Draft session proposal for AHEP 2024

Submit your proposal online **before midnight 23 October 2023**

# Proposal type

|  |  |
| --- | --- |
| **Title of proposal:**  (maximum 30 words) | XX type here XX |
| **Session type**:  (select one) | ☐ Presentation  ☐ Case study  ☐ Facilitated discussion  ☐ Game or activity  ☐ Exploratory workshop  ☐ Wild Card (describe in 20 words): XX type here XX |
| **Length of session:** | ☐ 20 minutes  ☐ 30 minutes  ☐ 60 minutes |
| **Stream (sub-theme):**  (select maximum of two – which most closely align?) | ☐ Engaging with the Wider Context  ☐ Demonstrating Responsible Practice and Personal Integrity  ☐ Being Agile and Adaptable  ☐ Working Together |
| **Preferred audience size:**  (select one) | ☐ Fewer than 20  ☐ 20-30 participants  ☐ 30-50 participants  ☐ 50-75 participants  ☐ More than 75 participants |
| **Who will be most interested in your session?**  (select one) | ☐ Senior managers and leaders in search of fresh ideas who influence a diverse range of individuals, both within and outside the institution.  ☐ Mid-level managers who influence a diverse range of individuals across their institution and work to develop others  ☐ Established professionals who influence colleagues in their area and stakeholders  ☐ Graduates and early-career professionals who are building their knowledge and networks |

# Lead presenter

Complete this section for the main presenter.   
Additional presenters do not need to supply a biography.  
You will need a photo: closeup of face or head/shoulders, high-quality JPG or PNG format

|  |  |
| --- | --- |
| **Full name:** | XX type here XX |
| **Email:** | XX type here XX |
| **Telephone:** | XX type here XX |
| **Institution:** | XX type here XX |
| **Job title:** | XX type here XX |
| **Brief biography:**  (max 150 words) | XX type here XX |
|  |  |

# Co-presenters

For each author, list their full name, email, phone, institution, job title. Maximum of two co-presenters

|  |  |
| --- | --- |
| **Full name:** | XX type here XX |
| **Email:** | XX type here XX |
| **Telephone:** | XX type here XX |
| **Institution:** | XX type here XX |
| **Job title:** | XX type here XX |

# Session proposal (abstract)

Describe the content, format and purpose of your proposed session. Maximum 400 words total.

|  |  |
| --- | --- |
| **Context (max 100 words)**  How does your topic relate to the conference theme? Why is this topic important to you, your peers or the university? | XX type here XX |
| **Relevance and focus (max 100 words)**  Why will this topic be of interest to other professional staff? What will attract people to attend this conference session? What is the particular question, issue or idea you intend to address in this session? | XX type here XX |
| **Method (max 100 words)**  Have you done research into this topic? Are you presenting a case study? What other steps have you taken to explore, investigate and test your ideas? | XX type here XX |
| **Analysis (max 100 words)**  Provide a succinct statement of your conclusions. What did you learn from your investigations or experiences? What has changed as a result? What should (or could) happen next? | XX type here XX |

# Learning Outcomes

|  |  |
| --- | --- |
| What are three key things those attending your presentation will take away?  By the end of the session, delegates will be able to…  Describe the cultural impact of new technologies in the professional services  100 words maximum | 1. XX type here XX 2. XX type here XX 3. XX type here XX |

# Engagement and interaction

|  |  |
| --- | --- |
| Describe briefly how you will maximise engagement with participants in your session, and stimulate critical thought and insight  100 words maximum | XX type here XX |

# Equity and diversity

|  |  |
| --- | --- |
| Describe briefly how you will embed equity and diversity. See our guidance notes for advice.  200 words maximum | XX type here XX |

# Accessibility and inclusion

|  |  |
| --- | --- |
| Describe briefly how you will ensure the session is accessible for all participants. Mention provisions for accessible materials, presentation formats, etc.  100 words maximum | XX type here XX |

# AV Requirements

|  |  |
| --- | --- |
| List any special audio visual, computing, technical or learning support required for your session.  100 words maximum | XX type here XX |