Call for papers and guide to submissions

Advance HE Surveys & Insights Conference 2020: Maximising reach and developing potential

29 April 2019, Midlands

Deadline for submissions: 24 February 2020
Submissions should be made online via the following link:
https://advance-he.onlinesurveys.ac.uk/surveys-conf20-submission-form

2020 Theme
Maximising reach and developing potential
Surveys, measurement tools, metrics and the wider insight that such tools generate have a key role to play in helping maximise the reach and quality of provision within the sector.

By gathering and acting on such insight, institutions, sector agencies, researchers and policymakers can work together to help students maximise their potential.

The Advance HE Surveys Conference provides an opportunity to discuss and debate the potential of insight from surveys, metrics, qualitative research and wider methods of capturing the voice of the student for driving excellence and enhancement within higher education.

Each Advance HE Surveys Conference brings together keynote speakers, papers, posters and workshops with an aim to explore real examples of how innovative approaches to measurement and feedback have been employed to deliver impactful findings which have driven real change.

The conference also provides an opportunity for networking and helping to foster discussions which will be beneficial across the sector. Past delegates have included colleagues from institutions (from both further and higher education) with an academic as well as professional services / support / administrative focus, together with representatives from sector agencies, charitable organisations, research and policy bodies, as well as providers of research and insight services.

Conference streams
The conference will include a mixture of keynote sessions, workshops, papers and poster presentations. We welcome papers from practitioners, academics, customer insight professionals, survey specialists, policymakers and anybody with an interest in how surveys and metrics are being employed to make a difference to the quality of provision in education. Papers taking either a strategic or a practical approach are welcome, as are submissions from institutions and organisations both within and outside the higher
education sector. Each conference stream focuses on a different aspect of surveys and wider metrics.

Whilst we welcome proposals on a broad range of topics the conference will revolve around four themes.

- **Student development and outcomes**: Gathering data from students to assess their development and learning gain during their studies, as well as measures taken to predict or measure their outcomes after completing their studies. How can student development be maximised and what role can survey methods play in helping students reach their potential?

- **Widening participation**: How can we use insight to ensure that provision is attracting, reaching and delivering effectively to a fully representative student population? How can the experience of diverse students groups be measured in order to help drive a consistent experience?

- **Teaching excellence**: How can we use insight from surveys and metrics to inform our own practice and help us measure teaching quality? How can excellence be measured and compared both nationally and in a global context? Innovative approaches to measuring excellence in teaching and learning.

- **Maximising the experience and wellbeing of all types of students**: How can we use insight to understand which types of students may not be having the most positive experience and to help put measures in place to address this. Are the experiences of, for example, BME and Commuter students sufficiently understood? What can be done to improve this? How can student wellbeing be measured most effectively in order to provide information to help institutions support students in the right way?

**Session type options**

We are asking for submissions in one of three formats (see below). Read our contributors guidance for more information on submissions.

- **Half hour presentations**: (20 minutes for presentation, 10 minutes for Q&A, themed by stream) Presentations should focus on a particular topic related to the streams of the conference. They may be focused upon practice, strategy, theory or be a discussion piece.

- **One hour workshops**: Interactive sessions, lasting for one hour. Workshops enable you to run an interactive session with delegates exploring a topic relating to the conference theme.

- **Poster presentations**: Poster presentations sharing innovative practice on using insight from surveys and broader metrics for enhancement.

**Submission guidelines**

Submissions should be made online via the following link:

[https://advance-he.onlinesurveys.ac.uk/surveys-conf20-submission-form](https://advance-he.onlinesurveys.ac.uk/surveys-conf20-submission-form)

**Deadline for submission: 24 February 2020**

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.

Title of session
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 and on the conference app.

Conference stream
Please indicate which of the conference streams (listed above) your submission is aligned to. Submissions will be grouped against these streams within sessions to showcase complementary work and to allow for more engaging discussion with an audience interested in that specific area of work.

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
- 30 minutes – oral presentations (20 minute presentation, plus 10 minutes Q&A)
- Poster presentation – displayed on poster boards for delegates to view and discuss

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

Publicity abstract
The abstract will be used for publicity purposes to promote your session via the Advance HE 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.

If your session is successful, this abstract will be included in the conference app and made available to all conference delegates.

