



INTERNATIONAL COMPARATIVE POLICY ANALYSIS FORUM  
*affiliated with* JOURNAL OF COMPARATIVE POLICY ANALYSIS

## WORKSHOP GUIDELINES FOR HOST INSTITUTIONS

### CONTEXT:

Institutions interested in hosting the Annual Workshop or a Comparative Research Symposium of the Journal of Comparative Policy Analysis (JCPA) and the International Comparative Policy Analysis-Forum (ICPA-Forum) scholarly society submit proposals to the Advisory Board for approval.

The papers presented at the Annual Workshop are candidates for a Special Issue of the JCPA, guest edited by the initiator of the proposal/convener of the workshop/symposium. The Workshops are co- chaired by the Convener on behalf of the host institution, and the President of the JCPA/ICPA-Forum or member of the board of directors as Designate, on behalf of the journal and the association.

Past Annual Workshops include: 2004: Institut d'Etudes Administratives (IEA), Paris, France; 2005: Simon Fraser University, Vancouver, BC; 2006: Australian National University, Canberra, Australia; 2007: Yale University, New Haven, CT; October 2008: Bocconi University, Milan, Italy; June 2009: Shih Hsin University, Taipei, Taiwan; April 2010: University of Pittsburgh; April 2011: National University of Singapore; 2012: University of Sydney, Australia; Nov. 2013: KU Leuven, Belgium; May 2013: National Research University, Moscow, Russia; Sept 2014: WWU Muenster, Germany. Comparative Research Symposia: July 2009: Politecnico di Milano, Italy; November 2011: Sao Paulo Business School, Brazil; Nov 2012: University of Rotterdam, The Netherlands; KULeuven, 2013; University of Muenster, 2014; FLACSO, Quito, Ecuador 2015.

### PROCESS:

i. The Convener will submit a written proposal to the JCPA/ICPA-Forum. A JCPA/ICPA Forum Advisory Board will review the proposal to confirm that it, (a) is in line with the Aims and Scope of the JCPA, explicitly addressing comparative analytic studies; (b) advances scholarly knowledge in comparative public policy studies; and (c) meets the criteria of a proposal (as specified in Sec. iii below). At that time, the President may grant a tentative acceptance. Any requested changes to the proposal will be communicated to the Convener

ii. Following this initial review, and the receipt of a revised proposal, the proposal will be circulated to the Advisory Board, who will make a final decision which will be communicated to the Convener as soon as possible.

iii. A proposal should include the following information: (a) Workshop/Symposium Title; (b) Location; (c) Dates; (d) Convener contact information, position, and affiliation; (e) a 300 word Call for Papers; and (f) confirmation of the host institution's financial support for participants; (g) Sponsoring Institution(s).

iv. Following the final acceptance of the proposal, the ICPA-Forum will advertise the Call among the extensive listserv of the ICPA-Forum.

v. Submissions (i.e., responses to the Call) will be forwarded to the Convener who decides which ones fit the Call requirements. The Convener can consult with the Editor-in- chief of the JCPA, regarding the

suitability of the abstracts and standards for the JCPA readership, so that there are better chances for future publication.

vi. Please note previous Workshops and Symposium Programs for the 1-3 days proceedings at: <http://www.jcpa.ca/icpaf/workshops/>. This is usually a 1.5-2.5 days event, including the authors of the papers and two discussants per paper. The discussants can either be the other authors, or other scholars that the Convener wishes to invite for their potential contribution. It is usually a closed event to the authors and discussants and Conveners only, with the purpose of allowing for personal interaction and in-depth communication and exchanges. It is nevertheless up to the Convener to decide on the nature of the event.

vii. The format of the workshop/symposium is highly collegial in nature, and, in fact, serves as an initial round of reviews strengthening accepted paper submissions. The authors have the chance of addressing any comments made at the event and submitting their papers for a Special Issue of the. With the Special Issue in mind, we recommend a maximum of 8-9 authors be invited, because the JCPA Special Issue cannot exceed 112 pages, i.e., 6 papers of about 8,000 words (See Special Issues Guidelines at [www.jcpa.ca](http://www.jcpa.ca)).

viii. The Convener is responsible for assign discussants to each paper and facilitate collection and dissemination of papers to discussants prior to the workshop to allow for comments to be shared in advance of the workshop.

ix. The Convener/Host also have responsibility for organizing the program and designing a program brochure.

x. There are various models for financial support that a Convener may adopt to host an Annual Workshop or Research Symposium at their respective institutions. In the past the Advisory has been pleased to accept a number of mixed models: (a) flight fare and transfers for authors only, or for authors and discussants only; (b) partial flight fare up to a certain amount to the above; (c) lodging to authors, or authors and discussants, or also to other invitees; (d) meals to authors and discussants, or to authors and discussants and other invitees - or meals for all participants, or various templates for different occasions; (e) stipend if customary or applicable; (g) other support as customary or applicable. In most cases the conveners have organized a tour for participants in the institution's area.

There are two mandatory funding components: travel and accommodation for the ICPA Forum President and/or representative of the ICPA-Forum Executive to attend as agreed; and an official Workshop/Symposium Dinner. The publisher of the JCPA, Routledge/Taylor & Francis Group, will provide for a modest reception for participants.

xi. Participants whose papers have been accepted pay a workshop fee inclusive of the annual membership fee to the ICPA-Forum and free subscription to the JCPA. The fee is payable prior to full acceptance and is non-refundable.

xii. The Annual Award for the Best JCPA Article will usually be presented on this occasion. As well, the Convener and the host Institution will be provided with Certificates acknowledging the appreciation of the ICPA- Forum scholarly society, the JCPA, and Routledge for hosting the event.

We hope that we have been able to clarify all aspects of the associated process. For any further questions or assistance please do not hesitate to contact us:

Iris Geva-May, Professor

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President, International Comparative Policy Analysis-Forum [jcpa@baruch.cuny.edu](mailto:jcpa@baruch.cuny.edu)

I understand and accept the terms of the ICPA-Forum Workshop Guidelines.

Date \_\_\_\_\_ Institution \_\_\_\_\_

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_