Call for proposals and guide to submissions

Equality Diversity and Inclusion Conference 2022
Inclusive Institutions in Action

16-17 March 2022

Deadline for submissions: 5pm, 4 October, 2021
Submissions should be made online via the following link:
https://advance-he.onlinesurveys.ac.uk/edi-conference-2022

Overview
Inclusive Institutions in Action

In the last two years, we have seen a resurgence of voices protesting inequality (racial injustice and the Black Lives Matter Movement, the impact of Covid on existing inequalities, sexual harassment and violence) and a growing interest across the HE and FE sectors in responding to and working with this energy to create meaningful and sustainable change.

Increasingly, we are asking what it looks like when:

- institutions respond positively to the diversity of voices, energy and scholarship advocating for change?
- the voices from the margins are welcomed centre stage, and inclusion is at the heart of our approach to institutional culture?
- our leadership models and practices are truly inclusive?
- we seek out, develop, value and celebrate change agents from outside traditional hierarchies, talent pools and scholarship?
- the complexity of identity and intersectionality informs thinking and practice and shapes new approaches to inclusion and building belonging?

This conference offers an opportunity to think deeply and creatively about what it means to be an inclusive institution, to explore models of inclusion that challenge traditional concepts of leadership and agency, and to share innovative practice around collaboration, co-ownership, allyship and solidarity.

Conference outcomes
The conference will:

- create space to engage with previously less-explored, hidden or ‘taboo’ equality issues and examine/encourage promising practice to address them;
- increase knowledge and confidence in the college and HE sectors to undertake positive action initiatives to tackle inequality and underrepresentation across student bodies, workforce and governance;
• improve institutional capacity to make progress on EDI in an increasingly complex environment;
• engage with leaders and influencers to foster dialogue on embedding a strategic approach to equality in colleges and higher education institutions

Advance HE has acted as a nexus for thought leadership and research into EDI policy and practice in HE and FE. The underpinning evidence base has been built up by and for the sector and is used to inform the work of policymakers and practitioners. With an ever-growing global community of member institutions and a portfolio of thematic communities with global membership, this conference seeks to promote the learning between individuals with a passion for transforming EDI activity in the sector to achieve real change.

**Conference Themes**
The conference will have the following sub-themes and contributors will be asked to identify which sub-theme their submission supports:

- **Embracing the voices of minoritised and marginalised people in our approach to institutional change**: Could include working with student/staff networks; connecting with activist movements, scholarship and energy; innovative practice in curriculum design; models for whole-institution conversations and culture change; creating safe spaces and building trust.
- **Reshaping EDI leadership**: For example, exploring different forms of leadership of EDI beyond the traditional ‘hierarchy’; positive action and diversifying leadership; leadership and flexible working; an active approach to pipelines (including from Student to Board); building competence and confidence in inclusive leadership practice; leadership models to support inclusion (e.g. feminised leadership, anti-racist leadership).
- **The future is intersectional**: e.g. building belonging across and beyond protected characteristics; navigating identity and privilege; authentic leadership; practical approaches to intersectionality.
- **Humble learning**: how we engender and support an inclusive culture of learning; examples might include meaningful allyship (beyond performative and majority-centred); sponsorship, reverse mentoring and other mutually beneficial partnerships; leading through crisis (learning lessons from what we get wrong).
- **The change agent’s tool kit**: an opportunity to focus on the practical skills that we need if we are to be effective in achieving change, whether at an individual or an institutional level. Could include how to ‘make the case’ or influence leaders; anticipating and working with resistance; wellbeing and resilience for EDI activists; building networks and alliances; evidence, research and analysis skills.

**Conference structure**
The conference will run across two days with an optional evening dinner and entertainment on the evening of the 16 March. Delegates can attend the full conference or choose the one day that resonates most with their work, experiences or requirements.
Proposals/session type options:
Proposals are sought against any of the 5 themes above, which will span both days of the conference.

Proposals are welcomed from individuals or teams from across an institution or multiple institutions as well as from students, student unions or other student bodies/groups. The conference aims to showcase a wide and diverse range of work, activities and positive changes with the HE sector. Individuals may submit against more than one session, especially if one of the submissions is for an ignite or soapbox session.

Submissions can be for any of the following session formats. After review we will schedule submissions into 60-minute session slots arranged by theme.

1. Interactive breakout/Workshop session (60 minutes)
Interactive breakout sessions engage participants with peer-learning activities and discussions in numerous formats, including round-table learning cafés, 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. Ignite sessions (5 minutes)
Ignite sessions are a fast and energetic way to deliver your presentation, with 20 slides being delivered over 5 minutes at 15-second intervals. Presentations 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/ for more details.

3. Soapbox (5 minutes)
This session provides delegates with a platform to have their ideas heard. Individuals can submit proposals to participate and, if they are chosen, will be given 5 minutes on stage to present an idea for a project or a key issue that is important to them.

Challenging views are encouraged, as well as the sharing of any projects or pieces of research likely to be of interest to the audience. The format is informal and delegates will have the opportunity to meet soapbox speakers after the session to find out more.

4. 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 60-minute sessions and facilitated by a member of the Advance HE conference team to maximise audience engagement and ensure good time keeping.

