



Confédération Européenne des Centres de Langues  
dans l'Enseignement Supérieur

European Confederation of Language Centres in  
Higher Education

Europäischer Verband der Hochschulsprachenzentren

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### CercleS Executive Committee Meeting

03 March 2026: 16:00-17:00 CET / 17:00 Finnish time, via Zoom

#### Minutes

#### Approval of EC minutes of 23 February 2026

The minutes are approved.

#### Update from the President

##### a. Conference: abstracts received

The deadline has been extended until Sunday, 8 March. By the end of the original deadline (27 Feb), 227 abstracts were received, and a further 3 were received after the extension. Alessandra is now working on the parameters for evaluating the abstracts, which will make it easier for the reviewers. Abstracts will be judged in terms of: *content* (relevance to content topic), *communication*, contribution in terms of *innovation* and *method*, and *impact*, with each parameter to be graded on a scale from 1 to 5. If an abstract gets a low score (1 or 2), then it will move down the list, and will likely not be selected. Abstracts with a score between 3 and 5 would be considered, and from this list, we would select a particular number (according to the slots available in the programme).

→ Julia asks about the scoring scale, and notes that when using a scale of 1-5, many reviewers will give 3 (which is in the middle), so she would suggest a scale of 1 to 4 instead. Libor agrees.

→ Libor asks whether abstracts will be marked with "accept", "accept with changes" and "refused".

→ Alessandra says that only 2 submissions for posters have been received. Perhaps some abstracts for paper presentations could be accepted in poster format.

→ Mia asks about the maximum number of presentations. Alessandra says that the more presentations we accept, the more parallel sessions we need to have. Her feeling is rather to choose quality over quantity, and to have 6 parallel sessions. Libor suggests that some topics could be used for a round-table discussion or forums. Several proposals for workshops have been received.

Regarding the languages of the abstracts received: We would like to encourage participants to present in different languages, so Alessandra will look at ways to facilitate this: ensuring there is an audience for the papers in different languages, by scheduling presentations in a particular language together in the parallel sessions. We can also consider workshops in different languages.

The reviewing process will proceed as follows: 1. Alessandra will contact the reviewers and inform them of their role and the process, and also ask whether they are willing to chair a session at the conference. 2. When the evaluation grid is ready, she will send it to the reviewers. A blind review process will be used.

There are currently 21 reviewers on the scientific committee. Libor asks Alessandra to let him know if she needs more reviewers, as some of his colleagues at Masaryk would be willing to help. Julia mentions that Juana Sanmartín Vélez would also be willing to be a reviewer. Alessandra will contact her.

#### Update from Secretary General / assistant

##### a. Reorganisation of the CercleS Google Drive

Everyone is happy with it and it is decided that we will start using it.

##### b. Edits to website - institutional members (see mail and document in folder of this meeting)

Tom asks if we require this major intervention and wonders if this level of detail is useful for us. Julia notes that we have to keep in mind that separating the UK and Ireland universities is also a political matter for them, not just administrative. Julia feels that although making the change is expensive (850 euro), it is an important enough matter for them. We will accept the proposal from Mr Dumonceau. Zaan will liaise with AULC and Mr Dumonceau.

**Next EC meeting:** Friday, 20 March 16:00-17:00 CET, possible emergency meeting if required  
Monday, 20 April 16:00-17:00 CET, regular meeting

#### Presidency

Dr Julia Zabala Delgado | University of Girona | Institut de Ciències de l'Educació Josep Pallach-Servei d'Aprenentatge i Innovació Docent | Edifici Jaume Casademont | C/ Pic de Peguera, 15, porta B, 1a planta, despatx 4 i 33 | Parc de Recerca i Innovació | 17003  
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