



Connecting and developing
HE professionals

Annual Conference and Exhibition 2023 proposal guidance notes

We are now inviting proposals for the Annual Conference and Exhibition 2023. 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 can 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 proposals is **9am on Monday, 13 February 2023**.

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

Please note that workshops can have up to three presenters. The AUA is committed to promoting equality, diversity and inclusion, and with this in mind, we would ask you to endeavour to assemble a balanced representation of 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)

Proposal

Format: 30- or 60-minute interactive workshop/ 20-minute paper presentation/Poster/wildcard

Title: be creative and informative (max 15 words)

250-300 word abstract: Describe your content, including the delivery methods (see below) and outline the relevance to the conference theme and AUA values.

Learning outcomes: Specify three learning outcomes. A learning outcome is a measurable and specific statement that clearly indicates what a delegate should know and be able to do as a result of learning in your session.

For example: By the end of this session, delegates will be able to...

Describe the cultural impact of new technologies in the professional services

Which strand of our conference theme does your proposal most closely align?

Who is your target audience? Consider the level of university professional (such as early career). If your session is suitable for all, please indicate this on your proposal.

Proposal Details

AUA CPD Framework of Professional Behaviours: Which behaviours does your session align to? (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, diversity and inclusion

We need to know how you have considered equality, diversity and inclusion 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?

Is the topic related to equality, diversity and inclusion?

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](#).

Delivery Methods

30-or 60-minute interactive workshops: Interactive workshops can be used to showcase initiatives and activities you have used to solve a problem, develop your team, support a colleague. You can use the following questions to help you determine if a workshop is the right session type for you:

- Is your topic comprehensive enough to fill a 30- or 60-minute session? It is important that sessions finish at the allotted time; what stretch activities will you plan should you have spare time at the end?
- Are there enough opportunities for active involvement of participants?
- How will you make it interactive and engage participants?

Think about what the objective is and make sure your abstract shows how you are going to achieve it. Workshops should provide participants with practical take-

aways, which means: what will participants walk away thinking, feeling and doing as a result of your session?

20-minute paper presentation: A paper presentation can be used to present the findings of some research that you have been working on. Many people engaged in research take the opportunity of presenting papers at a conference as a preliminary step to getting a full piece of work published, but that isn't always the case. If you are not engaged in research activity, you can use the paper presentation format to report on interesting examples of practice or developments in service provision.

The review panel will want to know what is important about your presentation topic and why delegates will be interested. The AUA Annual Conference has a strong practice orientation so reviewers and delegates will want to know the value of your findings and whether you can communicate these in an accessible way to inform practice.

Please note, the paper presentation slots are 15 minutes presentation plus 5 minutes Q&A/discussion. The timings are strict and will be enforced.

Poster: If you haven't presented at a conference before, this is an ideal opportunity to submit a poster proposal. We would like to see poster proposals addressing the conference theme that show:

- Particular aspects of your work – solo or team – that you are especially enthusiastic about and want to share
- Projects or initiatives where you would like to share ideas and get feedback
- Research, including accounts of research in progress
- Presentations about themes or concepts that you are exploring
- Any aspect of your work where you are keen to share ideas and build links with colleagues at other universities or colleges.

Posters are presented at the conference for delegates to view and discuss throughout the conference. As a guide, posters should be size A1 or A2. You will need to print and bring your poster to the conference and be prepared to be available to discuss the content with delegates. Please see this handy [guide](#) from the University of York on how to create a poster in PowerPoint.

Wild Card: We invite you to be creative and imaginative and submit a proposal with a difference. We particularly welcome proposals which make effective use of campus space.

The practicalities

- Let us know the maximum number of delegates you could deliver your session to
- Consider your equipment requirements (data projector, flipchart and pens)

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

Please note we may live stream and record some sessions and make these available to delegates after the conference; you will be told in advance if this applies to your session.

Sessions may be sponsored; therefore, you may be asked to include a sponsor slide or logo within your slide deck, as required.

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 Chynna-Lea Taylor, Professional Development Coordinator, events@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 events@aua.ac.uk
2. The conference committee moderates all sessions 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 proposals in the programme. Feedback can be provided on request.
3. We aim to inform presenters of accepted proposals for the Annual Conference and Exhibition 2023 by email within six weeks of your submission. If you have not already booked onto the conference at this point, we will discuss your booking preference and book your place at the cheapest attendance cost (see below).
4. If your session is accepted, the information you provide on the form will be used for marketing purposes and 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 2023 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).



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

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](#).