Call for proposals and guide to submissions

Equality, Diversity and Inclusion Conference 2023: The Shoulders of Giants: Listening, Learning and Improving our Practice

15-16 March 2023

Deadline for submissions: 12 noon, 17 October, 2022
Submissions should be made online via the following link: https://advance-he.onlinesurveys.ac.uk/edi23-submissions

Overview

In 1676 in a letter to his fellow-scientist Robert Hooke, Isaac Newton wrote "If I have seen a little further it is by standing on the shoulders of Giants". Newton's metaphor was not original - theologian and author John of Salisbury, writing in 1159 used a version of the phrase, going on to say, "We see more, and things that are more distant, than they did, not because our sight is superior or because we are taller than they, but because they raise us up, and by their great stature add to ours."

This metaphor acknowledges that advancement in thinking and practice often comes from the inspiration, provocation and challenge that encountering the ideas of others provides – giants are those from whom we can learn and springboard our own learning and process. When we think about the influences on the canon of equity, diversity and inclusion today, several significant questions come to mind:

- Who are our 'giants'? What is our framework of reference for recognising them? How do we challenge exclusionary notions of scholarship, evidence and expertise, and acknowledge and value the work of scholars and practitioners from marginalised groups?
- How do we ensure that we are learning from the widest diversity of sources/resources/lived experience/location?
- How do we encounter ideas that challenge our own ideas in a way that maximises the potential for learning?
- How do we ensure diversity amongst future 'giants' in the way we encourage, support, value and promote our students and staff?
- How can co-creation and collaboration with students, staff and other communities enhance our understanding of EDI?
- What can we learn from EDI thinking and practice in sectors other than Higher Education?
- How do we create opportunities to share/benefit from EDI expertise with international partners?
- How do we understand, navigate and benefit from increasingly complex and intersectional ideas about equity, diversity and inclusion?

Conference outcomes

The conference will:

- provide an opportunity to think deeply and creatively about how we can build our learning on equity, diversity and inclusion to draw on the widest range of thinking and practice, including marginalised voices, new ways of learning, and learning from outside of higher education;
- provide a chance to share what we are doing to disrupt traditional understanding of scholarship and scholars/expertise and experts and to challenge structures and processes that limit career opportunities;
- create a platform to share new ideas that will stimulate our thinking about equity, diversity and inclusion – inviting people to stand on our shoulders and share our insights, as well as learning from those who do likewise;
- increase knowledge and confidence across the HE sector to undertake positive action initiatives to tackle inequality and underrepresentation across student bodies, the workforce and governance structures;
- 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 all providers of higher education.

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:

1. **Learning from students:** Including innovative practice in curriculum design; co-creation and collaboration; student engagement strategies; student-led approaches to dignity and respect; mental health and wellbeing; working with student governors and representatives.
2. **Learning across difference:** For example, approaches to fostering good relations and supporting respectful dialogue around contentious issues; ideas for developing whole-institution engagement on EDI.
3. **Learning across the globe:** Sharing insights and expertise that widen our understanding of EDI across the world. For example, indigenous scholarship and ways of learning; models for effective international collaborations and exchanges.
4. **Learning from beyond HE:** Examples of innovative practice from outside the sector.
5. **Developing giants:** Ideas for encouraging and supporting the development of a diverse community of experts, scholars, leaders and practitioners. For example, early-career researcher development, positive action programmes.
6. **'On the shoulders of':** Sharing innovative thinking/research that widens knowledge and understanding of any aspect of EDI. An opportunity to be giants.

Within each sub-theme we are also looking to include a range of offerings from thought leadership, action research, theoretical research, impact studies, project in progress and other activities, contributors will be asked to select the type of work they will be presenting when they submit. This information will be used to help organise presentations within a theme to give delegates a range of insights within a specific area of focus.

Conference structure

The conference will run across two days with an optional evening dinner and entertainment on the evening of the 15 March. Delegates can attend the full conference or choose the one day that resonates most with their work, experiences or requirements.

