Call for proposals and guide to submissions

HEA Annual Conference 2018:
Teaching in the spotlight: Learning from global communities

3-5 July 2018

Conference Aston, Birmingham UK

Deadline for submissions: Monday 18 December 2017

Submissions should be made online via the following link:
https://heacademy.onlinesurveys.ac.uk/annual-conf-2018-submission-form

2018 theme

Teaching in the spotlight: Learning from global communities

Teaching excellence in UK higher education (HE) has been of increasing importance and interest over the last few years, in response to the introduction of the Teaching Excellence Framework (TEF) in England, the HE Bill, ongoing tuition fee and funding model debates and the continuing marketisation of HE. UK HE organisations have also been looking further afield to learn from the global HE sector both through best practice and global partnerships.

The HEA’s 2018 Annual Conference will position the spotlight firmly on teaching in a global context, in particular how we can learn from global communities to ensure the best student experience for all and the ongoing development and professionalisation of the HE teaching community.

Teaching might have been described by Jo Johnson as “the poor cousin” to research, but, for most of the sector, the pursuit, recognition and reward of excellent teaching is a recurring motif. And for many individuals it is one of the main reasons that they care so passionately about their work – the direct and immediate difference they can make to the student learning experience. The global HE sector is full of innovative teaching and examples of institutional and individual commitment to high quality learning and teaching environments that enhance student engagement.

For over a decade, the HEA (and its predecessors, the Institute for Learning and Teaching in Higher Education and the Learning and Teaching Support Network) has acted as a nexus for thought leadership and research into learning and teaching policy and practice in HE. The underpinning evidence base has been built up by and for the sector and is used to inform the work of policy makers and practitioners.

With an ever growing global community of subscribing institutions, a portfolio of thematic and subject-based communities with global membership and a global network of experts and teaching focused activities, this conference seeks to promote the learning between global individuals with a passion for transforming teaching and inspiring learning.
Excellent subject knowledge and excellent teaching are not an either/or phenomena; they are intertwined, mutually validating and complexly expressed through an individual’s teaching practice. This is why the Professional Standards Framework (PSF) prioritises and values an academic’s knowledge of their “subject material” and discipline-specific pedagogies alongside their general understanding of “how students learn”. Authenticity as a teacher comes in part from a passion for their subject – we all instinctively know when we are in the presence of a teacher who loves their subject. The conference will allow individuals to share their experiences, innovative developments in teaching pedagogies and learn from those of others who share the same commitment to teaching excellence.

Conference structure and strands

Under the umbrella theme, proposals for the conference are invited in each of the following five strands:

- Arts and Humanities,
- Health and Social Care,
- Sector Priorities,
- Social Sciences,
- STEM.

Each strand (including poster presentations for that strand) will run on a particular day, as indicated in the table below.

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<thead>
<tr>
<th>3 July 2018</th>
<th>4 July 2018</th>
<th>5 July 2018</th>
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<tbody>
<tr>
<td>Arts and Humanities</td>
<td>Health and Social Care</td>
<td>Sector Priorities</td>
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<tr>
<td>Social Sciences</td>
<td>STEM</td>
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All contributions need to be submitted via the online submissions form.

Pre-conference: Following the review process, presenters will be informed of the decision and will be asked to confirm acceptance of the offer to present at the conference. On confirmation of acceptance, presenters will be allocated a specific time slot within their chosen strand. All presenters (including poster presenters) will need to register for the conference by 1 March 2018.

Contributors will be required to send presentation slides, Prezis or similar to the conference team by 13 June 2018. These resources and details of the presentation, drawing on
information supplied on the submission form, will be published on the HEA website. Please ensure that permission has been sought for the use of any copyrighted images.

**Post-conference:** Presentations and abstracts, will be added to the conference web page for wider dissemination. Please ensure that permission has been sought for the use of any copyrighted images. You may also be invited to blog about your session or conference experience.

