

Abstract Submission Guidelines

Abstract submissions are welcome for ARMA 2026. We are inviting submissions for parallel presentations and poster presentations for the ARMA Annual Conference to be held on 16-18 June 2026 in the historic city of Harrogate. The guidelines below cover everything you need to know – please ensure you read carefully before clicking a button to submit.

Key Dates

- Abstract Submission Opens: 30th September 2025
- Abstract Submission Deadline: 28th November 2025
- Notification of Review Outcome: 30th January 2026
- Deadline for accepted presenters to register to confirm attendance: 20th February 2026

Themes

We welcome abstracts which relate to one of the following conference themes, as well as other topical areas in research management. Learn more about what you can cover (but not limited to!) under the following conference themes by clicking each one below:

Artificial Intelligence (AI)

- **Using AI in research management:** Automating administrative tasks and improving resource allocation.
- **AI in grant writing and assessment:** Enhancing efficiency and accuracy in funding applications.
- **Ethical considerations of AI:** Addressing the ethical implications of AI in research management.
- **AI's role in research funding operations:** Exploring AI's potential in funding and operational processes.
- **Practical uses of AI:** Implementing AI tools to streamline research management tasks.

Governance and Ethics, including Trusted Research and RRI (Responsible Research Innovation)

- **Responsible research innovation:** Vigilance to social, environmental, ethical and regulatory challenges.
- **Safeguarding in international research:** Ensuring ethical practices in cross-border collaborations.
- **Trusted Research, security and due diligence:** Navigating legal, ethical and compliance challenges in international research
- **Governance and research ethics:** Integrating ethical considerations and practices into research.

Strategic Thinking, Change Management, Adaptation and Efficiency

- **Developing research and innovation strategies:** Navigating financial constraints while fostering innovation.
- **Navigating change:** Adapting to evolving external environment using change management and process improvements.
- **Improving efficiency and financial sustainability:** Managing resources effectively and integrating efficient practices to support long-term goals.
- **Future challenges for research management professionals:** Using ARMA, wider resources and networks for horizon scanning and addressing sectoral changes and the evolving research landscape
- **Role of research management professionals in sectoral consultations:** Engaging with stakeholders to shape research policies.

Research Impact

- **Cultivating an impact culture:** Developing strategies to embed impact within research practices.
- **Evaluating impact:** Implementing robust methods for assessing the impact of research.
- **Engagement with public, policy, and industry:** Strengthening connections with policymakers, communities and industry stakeholders to ensure research addresses real world problems.
- **Impact training and development strategies:** Supporting impact training for academics and impact professionals.

Interdisciplinary Innovation: From Funding to Delivery

- **Research Development and Delivery:** Fostering Inclusive and Collaborative Research Practices
- **Global Engagement & Equitable Partnerships:** Rebuilding European ties (Horizon Europe) and fostering fair collaborations with the Global South and other regions, while navigating geopolitical challenges.
- **Interdisciplinary Innovation:** Creating collaborative spaces and new ways of working across disciplines to drive research excellence.
- **Funder Priorities & Internal Research Support:** Aligning with funder strategies and managing internal schemes, including peer review processes.
- **Enabling Complex Projects:** Recognising the pivotal role of project managers in the development, growth, and delivery of large-scale research initiatives.
- **Embedding EDI in Research:** Integrating equity, diversity, and inclusion principles into all aspects of research development and delivery.

Post-Award Management

- **Effective project management for post-award roles:** Utilising tools and strategies for successful project execution.
- **Financial management and reporting:** Ensuring compliance and transparency in grant and financial management practices.
- **Working across professional support functions:** Collaborating with legal, HR, finance departments and auditors (internal and external).
- **Utilising research management systems:** Leveraging digital tools for efficiency.
- **Adapting to changing regulations:** Staying compliant with evolving policies and standards.
- **Research data management:** Developing and implementing data management plans, applying FAIR principles, and ensuring secure data storage, sharing and preservation.
- **Open research practices:** Implementing open access publishing strategies, ensuring compliance with funder mandates, and promoting transparency in research processes.

Research Culture

- **Developing a supportive research culture:** Addressing challenges, identifying opportunities and sharing best practices.
- **Role of research management professionals in shaping culture:** Highlighting the influence of research management professionals on research culture.
- **Enhancing research career pathways:** Creating supportive environments for career development.
- **Embedding EDI in research culture:** Promoting equality, diversity and inclusion within research environments.
- **Concordats and their role:** Understanding the significance of concordats in shaping research culture.

