Draft session proposal for AHEP 2025

Proposal type

Title of proposal: *(maximum 30 words)*	XX type here XX
Session type: *(select one)*	☐ Case study ☐ Facilitated discussion ☐ Game or activity ☐ Exploratory workshop ☐ Wild Card (describe in 20 words): XX type here XX
Professional Framework Commitments: (All proposals MUST meet the commitment to *Taking Sustainable Approaches*. Select a maximum of two others – which most closely align?)	☐ Empowering Professional Development ☐ Demonstrating Responsible Practice and Personal Integrity ☐ Working Together ☐ Focusing on Results and Taking Accountability ☐ Being Agile and Adaptable ☐ Delivering Service Excellence ☐ Engaging with the Wider Context

Preferred audience size:	☐ Fewer than 20
(select one)	☐ 20-30 participants
	☐ 30-50 participants
	☐ 50-75 participants
	☐ More than 75 participants
Who will be most interested in your session?	☐ Senior managers and leaders in search of fresh ideas who influence a diverse range of individuals, both within and outside the institution.
(select one)	☐ 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:	XX type here XX
(max 150 words)	

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 how you will maximise engagement with participants in your session, and stimulate critical thought and insight. Outline the activities in your session with indicative timings – you must show the moderators how you will use 60 minutes.

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