**Proposals/session type options:**

1. **Interactive breakout session** (60 minutes)
   Interactive breakout sessions engage participants with peer-learning activities and discussions in numerous formats, including round-table learning cafes, debates, crowdsourcing sessions and ‘unconference’ gatherings. This is your opportunity to be inventive in your mode of delivery to achieve optimum engagement and learning.

2. **Oral presentation** (20 minutes)
   Oral presentations should aim to give a brief summary of a piece of research or a project, either completed or still in progress. Each presentation should last for 15 minutes giving time for questions/discussion (5 minutes). Three oral presentations, with a central theme, will be grouped into sessions and facilitated by a member of the HEA conference team to maximise audience engagement and ensure good time keeping.

3. **Ignite sessions** (5 minutes)
   Ignite sessions are a fast and frantic way to deliver your presentation, with 20 slides being delivered over 5 minutes in 15-second intervals. Sessions will be grouped together in batches of two or three to keep the momentum flowing, with a brief Q&A session following each group. Presentations need to be completed on a branded, timed PPT template which will be sent to you should your submission be successful. See [http://www.ignitetalks.io/](http://www.ignitetalks.io/) for more details.

4. **Workshop session** (60 minutes)
   Workshops are for one hour and must be activity based. They should involve participation from the audience and exploration with participants about the outcomes of the activity or activities.

5. **Poster presentation**
   Posters give an alternative approach for the presentation of current research or new work. Posters should be an eye-catching visual representation of a topic, potentially including graphics, tables, charts, text, and images (additional details can be shared via online ‘handouts’). Posters will be displayed throughout the day of their designated strand for informal browsing, but contributors will be asked to be available for discussion at a dedicated time within the programme.

   Posters should be no smaller than A1 in size. Both portrait and landscape orientation is acceptable, although please note A0 posters can only be accepted in portrait orientation.

   Professionally printed posters must be brought to the conference for display.
Submission guidelines

Submissions should be made online via the following link:

https://heacademy.onlinesurveys.ac.uk/annual-conf-2018-submission-form

Deadline for submission: Monday 18 December 2017

The following provides an outline of the information required in your submission.

Contact details

Please include details for the lead presenter (and main person for correspondence), as well as contact details for all contributors who intend to co-present at the conference. Short biographies should be provided which will be added to the conference app and made available for all conference delegates to view. Biographies should be no longer than 100 words and should be written in the third person singular.

Session title

Please give your session a name that describes your session concisely and attractively to audiences. On request, the title of your session can be changed ahead of publishing the programme, but as standard, this will be the title used for the programme and all publicity of your session online or on the conference app.

Strand

Please note that conference strands are delivered on different days of the conference schedule and by selecting a given strand you are committing to your availability to present on that day. If your session is cross-disciplinary or interdisciplinary in nature, and could be delivered as part of any conference strand, please select all applicable strands.

Session type

Please select the session type that most closely relates to the session that you wish to deliver. Please be aware of the differing lengths of the sessions available:

- 60 minutes – workshops or interactive breakout sessions
- 20 minutes – oral presentations (15 minute presentation, plus 5 minutes Q&A)
- 5 minutes – Ignite presentations

Please note that that the poster sessions are informal with the opportunity for you to describe your poster and discuss its content in greater depth with individuals or groups of delegates.

Keywords

Add up to five keywords, which help to define the session content for use on the conference website and in the programme.

Abstract

The abstract will be used for publicity purposes to promote your session via the HEA website and the conference app. This should set out the aims and objectives of the session and be
written in a way that will attract delegates to your session. Abstracts should be no longer than 100 words.

Outline

Please specify details of your session, how it will be run, how you will engage participants, and how the proposal links to the overall theme of the conference and the chosen strand. You should also include information on the intended audience and the impact your session will have on that audience, such as why delegates will be interested in the session; how delegates will be able to implement the findings in their own practice; and how the session demonstrates originality/innovation. Outlines should be no longer than 500 words.

This information will be used to select and programme conference sessions.