Please note that there will also be an early evening reception for Athena Swan and Race Equality Charter award winners from recent application rounds, these winners will also be offered the opportunity to showcase their work during specific sessions in the conference programme.

Proposals/session type options:

Proposals are sought against any of the 6 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. Submissions from networks or partnerships within HE or with bodies outside the HE sector are also welcomed to offer the opportunity for delegates to learn from the widest and most diverse range of work, building on the conference theme. 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.

Submissions can be for any of the following session formats. After review we will schedule submissions into 40 or 60-minute session slots arranged by theme.

1. Interactive breakout/Workshop session (40 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. 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 no more than 15 minutes giving time for questions/discussion (5 minutes). Two or three oral presentations, with a central theme, will be grouped into 40 or 60-minute sessions. A member of the Advance HE conference team will facilitate these to maximise audience engagement and ensure good time keeping.

3. Lightning talk session (40 minutes)

Lightning talk sessions consist of 4-5 short presentations (either with or without the use of slides). Convening a lightning talk session is an ideal way to showcase a number of different EDI initiatives within your institution, or collaborate with peers from different

institutions who are involved in research around a particular theme. It also provides an opportunity to provide different perspectives and opinions on a theme of your choosing.

To submit to this session type, you will need to identify a theme that will link all the presentations together, a lead presenter/convener responsible for organising the session, additional presenters (from your institution, other institutions or organisations outside of the sector) who will present the other talks in the 40 minute session and a suggested title for each short presentation. You will also need to allow time within the session for questions from the delegates.

4. 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 **professionally printed** and brought with you to the conference for display. Only the following orientation and sizes can be accepted:
- Landscape – A1.
- Portrait – either A1 or A0.
- Neither orientation should be smaller than A1 in size.

Submission guidelines
Submissions should be made online via the following link: https://advance-he.onlinesurveys.ac.uk/edi23-submissions

Deadline for submission: 12 noon, 17 October 2022

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

Conference Terms and Conditions
Before submitting a proposal for the Equality, Diversity and Inclusion Conference 2023, please be aware that the following terms and conditions apply. Presenters are required to:
- agree to the collection and storage of personal data, as outlined in Advance HE's privacy policy;
- attend the in-person conference for a minimum of one full day to present their 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;
- agree to information about themself, their co-presenters, their institution and their session details being promoted externally on the web-based conference programme;
- permit their slide decks and resources from the session to be posted after the conference on Advance HE's website and Connect networking site;
- allow their session to be photographed or videoed during the conference at Advance HE's discretion;

- allow their and their co-presenters' details (name, email address, institution, biography and Twitter name) being shared with delegates during the conference on the Advance HE's events app;
- be willing to adapt their presentation for virtual delivery if the Covid-19 pandemic prevents the in-person delivery of the conference;
- permit the recording of their session for potential hybrid or virtual delivery of the conference, to be either live-streamed or circulated as a resource 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.

If you are uncomfortable agreeing to these conditions, you should select no. If you would like us to contact you to discuss your concerns, please leave your contact details on the following page.

Contact details (lead presenter)
Please include your details as the lead presenter. As lead presenter, all correspondence regarding the session will be sent to you, but not to any co-presenters. It is the lead presenter's responsibility to share information and correspondence with all their co-presenters.

Your name, job title, institution, e-mail address and short biography 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.

Contact details (additional presenters)
Please include the contact details for all contributors **who intend to attend and co-present at the conference**. If you are proposing a Lightning Talk session, you should include the details of all presenters delivering short presentations in your session.

If you are unsure of all of the details regarding your co-presenters, please add 'TBC' and these can be confirmed at a later date.

Proposed session details

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.

If you are submitting a Lightning Talk session, please select a title that is relevant to all short presentations within the session, and links these together.

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 – 40 minutes, to include time for questions;
- Oral presentation – 15 minutes, plus 5 minutes Q&A;
- Lightning Talk Session – 40 minutes for 4-5 short presentations, including time for questions;
- Poster presentation.

