

NEWCOMERS GUIDE TO THE ATEE

Welcome to the ATEE and to the Annual, Spring and Winter Conferences!

Welcome to the Association for Teacher Education in Europe! This guide will introduce you to ATEE and help you to make the most of it! You may be a new Teacher Educator or an experienced researcher - in either case, the ATEE can help your professional development and career. This guide will be useful for you if this is the first time you are attending an ATEE conference. In it you will find information on membership, the activities of the association and answers to frequently asked questions.

First, however, a foreword from the ATEE President Dr Åsa Morberg:

I have been a member of ATEE for many, many years. I joined the Association in the late 1970s and I have been attending most of the annual conferences since then. I like ATEE as an association very much, because I believe in cooperation between researchers, schools and practitioners. Through the conferences, members work together for improving teacher education in Europe and even worldwide.

I have been involved in two RDCs since the beginning of my professional path. First, I joined the RDC 'Professional Development of Teachers', and then moved to the RDC 'In-service Learning and Teaching Practice'. In this second group, I met colleagues from different countries and we have been friends for many years. I could always rely on the network set up by the ATEE in case I needed help. The RDC 'In-service Learning and Teaching Practice' is a very active working group and we have cooperated in many different projects funded by the European Commission and other stakeholders. We had the opportunity to meet between the conferences, to visit different countries, to visit schools and to exchange our experiences. A conference, an interim meeting with the RDC members, and a study tour could be organised. The travel costs have been self-funded but other costs were covered by the hosting institutions. Many RDCs provide similar opportunities for collaboration and exchange of ideas and experiences.

Thanks to ATEE and its connections, my colleagues and I have managed several projects. Indeed, my whole professional career is connected to my membership. In 1998 I was involved in an Induction project funded by the Italian Ministry of Education. My doctoral student and I wrote an article on the status quo of newly qualified teachers in Sweden. At that time, Swedish young teachers were at the bottom of the European list of newly qualified teachers. After the article was published, the National Board of Swedish Universities funded a research on new perspectives for newly qualified teachers. I was leading this research group and this boosted my career as a Professor: I have written books and articles on different subjects, and I have submitted proposals for presentations at the conferences. I always tell newcomers to apply for membership to improve their own careers. There are many members that could tell similar stories.

I am so grateful to ATEE: I couldn't have done so many things without being a member of the Association.

ATEE Membership

The Association for Teacher Education in Europe (ATEE) is a non-profit membership-based European organisation, whose aim is enhancing the quality of Teacher Education in Europe and supporting the professional development of teachers and teacher educators at all levels.

The Association was established in Belgium in 1976, and its Statutes were updated in 2016. The legal address and office are based in Brussels. The website URL is www.atee1.org.

Members of the ATEE can be either individuals or institutions involved in the research and practice of teacher education, within and outside higher education.

The annual membership fee includes the following benefits:

- Receipt of five issues of the *European Journal of Teacher Education* per year
- On-line access to the articles of the *European Journal of Teacher Education* from 1978 onwards
- Exclusive use of a Routledge account with ResearchSquare – a language editing and translation service for any articles to be submitted to the *European Journal of Teacher Education*
- Possibility to receive other publications at reduced rates
- Discount on the registration fee at the Winter, Spring and Annual Conferences
- Opportunity to chair a ATEE Research and Development Community
- Establishment and maintenance of contacts with colleagues in other countries
- Voting rights in the General Assembly.

ATEE Activities: Conferences, Publications and RDC's

ATEE is a very useful network for teacher educators, researchers in education or practitioners. **Three conferences are organised every year.** In the programme for the annual conference and for spring and winter conferences you will find an important session called '**Newcomers Meeting**'. This is a special session for participants who attend the conference for the first time. This meeting is scheduled on the first day and included in the conference programme.

If you attend the ATEE Conferences, networking with specific people will be high on your list of priorities. Register for upcoming conferences as early as possible to take advantage of discounted rates.

If you plan to present a paper, keep in mind that abstracts are due several months in advance. Bring a few printed copies of your paper or presentation notes to share with audience members or new contacts. Your presentation might be included in the conference proceedings after the review process.

If you attend an excellent presentation, or if you miss a session of your interest, consider following up with the presenter(s) after the presentation by phone or email. Many presenters are willing to share a copy of their presentation or paper upon request.

