Guide to submissions

HEA STEM Conference 2017: Achieving Excellence in Teaching and Learning

1-2 February 2017

Deadline for submission: Friday 7th October 2016

Submissions should be made to STEM@heacademy.ac.uk using the Submission form available from the conference web page at: https://www.heacademy.ac.uk/event/hea-stem-conference-2017-achieving-excellence-teaching-and-learning.

The HEA’s STEM cluster seeks to promote cross-disciplinary working between colleagues in the STEM disciplines.

Teaching and learning is all about inspiring our students to achieve their goals. The theme of this year’s conference is Achieving Excellence and we are calling for contributions which demonstrate how we can transform and support really great teaching and learning in STEM.

Preparing your submission

The three themes for the conference are:

- Engaging students as learners: How can we engage students with their disciplines and orient them for success in their studies?
- The learning environment: How can we create learning environments that inspire and support students to achieve their best?
- Graduate success: How can we ensure the development of the individual, beyond the acquisition of knowledge and skills, for success as graduates once they leave university?

All contributions need to be submitted on the HEA’s standard Submission form. Please ensure that you have completed all relevant fields on the form. Please do not attach any other documentation with your form.

Pre-conference: Contributors will be required to send presentation slides, Prezis or similar to the conference team ahead of the conference. 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: Contributors will be invited to compile a blog about their session or poster for publication in a book of blogs. A link to the session, including poster, presentation slides and any accompanying resources, will be included in the blog. Please ensure that permission has been sought for the use of any copyrighted images.
**Proposals/session type options:**

1. **Poster presentation**

Posters should be no smaller than A1 in size but may be up to A0. Both portrait and landscape orientation is acceptable. Posters will be displayed throughout the conference for informal browsing, but contributors will be asked to be available for discussion during the refreshment break on day two.

**Printed posters must be brought to the conference.**

2. **‘How to…’ presentations** (30 minutes)

These short, practical sessions should instruct delegates on ‘how to’ implement specific teaching and learning approaches in STEM subject areas. The presentation (20 minutes maximum) should allow for interaction and aim to equip delegates to apply the tool, strategy or approach presented in their own work. The session should allow 10 minutes for questions or discussion following the presentation.

3. **Paper presentations** (30 minutes)

Presentations should aim to give a brief summary of a piece of pedagogical research or a teaching and learning project, either completed or still in progress. The session should allow 10 minutes for questions or discussion following the presentation.

4. **Interactive workshops** (either 45 minutes or 60 minutes)

These longer sessions are included to allow more in-depth discussions with delegates on the conference themes, or for longer instructional sessions.

**Submission guidelines**

Please see below for an outline of what should be covered in your submission for the above sessions.

**Abstract**

Maximum 100 words. The abstract should set out the aims and objectives of the session and will be used for publication in the online conference programme.

**Outline**

Maximum 500 words. 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 will delegates be interested in this session? How will delegates be able to implement the findings in their own practice? How does your session demonstrate originality/innovation?

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

**Keywords**

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

**Key messages**

Provide between three and five key messages that delegates will take from your session.
Review criteria

Each proposal is subjected to review by a panel of National Teaching Fellows 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>Event</th>
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<tbody>
<tr>
<td>7 October 2016</td>
<td>Deadline for submissions.</td>
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<tr>
<td>18 November 2016</td>
<td>Presenters informed of outcome of review process.</td>
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<tr>
<td>13 January 2017</td>
<td>Presenters to have completed any amendments to the submission form and submitted all resources listed in the ‘pre-conference’ section of the conference submissions guide.</td>
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<tr>
<td>18 January 2017</td>
<td>Deadline for all presenters to have booked onto conference.</td>
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Presenter availability

The conference runs from 1-2 February, 2017. Presenters will be made aware of the date and time of the session no later than 18 November 2016. We are unable to take into account presenter availability when timetabling the sessions, and as such it will be assumed that presenters will be in attendance for the whole event.

Co-presenters and responsibilities

Please include all co-presenters on the submission form. All presenters listed on the form must attend the conference and each will be expected to complete a separate booking form if the session is accepted. Please note:

- All presenters, including co-presenters, need to have booked onto the conference by 18 November 2016.
- It is the responsibility of the lead presenter to pass on all relevant details to any co-presenters.
- It is the responsibility of the lead presenter to ensure that the session runs to time and that it is run as indicated in the session proposal.

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 our accessibility requirements.
**Data protection statement**

All the information you supply 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, book of blogs, on the conference website and HEA STEM blog. 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 stem@heacademy.ac.uk.