Room layout

The breakout rooms will be arranged in either theatre style for oral presentations and ignite sessions or in cabaret style for workshops and interactive sessions. If your session has layout requirements outside of these styles, please select ‘other’ and explain your requirements.

Please note that while we will attempt to accommodate each presenter’s preference, it may not always be possible to arrange the rooms in your preferred style.

Additional equipment

As standard, breakout rooms will be supplied with a Windows laptop, a projector and screen. Workshops and interactive breakout sessions will also contain flip charts, pens, post-it notes and a variety of other stationery.

For presenters who wish to bring their own laptops, VGA and HDMI adaptors will be available. Where possible, presenters wishing to use Mac laptops or Macbooks should bring an appropriate adapter with them to connect to the projector cables.

Review criteria

Each proposal is subject to review by a panel of peer reviewers against the following criteria:

- anticipated interest;
- clarity of the proposal;
- implications of the findings for the learning and teaching community;
- originality/innovation of the mode of presentation;
- relevance to the conference theme and sub-themes;
- potential for delegates to be actively engaged.

Additional information

Important dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
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<tr>
<td>28 September 2016</td>
<td>Call and conference bookings open</td>
</tr>
<tr>
<td>18 December 2017</td>
<td>Deadline for submissions</td>
</tr>
<tr>
<td>21 December 2017</td>
<td>Early bird bookings close</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>22 January 2018</td>
<td>Lead presenters informed of submission outcome</td>
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<td>1 February 2018</td>
<td>Lead presenter acceptance of session place</td>
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<td>1 March 2018</td>
<td>Deadline for presenters to have booked onto the conference</td>
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<tr>
<td>13 June 2017</td>
<td>Presentations to be submitted</td>
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<tr>
<td>20 June 2017</td>
<td>Conference bookings close</td>
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**Presenter availability**

The conference runs from 3-5 July 2018. Presenters will be made aware of the date and time of the session no later than **22 January 2018**. We are unable to take into account presenter availability when timetabling the sessions, so it is essential that you select a theme/day when you are available to attend. It is assumed that presenters will attend the conference for a minimum of one day in order to present their session.

**Co-presenters and responsibilities**

Please include all co-presenters on the submission form. All presenters listed on the form should attend the conference and each will be expected to register for the conference if the session is accepted. Please note:

- All presenters, including co-presenters, need to have booked onto the conference by 1 March 2018.
- It is the responsibility of the lead presenter to pass on all relevant details to any co-presenters, as correspondence in the first instance will be sent only to the lead presenter.
- It is the responsibility of the lead presenter to inform the HEA at the earliest opportunity of any changes to the session title or content, or of any circumstances that prevent presenters attending the conference that could lead to the session being withdrawn.

**Materials and handouts**

Presenters are encouraged to provide handouts during sessions to support their presentations or workshops, but please note that the HEA will not be able to print materials on the presenter’s behalf and if required these should be prepared in advance and brought with you to the conference.

**Attendee numbers**

As there is no obligation for delegates to sign up to specific sessions at the conference, we are unable to guarantee audience numbers at any session. Following feedback from last year’s Annual Conference, the number of parallel sessions has been reduced to promote higher delegate numbers per session. Ignite sessions will not be scheduled to run in parallel with other sessions and will potentially be delivered to 50% of the delegation on days 1 and 3 and 100% of the delegation on day 2. As such a maximum of 40 Ignite sessions can be accommodated at the conference.
Accessibility

We will provide presenters with guidance on accessibility and it is expected that presenters adhere to this guidance and also ensure that any presentations and handouts meet the HEA’s accessibility requirements.

Data protection statement

All the information supplied on the submission forms will be stored by the HEA in paper and/or electronic format for the purposes of administration of the conference. Additionally, except where stated otherwise, information supplied in submission forms may be published in the conference app, on the conference website and HEA blog pages. All presenters will be required to sign a Data Protection statement when completing their conference booking form.

Contact us

If you have any queries about submissions for the conference, please contact conference@heacademy.ac.uk.