

## Autumn Conference 2018 session proposals guidance notes

We are now inviting working session proposals for the Autumn Conference 2018. 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 only accept changes up to the closing date below).

Closing date for session proposals is **5pm on Friday, 15 June**.

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

Information you will be required to submit:

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

For each presenter and co-presenter we need:

- Full name
- Institution/company
- Role
- Email address
- Phone number
- Short biography (max 250 words written in 3<sup>rd</sup> 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 method. 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; *Rising to the challenges of change?* (Max 300 words)

**AUA CPD Professional Behaviours:** Which behaviours does your session align too? (Select up to three) How does your session support 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](#) (formally Equality Challenge Unit) or review guidance from the [National Association of Disability Practitioners](#).

### The practicalities

- Working sessions will be one hour in length
- Let us know if you need delegate numbers to be capped, and the maximum number of delegates you could deliver your session to
- Consider your equipment requirements (data projector, flipchart and pens), preferred room layout (cabaret, u-shape, theatre, any)

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

### 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](mailto:aua@aua.ac.uk)
2. All sessions are moderated by a team appointed by the AUA Board of Trustees to ensure the development of a balanced programme. Factors which the team will consider include: demand, professional development needs, topicality, level of intellect and the diversity of the AUA membership.



Connecting and developing  
HE professionals

Unfortunately, it is not possible to include all proposed sessions in the programme.

3. 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 and on the AUA website. Please note that we reserve the right to edit the information you provide.
4. We aim to inform presenters of accepted proposals for the Autumn Conference 2018 by email by 29 June 2018.

Please note:

In return for their contribution, speakers are booked on to the Autumn Conference free of charge. The AUA will also cover travel costs, but will **not** cover accommodation or expenses.

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](mailto:jo@aua.ac.uk). Presenters who are no longer speaking will not be able to attend the conference free of charge. AUA reserves the right to edit information supplied in the proposal form. We may contact you to provide additional information. Presenters are subject to the standard event [terms and conditions](#).