



Call for Abstract Submission Guidelines

Abstract submissions are welcome for ARMA 2027. We are inviting submissions for parallel presentations and poster presentations for the ARMA Annual Conference to be held on 14-16 June 2027 in the vibrant city of Birmingham.

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: **29 September 2026**
- Abstract Submission Deadline: **27 November 2026**
- Notification of Review Outcome: **29 January 2027**
- Deadline for accepted presenters to register to confirm attendance: **2 March 2027**

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:

1. 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 and due diligence:** Addressing the ethical implications, governance and due diligence of AI in research management.
- **AI's role in research funding operations:** Exploring AI's potential in funding and operational processes.
- **AI and the future of the profession:** staying relevant, employable and human in research management as AI matures.
- **Practical uses and real-world case studies:** Implementing AI tools to streamline research management tasks, including what has and hasn't worked in practice.

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

- **Responsible research and innovation:** Vigilance to social, environmental, ethical and regulatory challenges. Ensuring sustainability, inclusivity and societal relevance.
- **Principles for responsible international research collaboration:** Ensuring ethical and equitable practices in cross-border collaborations.

- **Trusted Research, security and due diligence:** Navigating legal, ethical and compliance challenges in international research.
- **Research ethics:** Integrating ethical considerations and practices into research.

3. Strategic Thinking, Change Management, Adaptation and Efficiency

- **Developing research and innovation strategies:** Navigating financial constraints while fostering innovation. Using data and evidence to improve strategic decision-making.
- **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.
- **Sector mergers:** What is the future for research organisations (universities, NHS, government departments etc.) in the current sector and what opportunities/difficulties do mergers present.

4. 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.
- **Responsible impact:** Ethical and/or inclusive practices for engagement and evaluation.

5. Research Development and Collaboration

- **Research development and delivery:** Fostering inclusive and collaborative research practices.
- **Global engagement and 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 and internal research support:** Aligning with funder strategies and managing internal schemes, including peer review processes.
- **Embedding EDI in research:** Integrating equity, diversity, and inclusion principles into all aspects of research development and delivery.

6. Post-Award Management

- **Effective project management for post-award roles:** Utilising practical/digital tools, approaches and best practices to monitor progress, manage risk and support successful project execution.
- **Financial management and reporting:** Ensuring compliance and transparency in grant and financial management practices.
- **Managing complex projects and programmes:** Recognising the pivotal role of project managers in the delivery and success of large-scale, multi-partner research projects.
- **Navigating multi-funder relationships:** Designing proportionate governance and decision making frameworks that align institutional, partner and funder requirements, respond to emerging issues or crises, and create opportunities for engagement between funders, research organisations and other key stakeholders.
- **Adapting to changing regulations:** Staying compliant with evolving policies and standards.
- **Working across professional support functions:** Collaborating with legal, HR, finance departments and auditors (internal and external).
- **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.

7. Research Culture

- **Developing a supportive research culture:** Addressing challenges, identifying opportunities and bringing together networks to share best practice.
- **Role of research management professionals in shaping culture:** Highlighting the influence of research management professionals and research enablers on research culture.
- **Enhancing research career pathways:** Creating supportive environments for career development.
- **Embedding EDI in research culture:** Promoting equality, diversity, inclusion and accessibility within research environments.
- **Governance:** Understanding the significance internal governance structures and external benchmarking exercises, such as concordats, have in shaping research culture.

8. 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.
- **The wider impact of research management:** communicating the ways in which research management professionals contribute beyond a single department, institution or sector.
- **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.

9. Research Excellence Framework (REF)

- **Preparing for REF2029 and beyond:** Making the final REF2029 guidance work on the ground and preparing for the latest stages of the cycle.
- **Strategy, People and Research Environment (SPRE):** Focusing on SPRE indicators. Includes challenges of working with data/metrics/indicators and approaches to quantitative and qualitative data.
- **Impact and engagement:** REF2029 preparations, impact case study development and review strategies.
- **Contribution to knowledge and understanding:** Practical steps to prepare for final submission, including data and tools.
- **REF2029 and Open Research:** Navigating preparations for the REF.
- **Diverse outputs:** Looking beyond traditional metrics to reward everyone who is vital to research.
- **The research landscape post-REF2029:** REF as a policy tool, ramifications of REF and the future of research assessment.