Professional Development of Research Management Professionals

- **Career development opportunities:** Providing pathways for professional growth within the research management community.
- **Establishing research management as a recognised profession:** Advocating for the formal recognition of research management.
- **Addressing workload and wellbeing:** Promoting mental health and work-life balance for research management professionals.
- **Building networks and sharing best practices:** Fostering collaboration and knowledge exchange among research management professionals.

Research Excellence Framework (REF)

- **Preparing for REF2029 and beyond:** Navigating the changing timeline and guidance from the REF Team
- **People, culture and environment:** Focusing on environment and culture indicators for the next REF cycle.
- **Impact and engagement:** REF2029 preparations, impact case study development and review strategies
- **Contribution to knowledge and understanding:** Managing changes to REF guidance, HESA data usage, and output non-portability. Adoption of DORA and CoARA, and responding to the metric tide.
- **REF2029 and Open Research:** Navigating preparations for the REF.
- **Hidden REF:** Looking beyond traditional metrics to reward everyone who is vital to research.

Other

Or you may have your own ideas! We welcome submissions that address specific areas not covered by the range of conference themes. Whether it explores a new theme or other aspects of the predefined themes, we want to hear from you.

Presentation Type

An abstract can be submitted for presentation at the Conference in several formats to focus on one of the key strands outlines below. The formats that will be considered include:

Interactive Workshop - Short

Timing: Short workshops should be 30 minutes in duration.

Description: Interactive workshops are spaces where delegates can learn from each other. The format should focus on providing some introductory information to the topic, with the majority of each session dedicated to peer learning. Session types might include group discussions, group exercises, table teams (turning interactive exercises into a competition within the session), campfire sessions (where a facilitator introduces a topic and drives the discussion but the content is developed through discussion), or other approaches to peer learning.*

Number of presenters: Min1 - Max 3

Presentation (Short / Medium)

Description: Presentations may be grouped in a short or long session and will include time for discussion and questions.

Short Presentation

Timing: Short presentations are concise talks lasting 15 minutes.

Number of presenters: Min1 - Max 2

Medium Presentation

Timing: Medium presentations are concise talks lasting 30 minutes

Number of presenters: Min1 - Max 3

Panel Discussion

Timing: Panel discussions should be 60-75 minutes in duration.

Description: Panel discussions are designed to provide different points of view on a particular topic. They should include up to four participants, each of which should be given time to present their views. Time should be available for session attendees to discuss the issues in detail.

Suggestions for panel discussions must include details of the full panel, and the breadth of perspectives being explored. We will not be matching individuals to create panels.

Number of presenters: Min 2 - Max 4

Poster

Timing: N/A

Description: If selected, you will be asked to produce a poster for display at the conference. You will be required to also create a short accompanying video presentation and link to this on their poster from a QR code.

Your poster and video will be on display in our On-Demand content library for delegates to view at any time after the conference.

Number of presenters: Min 1 - Max 2

Other

Timing: This session should be no more than 75 minutes in duration.

Description: Please ensure you include a description of your format during the submission process.

Presentations may be grouped depending on duration and/or similar subject matter.

Number of presenters: Min 2 - Max 4

* The session should not only be for gathering information.

Set up

ARMA 2026 will feature two rooms arranged in cabaret style, with the remaining six rooms set up theatre style. When submitting your abstract, please take these room configurations into account, as the level of interactivity may need to be adapted accordingly.

If your session requires a cabaret-style setup to support a highly interactive format, **you must clearly outline this need in your submission**. Priority for cabaret rooms will be given to sessions that demonstrate a strong case for interactivity.

To support engagement in both room formats, we encourage the use of tools such as Mentimeter, Slido, and the event app.

Although we welcome submissions presented in the format above, other types of presentations will be considered by the Conference Working Group.

At the review stage, the Conference Working Group may invite presenters to change the suggested presentation type to create a more cohesive conference programme. For example, a presenter suggesting an interactive workshop might be invited to be part of a panel discussion instead. Presenters will be given time to decide if they would like to accept this invitation.

The Submission Process

During the submission process you will be asked to submit your abstract for your proposed poster/parallel sessions under one of the nine themes.