ATEE Annual Conferences are often large conferences, and presentations are always based on the themes of the **19 RDCs - Research & Development Communities** – listed on the ATEE website.

The **European Journal of Teacher Education – EJTE** – is an international academic journal published by Routledge and is the official journal of the Association: <http://www.tandfonline.com/toc/cete20/current>. It is included in the Social Sciences Citation Index (SSCI). For searches on the SSCI, use the journal ISSN (0261-9768).

The journal provides an opportunity for the dissemination of educational research which investigates theory, policy and practice in teacher education at pre-service and in-service levels, predominantly in the countries of Europe. Its audience includes all those who have a professional concern for or interest in the education of teachers for all age groups. In order to maintain the high standards appropriate to such a journal, all contributions received are submitted for blind review by two peer reviewers.

FAQs

What is needed to apply as a member?

Submit your application on our website by completing your profile with the following information: legal address, billing information and email address. Upon receiving the application form duly filled in, the relevant invoice will be sent to your email address. After the payment you will receive a username and password to access our website and download the articles of the European Journal of Teacher Education.

What are the membership fees?

The annual membership fee is 110€ for individuals, 75€ for doctoral candidates, and 55€ for BA/MA students. For institutional members, the annual fee ranges from 170€ to 600€, but this fee depends on the size of the institution.

Can an individual or an institution from outside the European Union or Europe be a member?

Yes! The ATEE welcomes memberships from around the world.

What are the payment terms of the annual membership fee?

The membership fee is due and shall be paid within 30 days of the date of the invoice.

Is there a reduced membership fee if one joins ATEE in the middle of the year?

No. New members joining during a financial year shall pay the full membership fee for the year.

What is a Research and Development Community (RDC)?

The RDCs are different working groups organised around themes. The list of RDCs and mission statements are available on the website. Each RDC has a Chair and a Co-Chair who jointly coordinate the work in each group and who are also your main contacts. The RDC meetings are usually planned during the Annual conference, and you can attend a meeting before deciding to join as a member of the Community. Provide your email address to the Chair or Co-chair and ask to be included in the mailing list. You will receive updates, newsletters and useful information. You might be asked to respond to consultations or questionnaires.

How do RDCs work?

RDCs can carry out research, publish books and prepare project proposals. To join a Community, simply attend one of the parallel sessions at the Annual Conference or one of the RDC meeting scheduled in the conference programme.

How can I submit a proposal for an ATEE conference?

Each conference is organised by a University: the organisers set up a dedicated website with a specific section for proposals submission. Read carefully the instructions for the authors posted in the website before submitting an abstract. The deadline for submission is usually set four-five months prior to the conference.

Full papers should be submitted after the conference for the peer-review process by the members of the Academic Committee. Once the process is completed, the conference proceedings are published in a PDF format with an ISBN code. The file can be downloaded from the ATEE website – see section downloads.

Sometimes hard books are published by the conference organisers or sent for evaluation to be considered for inclusion into the **Conference Proceedings Citation Index (CPCI)**, which is an integrated part of the **Web of Science** database maintained by Thomson Reuters.

What is a Winter Conference?

The Winter Conference is organised by one of the RDCs and focusses on the issues studied by that RDC. Its purpose is to discuss and deepen the topics within that RDC's research area and to involve other experts.

What is a Spring Conference?

The Spring Conference is organised by a university in one of the Baltic countries. It is a regional forum of knowledge sharing for practitioners and researchers in teacher education.

What is an Annual Conference?

The Annual Conference is a meeting place and platform for teacher educators and researchers from all over the world. It combines inspiring keynotes, a wide variety of papers on research and practice of teacher education, and active working sessions organised by the RDCs.

How can I submit an article for the *European Journal of Teacher Education*?

If you wish to submit an article, you have to create your own account in the submissions website: <https://mc.manuscriptcentral.com/eite>.

If you submit an article presented during a conference, the same article cannot be published in the Journal. In other words, an article is either published in the conference proceedings, or in the Journal, but not in both.

In both cases, an editing service is provided by the Publisher, and made available to the members of the ATEE.

How can I resign from ATEE membership?

As per Statutes, members are free to resign from ATEE at all times by giving written notice via mail or email, both with acknowledgment of receipt, at least three months before the 31 December of each year.