Session 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 conference theme and the selected sub-theme. You should also include information on the impact your session will have on the audience, such as why delegates will be interested in the session; how delegates will be able to implement the findings in their own institutions; and how the session demonstrates originality/innovation. Outlines should be no longer than 500 words.

This information will be used in the review process to select and schedule conference sessions.
Room layout
The breakout rooms will be arranged in either theatre style for oral presentations or in cabaret style for workshops. 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 MS 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.

If you require other materials or technical equipment or software to present your session (within reason), please list them here.

Conditions
In submitting a proposal for the Advance HE Surveys Conference 2020, please be aware that you are agreeing to the following:

- attend the conference in person to present your session should it be accepted into the conference programme (please note, presenter places are not free of charge, but are offered at a discounted rate);
- the collection and storage of personal data, as outlined in Advance HE's privacy policy;
- information about yourself, your co-presenters, your institution and your session details being promoted externally on the web-based conference programme;
- PowerPoints/PDFs from your session being posted after the conference on Advance HE's website and Connect networking site;
- your session being photographed or videoed during the conference at Advance HE's discretion;
- your and your co-presenters’ details (name, email address, institution, biography and Twitter name) being shared during the conference on Advance HE’s events app.

Please confirm that you accept these conditions, or select ‘other’ and provide an explanation for your reason.

Downloading responses
Please note, this online system only allows you to select:

EITHER a completion receipt OR a PDF of your responses.

To download a copy of your submission, please select Download my responses from the options provided. This must be completed within 15 minutes of your submission.

If you require both a receipt and a copy of your submission, please select Completion receipt, then e-mail conference@advance-he.ac.uk to request a copy of your responses.

Please note, you will not receive an e-mail receipt from the online site, so please make a note of your completion receipt number before leaving the web page.
### Additional information

#### Important dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 July 2019</td>
<td>Call and conference bookings open (including 10% Early Bird Rates)</td>
</tr>
<tr>
<td>15 September 2019</td>
<td>Close of Early Bird period</td>
</tr>
<tr>
<td>24 February 2020</td>
<td><strong>Deadline for submissions</strong> (midnight)</td>
</tr>
<tr>
<td>1 March 2020</td>
<td>Lead presenters informed of submission outcome and</td>
</tr>
<tr>
<td>1 March 2020</td>
<td>Opening of time-limited 10% presenter discount</td>
</tr>
<tr>
<td>14 March 2020</td>
<td>Lead presenter acceptance of session place</td>
</tr>
<tr>
<td>27 March 2020</td>
<td><strong>10% presenter discount period ends</strong></td>
</tr>
<tr>
<td>3 April 2020</td>
<td>Deadline for presenters to have booked onto the conference</td>
</tr>
<tr>
<td>20 April 2029</td>
<td>Presentations to be submitted</td>
</tr>
<tr>
<td>24 April 2020</td>
<td>Conference bookings close</td>
</tr>
</tbody>
</table>

#### Presenter availability

The conference is being held on 29 April 2020 and you should ensure that you are available on this date before submitting your proposal. Successful presenters will be made aware of the time of their session no later than **1 March 2020**.

#### Co-presenters and responsibilities

Please include all co-presenters on the submission form. Please note:

- All presenters listed on the form should attend the conference if the session is accepted, and each will be expected to register for the conference for the full day at their institution’s membership rate. Presenters and co-presenters are eligible for the time limited 10% presenter rate that will open from 1 March to 27 March 2020.
- If your session is accepted for the conference, lead presenters are required to **confirm that they accept** the offer to present. Please ensure that you have agreed with your department or line manager that funding for your place at the conference is available, **before** confirming your acceptance.
- All presenters, including **co-presenters**, need to have booked onto the conference by **3 April 2020**.
- 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 Advance HE 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 Advance HE 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.
Session attendance 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.

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 Advance HE’s accessibility requirements.

Privacy policy
All the information supplied on the submission forms will be stored by Advance HE 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 Advance HE Connect site.

For further information regarding Advance HE’s programmes and events privacy policy, please visit: https://www.advance-he.ac.uk/programmes-events/privacy-policy

By completing the submission form you are agreeing to your data being used in the above manner.

Contact us
If you have any queries about submissions for the conference, please contact conference@advance-he.ac.uk