organization

NordMedia is organized by the national media and communication associations in cooperation with Nordicom. Planning for the next NordMedia starts immediately after the last one is finished. The organizers meet online a few times every semester, and during the period between conferences, the committee meets once in the city where the next NordMedia will be held.

Suggestions and ideas for the conference can be sent to Nordicom and will be forwarded to the organizing committee.

About a year before a conference is to be held, a local organizing committee is created. It is the local committee that will make contact with chairs, co-chairs and participants, but throughout the planning process online meetings with the Nordic committee continue.

Everyone participating in the conference pays the full fee – no discounts are given.

## Some important dates

*The year before the conference:*

September:	Call for proposals for TWGs (temporary working groups)
December:	Call for abstracts

*The same year as the conference is held:*

February:	Deadline for abstracts
March:	Decisions regarding abstract acceptance
April:	Open for early bird registration
May:	Early bird registration ends
June:	Last chance for cancellation without paying the fee
	Deadline for papers
August:	Conference

## About the divisions and temporary working groups

NordMedia has ten divisions and between five and ten temporary working groups (TWGs) at every conference. A TWG can become a division when it has been running for a few conferences and is functioning well. Both divisions and TWGs can be closed if they are not functional. Around one year before a conference is held, it is possible to submit proposals for new TWGs. The organizing committee makes decisions about divisions and TWGs.

## The chairs for divisions and TWGs

All divisions and TWGs have one chair and one or two co-chairs. It is desirable that at least one of these persons is a senior scholar. A presidency period normally lasts for three conferences (six years). The nomination process for new chair or co-chair should be conducted by someone in the division or TWG who is not a chair or co-chair, after the sessions are finished at the conference where the chair or co-chair steps off. The election should be scheduled beforehand.

## Golden rules for the sessions

- One of the most important tasks for a chair is time keeping. Please be careful with this!
- It is desirable that every paper is given 30 minutes: 10 to 15 minutes for presentation, then time for comments and discussion.
- It is possible to have parallel sessions in order to achieve the time goal for each paper.
- All authors should be requested to upload their papers in time for the conference.
- Every paper should have a designated discussant who has read the paper carefully before the conference.
- All presenters are requested to have their presentations on a USB stick.
- All groups are requested to have an internal business meeting with an oral evaluation before the business meetings where only chairs or co-chairs are represented at the end of the conference. This internal business meeting should be scheduled.

## Golden rules for authors

- Be careful when writing abstracts – it is important for selection, scheduling and documentation.
- Please do not change a paper's title after the abstract is submitted. Explain, if necessary, if the paper has changed direction.
- It is possible to submit either a full paper or an extended abstract.
- In order to receive fruitful comments, it might be a good idea to write in the paper what kinds of issues the authors want to discuss and where the authors stand in the writing process. Is it an outline for a project, or an article that should be submitted to a journal?

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# NORDICOM

Nordic Information Centre for Media and Communication Research