Please note that 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 at a scheduled time in the conference programme.

Type of Work Presented
Please select the type of work you will be presenting, this will be used to provide an interesting mix of activities presented within each themed session, Types of work could include:
- Thought leadership
- Action research
- Theoretical research
- Project in progress
- Impact Study
- Other – please detail how you would classify your work.

Theme
Please select the most appropriate themes that align with the content of your session. You may choose more than one, but to aid us with conference scheduling, we ask that you select no more than three of the six possible themes.

Abstract
This section will be used for **publicity purposes only** 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. This information will **not be reviewed** or form part of the submission that reviewers will assess when deciding on suitability for inclusion in the conference.

Outline
Session outlines should be written in full paragraphs. Please remember that information provided in the 'abstract' section is not viewed by our reviewers, so it is important to provide background information and possibly repeat information. Outlines should include as much of the following information as possible:
- Brief background information about your project, research or initiative;
- How your proposal links to the overall theme of the conference and the chosen sub-theme;
- Who your intended audience is;
- What impact, take-aways or learning outcomes will your session provide;

- How delegates will be able to implement that learning in their own institutions/practices;
- If a workshop/interactive session: how your session will be delivered, how you will engage participants in interactive activities, and how your session delivery demonstrates originality/innovation;
- If a Lightning Talk session: please include the titles and presenters of each short presentation included in the session (not included in the word count).

Outlines should be no longer than 500 words.

This information will be used in the review process to select and schedule conference sessions.

Keywords
Please add up to five keywords that describe the main focus of your proposal. Again, these will assist in aligning and assigning sessions during the scheduling stage.

Additional information
Room layout
Where possible, session rooms will be arranged in either theatre style for 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 space within venues and try to adapt your sessions accordingly. We will not be able to accommodate sessions that require multiple delegate access to computer terminals/laptops or other specific technical 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.

Support dogs, carers and assistance staff are welcome at the conference and will not be charged an attendance fee, but please let us know about this by including the details here. A quiet room, prayer room and baby feeding room will be provided throughout the

conference available to all delegates, please let us know if you anticipate needing to use these spaces so we can ensure they are of sufficient size.

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 (for workshops/interactive sessions only);
- potential for delegates to be actively engaged.

Additional information
Important dates

Date	Milestone
14 July 2022	Call opens
17 October 2023	Deadline for submissions (12:00 BST)
9-10 November 2022	Lead presenters informed of submission outcome
10 November 2022	Early bird 10% presenter discount opens
2 December 2022	Lead presenter acceptance of session place
30 January 2023	Deadline for presenters to have booked onto the conference
30 January 2023	Early bird presenter discount offer closes
1 March 2023	Presentations to be submitted
10 March 2023	Conference bookings close

Presenter Information
Presenter availability
Presenters will be informed of the review decision, and their scheduled time in the conference programme by **10 November 2022**. 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 of your session is confirmed.

Pre-conference
Following a successful review of their submission, lead presenters will be informed of the decision and will be asked to confirm acceptance of the offer to present at the conference.

Presenters are required to attend the conference for a minimum of one full day in order to present their session and to participate in other sessions throughout the day.

All presenters (including poster presenters) will need to register for the conference by **30 January 2023** to ensure they take advantage of the **10% discounted rate** for presenters.

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, requests to present remotely because of health or accessibility concerns will be taken into consideration. Should the situation regarding the spread and outbreaks of Covid-19 necessitate a virtual delivery of the conference, we ask that all presenters agree to adapt their session for online delivery.

Contributors will be required to send presentation slides to the conference team by 1 March 2023. This is so that slides and resources can be shared with conference delegates in advance, and allow us to pre-load presentations onto laptops in the session rooms.

Details of your session, drawing on information supplied on the submission form, will be published on the Advance HE website.

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 after the conference.

Co-presenters and responsibilities
All presenters listed on the submission 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 30 January 2023.
- 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.

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