

Annual Conference and Exhibition 2024 proposal guidance notes

We are now inviting proposals for the AHEP Annual Conference and Exhibition 2024. 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

Along with this guidance, we have prepared a [template form](#) to enable you to draft your proposal before submitting it. Please use this template as it contains all the information you will be required to submit and guidance about what to include in your proposal

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 midnight **on Monday, 23 October 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 sessions can have up to three presenters. AHEP 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.

Equity, diversity and inclusion (EDI)

Demonstrating a commitment to embedding equity and diversity in your conference session is essential for promoting inclusivity and ensuring that the event respects the principles of EDI. Here are some guidelines for you to showcase your commitment in your session proposals:

1. **Inclusive Content:** Describe how your session content will address issues related to equality and diversity. Will you explore topics such as underrepresented groups, inclusion strategies, or diversity in leadership roles?
2. **Diverse Perspectives:** Emphasise your intention to incorporate diverse perspectives and voices in your session. This could involve inviting speakers from different backgrounds or ensuring a balanced representation in your case studies or examples.

3. Audience Engagement: Explain how you plan to engage the audience in discussions or activities that promote understanding and awareness of equality and diversity issues. Will you encourage participants to share their experiences and insights?
4. Accessibility Considerations: Highlight any steps you will take to ensure the session is accessible to all participants, including those with disabilities. Mention provisions for accessible materials and presentation formats.
5. Interactive Elements: If your session includes interactive elements, clarify how these activities will foster inclusivity and encourage participation from a diverse range of attendees.
6. Promote Respectful Dialogue: Stress the importance of creating a respectful and inclusive environment during the session. Share your approach to managing discussions and ensuring that all voices are heard and valued.
7. References and Resources: Provide references or resources related to equality and diversity that participants can explore before or after the session. This demonstrates your commitment to ongoing learning and awareness.

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

We strive to account for 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 AHEP team as soon as possible by contacting Chynna-Lea Taylor, Professional Development Coordinator, events@ahep.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@ahep.ac.uk
2. The conference team 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 2024 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 with the relevant discount (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 AHEP website. Please note that we reserve the right to edit the information you provide.
5. All materials are required to be AHEP branded. You will be sent AHEP logos and a PowerPoint template to use.

IMPORTANT PLEASE NOTE:

For the Annual Conference and Exhibition 2024 all presenters and co-presenters are required to register as paying Conference delegates. In recognition of the contribution made to the conference programme, presenters and co-presenters (maximum of three to a session) are entitled to attend the day they are presenting for free and will also receive 50% off day two if booking for the full conference.

AHEP will not cover accommodation, travel costs or speaker expenses.

AHEP 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](#).