

# CiCe Summer School 2014: Research Student Proposal Guidelines

On the CiCe website you will find a link to a web-based research student summer school proposal form. When you follow the link to the form you will open a proposal form in the format of a survey. Please enter the information required on each page of the form and click 'Next' to advance to the next section. When you open the form you will see the following:

**CiCe Research Student Summer School Proposal Form** Exit this survey

### 1. CiCe Research Student Summer School Proposal Form

This form should be used to submit a proposal for the RESEARCH STUDENT SUMMER SCHOOL only.

If you want to submit a proposal for the main conference you will need to use the appropriate proposal form. Please see the link to the forms on the CiCe website <http://cice.londonmet.ac.uk/>

Next

You will need to provide your name and contact details. Please ensure that your email address is entered correctly as all conference correspondence will be distributed by email:

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### 2. Name and contact details

**Please enter your name and contact details into the boxes below. The email address you enter will be used for all conference correspondence so please ensure that this is entered correctly.**

First name:

Surname/family name:

Address:

Address 2:

City/Town:

Postal Code:

Country:

Email Address:

Phone Number:

**The name of your University or Organisation**

Previous Next

You will then be asked to enter the title of your proposal and a letter of motivation stating why you want to attend the Research Student Summer School.

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#### 4. Motivation Letter

Please write a motivation letter stating why you want to attend the Summer School and how you think it will support your research.

**Please enter your motivation letter in the box below:**

In the following page you will be asked to submit your abstract using the guidelines given on the form. The abstract should describe your proposal, telling your audience what it is about. Please write in full sentences not bullet points. Your abstract should be no more than 750 words.

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#### 5. Proposal abstract

Your abstract should include:

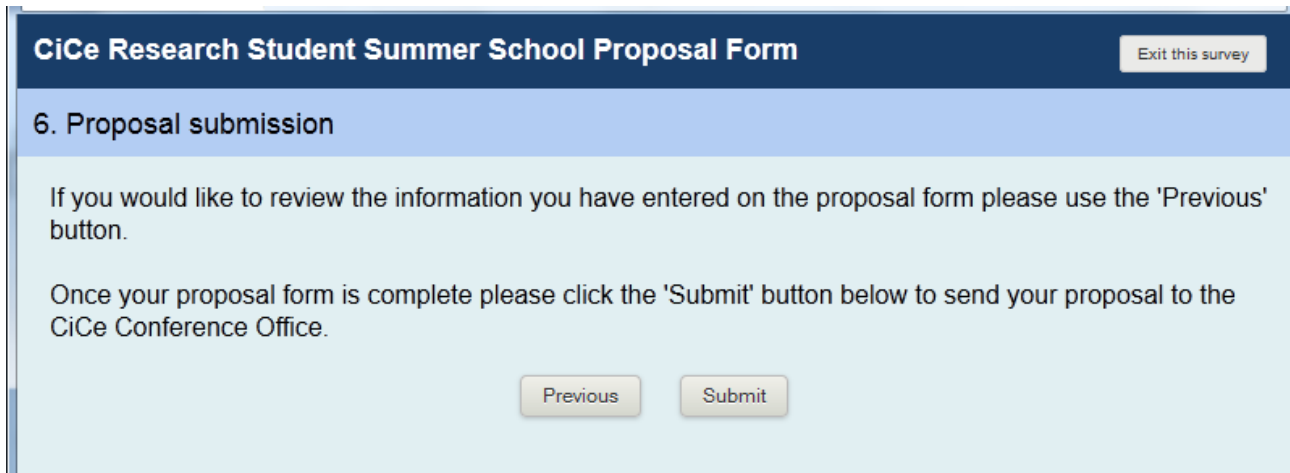
Title of the paper, the author and the affiliation

Summary of the project: what you have set out to do, how you have done it, the key findings and results. This consists of the following:

- an Introduction: clear statement of the problem that you are addressing, and a short theoretical background. These should then lead to declarations of project aims and objectives
- Methodology: participants of the study (if applicable), the basis of the technique that you are using or the procedure that you have adopted in your study
- a Results section: show illustrative examples of the main results of the work
- a Conclusion section, listing the main findings of your investigation, and
- Further Work: recommendations and thoughts about how the work could be progressed; other tests that could be applied, etc

**Please enter your abstract in the box below (750 words maximum):**

You will then be taken to the final page of the form where you have an opportunity to review the information you have entered by using the 'Previous' button. When you are happy with your proposal please click the '**Submit**' button to send it to the CiCe Conference office.



The screenshot shows a web form titled "CiCe Research Student Summer School Proposal Form". In the top right corner, there is a button labeled "Exit this survey". The main heading of the page is "6. Proposal submission". Below this heading, there are two paragraphs of text. The first paragraph says: "If you would like to review the information you have entered on the proposal form please use the 'Previous' button." The second paragraph says: "Once your proposal form is complete please click the 'Submit' button below to send your proposal to the CiCe Conference Office." At the bottom of the page, there are two buttons: "Previous" on the left and "Submit" on the right.

**CiCe Research Student Summer School Proposal Form** Exit this survey

### 6. Proposal submission

If you would like to review the information you have entered on the proposal form please use the 'Previous' button.

Once your proposal form is complete please click the 'Submit' button below to send your proposal to the CiCe Conference Office.

Previous Submit