10. Other

This section covers any topics not covered in the themes and descriptions above. If you are unsure, please contact the conference team.

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 pre-defined 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:

Type	Timing	Description	Number of Presenters
Interactive workshop: short	Short workshops should be 30 minutes in duration.	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	Min: 1 Max: 3

		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.*	
Short Presentation	Short presentations are concise talks lasting 15 minutes.	Presentations may be grouped in a short or long session and will include time for discussion and questions.	Min: 1 Max: 2
Medium Presentation	Medium presentations are concise talks lasting 30 minutes.	Presentations may be grouped in a short or long session and will include time for discussion and questions.	Min: 1 Max: 3
Panel discussion	Panel discussions should be 60-75 minutes in duration.	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.	Min: 2 Max: 4
Poster presentation	N/A	If selected, you will be asked to produce a poster for display at the conference. You will be required to also create	Min: 1 Max: 2

		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.	
Other	The session should be no more than 75 minutes in duration.	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.	Min: 2 Max: 4

* The session should not only be for gathering information.

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

Set up

ARMA 2027 will feature **three rooms** arranged in **cabaret style**, with the remaining five 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 interactive tools such as Mentimeter, Slido and Padlet.

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. You will then be required to provide information on your abstract submission including title, type of session, preference for room set up, abstract content (including EDI considerations), target audience, keywords and presenters' biographies. *Please note* presenter biographies are not shared with abstract reviewers and do not

form part of the scoring process. If an abstract is shortlisted, presenter biographies are made available to the Conference Working Group during the final review stage to help ensure a balanced programme that reflects a diverse range of speakers and perspectives.

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.

Additional Information

- **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.*

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 organization 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. Our expectation is that conference submissions will take equality, diversity and inclusion into account. As part of the abstract submission process, you will be required to confirm that your abstract will be EDI Compliant.

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, where appropriate.
3. Looking at personal behaviour and biases
4. Encouraging new ideas and fresh perspectives
5. Using inclusive and accessible imagery, language, and examples 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.

Prompts for abstract submitters to consider when submitting their abstract:

- How does your session ensure relevance and accessibility for colleagues from different backgrounds, career stages, institution types, or levels of experience?
- If your session includes discussion or interaction, how will you ensure all participants have opportunities to contribute in ways that are comfortable for them?

- Where relevant, explain how different perspectives, experiences, disciplines, sectors, career stages, or underrepresented voices have informed the session content.

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.

EDI accounts for 25% of your abstract score.

Parallel session presenter entitlements

If your parallel session abstract is selected, you will be entitled to a reduced conference ticket to attend the whole three-day conference, including all pre- and post- conference sessions, and all social activities. Presenters are responsible for their own travel and accommodation costs. *Please note, the speaker entitlements per session are based on the type and number of presenters for your accepted abstract.*

Abstracts will not be selected if they appear to directly promote any products or services or are of a commercial nature.

Upon acceptance of your abstract, you will be provided with a registration link granting access to the reduced speaker rate (50% discount). We kindly ask that you refrain from registering until you have received this notification.

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

Review Criteria

Abstracts are reviewed by a set of ARMA members, who will be allocated a series of submissions to review and assess. The abstract submission and review process for ARMA's annual conference 2027 will be through an online abstract submission system. Each abstract is reviewed by at least three reviewers wherever possible, taking into account the content and any potential conflicts of interest.

The Conference Working Group reviews all reviewer scores and selects abstracts based on a range of factors, including review scores, programme requirements, balance of content, diversity of perspectives, and speaker representation.

Parallel Session

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

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.

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.

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