Overview of abstract portal actions:



Register & Create Account

First-time users must register on the online abstract submission system



Enter title & presentation type

Title -Max 15 words. Creative titles encouraged.

Type- indicate whether your session will be a panel discussion, short/medium presentation, interactive workshop (short/long) or other



Choose a theme

Select one of 9 themes (or other) for your poster or session. Select set up – cabaret/theatre/either.



Presenter/co-presenter details.

Contact info, biography (max 100 words) and high-res headshot.



Abstract submission

Max 200 words. Describe goals, background and delegate benefits.



Additional Information

Key words, target audience, set up, presentation focus etc.



Review and submit

Review your full abstract draft information and then submit.

Detailed Abstract Submission Requirements

The abstract submission and review process for ARMA's annual conference 2026 will be through an online abstract submission system. As a first-time user, you must register and create an account before being directed to the submission portal.

You will be asked to input information under the following sections:

- **Title (word limit: 15).** The title should allude to the content of your poster/session content, but you can be as creative as you wish!
- **Theme.** Select one of the 9 themes (or other) to submit your abstract under.
- **Set up – cabaret/theatre/either**
- **Presenter Details.** You will need to provide your contact details, biography, and a profile image. Biographies should be max 100 words in paragraph format and written in third person reverse chronological order. Profile images should be a high-resolution, head-and-shoulders shot. The first presenter will act as the main contact for this abstract and will be listed as the main presenter*.
- **Name, organisation and job title, and biography (100 words max.) of co-presenter(s).**
- **Abstract (word limit: 200).** Enter your abstract of your poster presentation/session content. Explain what you are trying to achieve with your content, any background research or practice it is based on and what benefits the delegates will get from attending.
- **Presentation Type.** Please indicate whether your session will be a panel discussion, short/medium presentation, interactive workshop (short) or other.
- **Presentation Plan (word limit: 200).** Describe what your talk will look like, how you will present the information, run the session, and take EDI considerations into account (see '[Illustrate a commitment to EDI in your submission](#)' for guidance on this).
- **Conflict of Interest –** All abstract submitters will be asked if they have any conflicts of interest to declare, these include:
- **Honorariums**
 - Funding received from commercial entities
 - Stock ownership or options in companies related to the research
 - Paid consultancy or advisory roles
 - Dual appointments or affiliations with organizations that may benefit from the research
 - IP (Patents or patent applications related to research/Licensing agreements or royalties)
- **Presenter Approval.** Confirm the submission has been approved by all presenters.

** If your abstract is accepted and confirmed by the main presenter, going forward the conference team will contact all speakers using the details provided in the submission.*

Additional Information

- **Keywords:** Please add 3 to 5 keywords to best describe your submission.
- **Target audience:** Please indicate what the target audience is or the suitable career level for your abstract is.
- **Conflict of interest:** Abstract submitters will be required to declare any conflicts of interest. This information is requested solely for transparency purposes during the abstract review process. Declaring a conflict of interest does not automatically disqualify an abstract from consideration. All submissions will be assessed fairly and on their academic and professional merit. The aim is to ensure an open and unbiased review process while maintaining integrity and trust.
- **Presentation Focus.** Is your session strategic? Is it focused on technical detail? Or is it a broad overview/introduction to a particular topic? Please let us know.

Review Criteria for Abstract Submissions

Abstracts are reviewed by a set of ARMA members, who will be allocated a series of submissions to review and assess.

The review criteria will be:

- Relevance to the conference themes: The abstract links clearly with one or more of the conference themes and is interesting
- Engagement of the audience: The presentation plan clearly sets out how audience members will be engaged
- Commitment to EDI: The presentation plan clearly sets out how EDI will be considered (see '[Illustrate your commitment to EDI in your submission](#)' for further guidance).
- Impact of learning: The biographies indicate authors and presenters are appropriately qualified to deliver impactful learning on the proposed topic.
- All conflict-of-interest declarations will be reviewed to ensure the programme content remains unbiased.
- Reviewers will be asked to score under each criterion 1-5 (poor to outstanding) and recommend whether the abstract should be accepted for the programme or rejected. Calls for Posters will primarily involve 'accepting' or 'rejecting'.

What will you need to do if your abstract is selected?

Preparation will vary depending on the presentation type selected, further details will be provided to abstract submitters following their acceptance into the programme.