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 conference 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://advance-he.onlinesurveys.ac.uk/edi-conference-2022](https://advance-he.onlinesurveys.ac.uk/edi-conference-2022)

**Deadline for submission: 5pm, 4 October 2021**

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 attend and co-present at the conference. Names, job titles, institutions, e-mail addresses and 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. Mobile phone numbers will not be shared outside of the conference administrative team, and will be used to contact you only if we have been unable to get in touch via e-mail.

**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 or on the conference app.

**Session type**

Please select the session type that relates to the session that you wish to deliver (you may choose more than one session type).

Please be aware of the differing lengths of the sessions available:

- Interactive breakout/workshop session – 60 minutes
- Ignite presentation – 5 minutes
- Soapbox talk – 5 minutes
- Oral presentation – 15 minutes, plus 5 minutes Q&A
- Poster presentation

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.
Theme
Please select the most appropriate themes that align with the content of your session. You may choose more than one, but the more specific you can be, will allow us to create greater synergy within sessions when scheduling the programme.

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 Advance HE website, the conference app and social media. 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 sub-theme. 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 in the review process to select and schedule conference sessions.

Room layout
Where possible, session rooms will be arranged in either theatre style for ignite sessions/oral presentations or in cabaret style for 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 due to limitations placed on us by the venue.

Additional equipment
As standard, breakout rooms will be supplied with a Windows laptop, a projector and screen. 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 HMDI 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.

If you require equipment in addition to the above list, please state it in this section. Please be conscious of the limitations of spaces within venues and try to adapt your sessions accordingly. We may not be able to accommodate sessions that require multiple delegate access to computer terminals/laptops or other specific equipment.
Additional Requirements
If you anticipate having any additional requirements when attending the conference, please make us aware of these here. These may include accessibility, access, or other additional requirements that will enable you to attend and present your session.

Conditions
In submitting a proposal for the Equality, Diversity and Inclusion Conference 2022, please be aware that you are agreeing to the following:

- be willing to adapt your presentation for virtual delivery if the Covid-19 pandemic prevents the in-person delivery of the conference;
- permit the recording of your session for potential hybrid or virtual delivery of the conference, to be either live-streamed or circulated as resources to conference delegates;
- abide by any vaccination, testing or Covid passport requirements stipulated by the Government, Local Authority, Advance HE or the conference venue. These will be confirmed closer to the date of the conference and will be guided by governmental advice;
- attend the in-person or virtual conference for a minimum of one day to present your session should it be accepted into the conference programme (virtual solutions will be considered if Covid shielding/accessibility/access requirements prevent/impede in-person attendance). 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;
- slide decks and resources 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 the Advance HE's events app.

If you are uncomfortable agreeing to these conditions, please select 'Other' and provide further details and we will contact you to discuss.

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

- relevance to the conference theme and sub-themes;
- implications of the work for the EDI community;
- clarity of the proposal;
- originality/innovation of the subject matter
- anticipated interest;
- originality/innovation of the mode of presentation;
- potential for delegates to be actively engaged.
**Additional information**

**Important dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 July 2021</td>
<td>Call opens</td>
</tr>
<tr>
<td>4 October 2021</td>
<td>Deadline for submissions (midnight)</td>
</tr>
<tr>
<td>10-11 November 2021</td>
<td>Lead presenters informed of submission outcome</td>
</tr>
<tr>
<td>3 December 2021</td>
<td>Lead presenter acceptance of session place</td>
</tr>
<tr>
<td>31 January 2022</td>
<td>Deadline for presenters to have booked onto the conference</td>
</tr>
<tr>
<td>28 February 2022</td>
<td>Presentations to be submitted</td>
</tr>
<tr>
<td>11 March 2022</td>
<td>Conference bookings close</td>
</tr>
</tbody>
</table>

**Presenter Information**

**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 day(s). All presenters (including poster presenters) will need to register for the conference by 31 January 2022 (at a discounted presenter rate). It is our intention for the conference to be delivered as a full in-person experience and all presenters should prepare to deliver their sessions on site, however, some sessions may also be recorded for live streaming or hybrid delivery. Should the situation regarding the spread and sporadic outbreaks of Covid-19 necessitate a virtual delivery of the conference, we ask that all presenters agree to, and be prepared to, adapt their session for online delivery.

Contributors will be required to send presentation slides, Prezis or similar to the conference team by 28 February 2022. These resources and details of the presentation, drawing on information supplied on the submission form, will be published on the Advance HE website. Please ensure that permission has been sought for the use of any copyrighted images. You may also be invited to blog about your session before the conference to assist with promotion of the event.

**Post-conference:** Presentations and abstracts will be added to the conference webpage 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.

**Presenter availability**
The conference runs from 16-17 March 2022. Presenters will be made aware of the date and time of the session no later than 11 November 2021. We are unable to take into account presenter availability when timetabling the sessions, so it is essential that you are available to present your session on either day of the conference, until the specific time and date is confirmed. Presenters are required to 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 31 January 2022.
• 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.

Attendee numbers
We are unable to guarantee exact audience numbers at any single session and this may result in delegates’ attendance being uneven between sessions that are running in parallel. Ignite sessions will not be scheduled to run in parallel with other sessions and will be delivered to 100% of the delegates.

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 blog pages. All presenters will be required to sign acceptance of the Advance HE event terms and conditions when completing their conference booking form.

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