

Annual Report of EADMT Conference Working Group 14th September 2022

Members of the Conference Working Group:

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Starting Point:

During the last 2021 call for participation in Berlin Conference was organized and announced. During the last online GA 2021, we were in the process to organize the whole list of reviewers.

Work done by the group:

The Conference Group has carried out three on-line meetings (via zoom) and numerous e-mails, also with the board and the coordinator of the research committee. We would like to thank both the board and Imke and Nicole as representatives of the local organization. All the tasks have been related with the organization of the Berlin Conference.

During this time the next actions and documents were carried out:

- Configuration of some functionalities of easychair platform for organizing reviewing process.
- List of possible reviewers was finished.
- Invitations to reviewers for participating were sent. Double blind revision was made.
- After finishing the reviewing process, a program draft was prepared by Julia Morozova and Rosa María Rodríguez.
- Sending mailing to contributors asking questions and confirmation of attendance. Revision with the local organizing committee of attendance confirmations and payments.
- Some successive versions of the program were made according changes in attendance, themes, etc.
- Keynote speakers (in collaboration with the board) were chosen and invitations sent.
- Zoom meetings with keynote speakers to prepare themes and speeches (carried out by Julia Morozova and Rosa María Rodríguez).

- Chair persons were invited to moderate sessions
- Mailing to contributors with last details about length of communications and facilities.