

SECOND BERLIN FORUM INNOVATION IN GOVERNANCE

Guidelines on how to prepare your contribution

Here are a few guidelines and criteria to assist you in preparation for your contribution to the Second Berlin Forum Innovation in Governance

Paper presenters

- Your paper or extended abstract should be at least 2,000 words, but no longer than 8,000 words in length. Please format your text in line with standard academic requirements:
 - Font type: Arial or Times New Roman; Font size: 12 pt
 - Line spacing: 1.5
 - Margins: 2.5 cm
- Your paper or extended abstract may also be a “work in progress”, i.e. if parts of your paper only appear in note form, this is also OK – it is better to send a preliminary version than no written material at all!
- Please include your name, affiliation and contact details on the paper.
- Please send your paper or extended abstract to crowe@ztg.tu-berlin.de by **Friday 29 April 2011**.
- Each paper “slot” at the Forum itself has been allocated 40 minutes. Your allotted presentation time will therefore be **20 minutes**. Please bear this in mind when preparing your presentation, as in the interests of promoting good discussion, we will be strict. The rest of your slot will be allocated to discussion (short response by paper discussant and open plenary discussion).
- Powerpoint presentations are welcomed. A laptop and projector will be available. Please send a copy of your presentation to crowe@ztg.tu-berlin.de by **Monday 16 May 2010**.

Poster presenters

- We will provide partitions on which you can mount your poster. We would prefer your poster to have the following dimensions (please no larger):
 - European size A0 (841mm x 1189mm; ~ 33.1" x 46.8")
 - Orientation: portrait
- Your contribution at the Forum consists of two parts:
 - Flashlight: you will have **two minutes** to announce in the plenary a) the topic/case that your poster presents and b) answer the question “Where, by whom and how is governance knowledge produced in your case and how does it take effect in political practice?” The order of presentation will be according to your place on the programme.
 - Poster session: we ask you to stay close to your poster for questions and comments
- All poster presenters are warmly invited to attend the paper sessions on Friday 20 May.
- Please note that we cannot cover any costs incurred in the preparation of your poster. It is also your responsibility to transport your poster to Berlin.

Discussants

- We have already provisionally assigned you as discussant to a specific paper. Full details can be found in the preliminary programme.
- When the paper presentation is finished, you will be asked, in your capacity as discussant, to comment on the paper.
- Please restrict the length of your comment to **five minutes (absolute maximum)**. Your comment should highlight between one and three key points from the paper presentation which you think should be discussed further with a view to gauging the conceptual repertoire available for studying the emergence and development of new forms of governance.
- Full papers/extended abstracts will be circulated as soon as possible after Friday 29 April to provide you with enough time to prepare your contribution.