Parallel Session

If selected, you will deliver your very own session on days 2 or 3 of the conference in Harrogate. The parallel sessions will be scheduled to ensure a balanced programme. Please note, speakers are unable to select their session date/time.

Poster & Poster Presentation

If selected, poster presenters must register to attend conference and display their poster for the full 2 days of conference. We will do our best to ensure you are clear about what is required throughout the process.

Presenters are asked to take note of the following guidelines when producing their poster:

- Maximum poster size is A0 (1189(H) x 841(W) mm; 118.9(H) x 84.1(W) cm; 46.8(H) x 33.1(W)) (portrait orientation)
Please use a large font size on your poster (ideally 24 point or larger)
- Keep text to a minimum and one page
- Ensure any text is in large font
- Use graphs, charts, and/or tables
- Ensure contents have a logical flow
- Make it colorful
- Take EDI considerations into account (see '[Illustrate a commitment to EDI in your submission](#)' for guidance on this)
- Record your video presentation, max 5 minutes, save in MP4 file format (we've produced 'how to record your video' guidelines which we're happy to share – just email armaconference@abbeyuk.com)

Removal and collection of posters at the end of the display period remains the responsibility of the presenter. Posters not removed by the indicated take down time will be removed and disposed of.

Terms and conditions

- The abstract submitted is in English.
- A presenter can submit multiple abstracts, providing each submission is unique.
- The review panel reserves the right to ask presenters to change presentation type to create a more cohesive conference programme.
- Submission grants ARMA the right to publish the text of the abstract along with the names and affiliations, posters, PowerPoint presentations, videos and/or additional documents as requested on the conference website.
- In publishing any conference related content, ARMA shall acknowledge and attribute the co-authors of such content.
- The presenting author confirms that all co-presenters have provided their consent to be listed and participate in the presentation.
- If accepted for a presentation, the presenting author will register and pay the appropriate fee to attend the meeting and give the presentation.
- Agree to the [ARMA EDI guidelines](#)

Anyone can submit an abstract; whether an ARMA member or non-member. Think of your abstract like a sales tool or elevator pitch. It is a brief summary of the content you will produce and an opportunity to demonstrate what you can bring to conference. It provides information for delegates to help them choose which content to view. Importantly, it is also the way the review panel decides which content is included in the programme and which isn't. You can submit an abstract for a Poster & Poster Presentation or Parallel Session. Or do both!

Tell Your Colleagues! Do you have colleagues who are doing interesting work in research management, or from the wider research ecosystem that would be of interest to the research management community, and would make great speakers? Please share the Call for Abstract submissions and encourage them to submit an abstract for consideration. We particularly welcome submissions from presenters/speakers/panels with diverse viewpoints and opinions.

Commitment to EDI in your submission

The Association of Research Managers and Administrators (ARMA) is committed to being an equitable, diverse and inclusive organisation that treats members, employees and directors with dignity and respect ([ARMA EDI Policy](#)). We are dedicated to equity and inclusion across race, gender, age, religion and identity.

We are committed to equality, not only because it is the right thing to do but because we understand the innovative solutions we seek are only possible in diverse environments. We require conference submissions to take equality, diversity and inclusion into account by:

1. Presenting information in diverse formats for those with accessibility issues, including those at different career stages and levels of experience with the topic
2. Asking for and using input from diverse populations
3. Looking at personal behaviour and biases
4. Encouraging new ideas and fresh perspectives
5. Paying attention to representation in your materials
6. Creating a culture of inclusion

For example, panel sessions should feature a cross-section of individuals. Presentations and handouts should be in a format that is legible to a diverse audience (consider using the [PowerPoint Accessibility Checker](#)). Interactive sessions should be clearly advertised as such for neurodiverse colleagues.

Please note: Abstracts that do not provide sufficient detail on how the presentation, panel, or workshop will be inclusive will not be considered for the conference programme.

Adapted from: <https://www.rw-3.com/blog/six-steps-to-creating-inclusive-training>

As part of the abstract submission process, you will be required to confirm that your abstract will be EDI Compliant.

For queries or more information:

If you have any questions, please do get in touch. You can contact the Conference team using the following email addresses:

ARMA Conference team (conference programme and call for abstracts): conference@arma.ac.uk
Abstract submission system and conference Registration: armaconference@abbeyuk.com