

## **EARCOME 9 (Seoul National University, Siheung Campus, Korea, July 18-22, 2025)**

### **RE: Visiting the Essence of Mathematics Education in the Era of Digital Transformation**

#### **Guidelines for Chairs and Co-Chairs of Topic Study Groups**

##### **Role of TSG Chair**

As the Chair of the Topic Study Group (TSG), you are expected to play the following roles.

**Writing a Call for Proposals:** You and your Co-chairs will create and distribute informational materials about the group's focus, including drafting a flyer or announcement that outlines the TSG's theme and objectives while encouraging potential presenters to submit proposals.

**Reviewing Proposals & Giving Feedbacks:** You will oversee the review process for proposals submitted by participants and collaborate with the Co-chairs to select appropriate reviewers. Ensuring a fair and rigorous evaluation process is essential for maintaining the academic quality of the group.

**Leading and Managing TSG sessions:** You will lead and moderate group sessions, ensuring discussions remain focused and productive. Your responsibilities include introducing speakers, guiding discussions, and managing time during presentations and Q&A. Additionally, you will facilitate meaningful interactions among participants, fostering a collaborative and engaging environment.

##### **Role of Co-chair**

As the Co-chair of the TSG, you will support the Chair in all aspects of managing the group's activities. This includes assisting with the preparation and distribution of informational materials that promote the TSG and encourage participation. You will also play an active role in the proposal evaluation process, helping to coordinate with reviewers, ensure deadlines are met, and communicate with presenters. Additionally, you will assist in moderating the group sessions and may substitute for the Chair as needed.

##### **Timeline**

- TSG full paper submission: January 7, 2025
- Notification of acceptance & Feedback to authors: February 28, 2025
- Revision deadline: April 30, 2025

For any questions during your preparation of the TSG, please contact the coordinator assigned to your group.