Annual Conference and Exhibition 2019 session proposals guidance notes

We are now inviting working session proposals for the Annual Conference and Exhibition 2019. Please read the guidance below and ensure you have prepared and have to hand all the required information, to enable the moderation panel to assess your proposal effectively.

Before you begin

You will submit your proposal via our online form. You will be able to save your submission part way through and return to it within 30 days. We can accept changes up to the closing date below.

Closing date for session proposals is **9am on Monday, 24 September 2018.**

Once you submit your proposal, you will receive a copy of your submission via email. Please retain this for your records.

Please note that working sessions can have up to three presenters.

Information you will be required to submit

For each presenter and co-presenter we need:

- Full name
- Institution/company
- Role
- Email address
- Phone number
- Short biography (max 200 words written in 3rd person)

Session proposal details

Session format: interactive workshop/group discussion/lecture

Session title: be creative and informative (max 15 words)

Session subtitle: Expand on your title to give a one sentence introduction to your session

Session description: Describe your session content including the delivery methods. What can delegates expect to be doing? It is not essential but we have a preference for interactivity, since sessions are mixed with keynote lectures, and this paces the day for delegates. However, if your session is most appropriately delivered as a lecture or talk, then you should use this format. (max. 500 words)

Learning outcomes: Specify three learning outcomes

Who is your target audience? Consider both the level of university administration (such as senior management) and the function (such as registry). If your session is suitable for all, please indicate this on your proposal.

Relevance to conference theme: How does your session support the Conference theme; '*Higher Education: Fit for the future*?' (Max 300 words)

Alignment to the AUA Values and relevance to professional practice: Is your proposal aligned to the AUA values and how is it relevant to the topic of professional practice? (Max 300 words)

AUA CPD Framework of Professional Behaviours: Which behaviours does your session align too? (Select up to three) *How* does your session illustrate and integrate the behaviours you have selected? (Max 300 words). Find out more about the AUA CPD Framework.

Equality and diversity
We need to know how you have considered equality and diversity for both the context and the delivery of your session.
For example, does the content use a broad range of examples/scenarios/images that illustrate the diversity of higher education?

How will the content of your session be accessible to all? For example, have you considered how the content and structure will be delivered to or adapted for those with sensory or mobility impairments?
If you'd like any advice on this, you may wish to contact Advance HE (formerly Equality Challenge Unit) or review guidance from the National Association of Disability Practitioners.

The practicalities
- Working sessions will be one hour and 15 minutes in length
- Let us know the maximum number of delegates you could deliver your session to
- Consider your equipment requirements (data projector, flipchart and pens)
- Rooms will be set out in cabaret (table) formation

We strive to account for all your requirements but we cannot guarantee that they will all be met.

Should you wish to make any changes to your session proposal, including a change of presenter, please inform the AUA office as soon as possible, by contacting Jo Forsyth, Professional Development Officer jo@aua.ac.uk.

What happens after you submit your proposal?

1. You will receive a confirmation email within 24 hours of submitting your session proposal. If you do not receive this email, please contact aua@aua.ac.uk
2. All sessions are assessed and then moderated by a team appointed by the AUA Board of Trustees to ensure the development of a balanced programme. The process is competitive and measured against pre-agreed assessment criteria. Unfortunately, it is not possible to include all proposed sessions in the programme.
3. We aim to inform presenters of accepted proposals for the Annual Conference and Exhibition 2019 by email by 30 November 2018. If you have not already booked onto the conference at this point, we will discuss your booking preference and book you on at the prices listed below.
4. If your session is accepted, the information you provide on the form will be used for marketing purposes and will be published in the Conference programme, Conference app and on the AUA website. Please note that we reserve the right to edit the information you provide.

IMPORTANT PLEASE NOTE:

For the Annual Conference and Exhibition 2019 all presenters and co-presenters are required to register as paying Conference delegates. In recognition of the contribution made to the conference programme, presenters are booked on at the cheapest attendance cost (which is equivalent to the early bird member rate) of:

£399 (including VAT) for the full conference, inclusive of the gala dinner and drinks reception
Or
£257.04 (including VAT) as a day delegate. Please note this does not include the gala dinner and drinks reception which would need to be booked separately.

The AUA will not cover accommodation, travel costs or speaker expenses.

Please note: Our Early bird booking is open now until 2 September 2018 to all members and non-members. If your proposal is not selected and you book outside of this period, you will pay standard prices.

AUA reserves the right to edit information supplied in the proposal form. We may also contact you to provide additional information. Presenters are subject to the standard event terms and conditions.