

Call for proposals and guide to submissions

Teaching and Learning Conference 2023:

Teaching in the Spotlight: Shaping the future of teaching in HE

4 – 6 July 2023

In person, Keele University

Deadline for submissions: midnight 29 November 2022

Submissions should be made at [our online site](#).

Overview:

Teaching in the Spotlight: Shaping the future of teaching in HE

Teaching and learning in higher education continues to be an area of constant change with staff, students and institutions still developing and evolving their models of higher education as we emerge from the pandemic. Join us at the Advance HE Teaching and Learning Conference 2023 to discuss how we can shape the future of teaching and learning in higher education across the globe and share how you are shaping your teaching, your department, your institution and your future in higher education.

Ongoing debates across the globe focus on teaching excellence, value, the student experience, student engagement and student success and, in some countries including the UK, the topic of fees and the current rise in the cost of living adds to the tensions. Add to this the continuing discussions around flexible modes of delivery- from hyflex to in person, online or hybrid. What blend of these should we use? What blend do our students want? Is this changing over time? Is this evolving? Does it vary by discipline, the level of study, regulatory requirements, or student characteristics?

The complexity of the challenge and the recognition that no-one model suits all, means there is no better time to work together, to share practice, learn from our success and our failures to work together to shape the future of teaching in higher education. Whether you are a Small and Specialist provider, a post-92 institution, an independent provider, a Russell Group university, providing college based higher education or any other institution offering tertiary education there are common challenges and common learning and #TLConf23 is the place to support this.

Conference aims:

The conference will:

- Create space for delegates to engage in creative thinking around teaching and learning towards continuous future enhancement and innovation of the student experience.
- Increase knowledge and confidence of delegates to continue to develop and improve their teaching practice and have a positive impact on the success of their students.
- Engage with leaders and influencers from across the HE sector who share the passion for teaching and learning in HE.

Thematic areas:

The theme *Teaching in the Spotlight: Shaping the future of HE* will address the following areas and themes:

- 1. Shaping the future by challenging the norm**
Are there ways of working and teaching that you are challenging? What informs your teaching practice – disciplinary or institutional custom, legacy practices or SOTL and professional development? How are you challenging the norm in your institution to help shape the future of teaching and learning? What barriers have you overcome and how? How are you bringing your colleagues, students and leaders with you on the journey?
- 2. Shaping the future through education for sustainable development**
How are we building Education for Sustainable Development into our teaching to ensure it is future focused? How are we shaping our graduates for life-long learning and working and equipping them to face current and future challenges?
- 3. Shaping the future through flexible teaching and learning**
How do you provide choice in the pace, place and mode of learning whilst sustaining a learning community? What informed your choice of delivery model? and What has been the impact on students' retention and progression or the wellbeing of staff and students?
- 4. Shaping the future of inclusive teaching**
Higher education aims to be inclusive for all students but there are significant challenges still to overcome, how are you addressing awarding gaps? Is your teaching accessible for all i.e. those from minority ethnic groups, mature students, parents, carers, LGBTQ+ communities, disabled students? How can we ensure our curricula and pedagogies are fit for purpose and how are we evolving them as we understand more about the varied needs of our students?
- 5. Shaping the future through staff-student curriculum co-creation**
What does authentic staff-student partnership look like in curriculum development? How are you working with your students to co-create the curriculum? Do your learning and teaching approaches enable and require student co-creation and how do we embed this into normal practice within our institutions?
- 6. Shaping the future through engagement – students, employers, community, alumni**
Student engagement has been a key focus in recent years but are we getting it right? How do we maintain engagement throughout the student journey and how do we ensure our teaching practice engages all students? How do we also consider the wider engagement of employers, communities and alumni in

our teaching and curriculum? What are the benefits to teachers, institutions and to our students?

7. Shaping the future through immersive learning experiences

How do we deploy immersive learning technologies such as virtual and augmented reality, adaptive technologies, artificial intelligence, learning analytics, smart classrooms, in teaching and learning? How do we know what works to create an engaging learning experience and ensure graduates are ready for the digitally enabled workplace? What are we asking to enhance our understanding of the ethical and practical questions arising from the adoption of these technologies?

Conference structure and strands:

The conference will take place over three days with delegates welcome to attend the full three days, or choose from individual days and evening events.

Theme 1: ***Shaping the future by challenging the norm*** will run across all three days, along with two other interconnected themes as indicated below. All submissions should also demonstrate how the project or initiative has ensured inclusion for all students and where/how it is linked to the [United Nations Sustainable Development Goals \(SDGs\)](#). These are considerations that should underpin all our work in teaching and learning and in line with the [Advance HE Strategy 2021-24](#) are themes we wish to see across the conference.

Day 1 Tuesday 4 July 2022	Day 2 Wednesday 5 July 2022	Day 3 Thursday 6 July 2022
Theme 1: Shaping the future by challenging the norm	Theme 1: Shaping the future by challenging the norm	Theme 1: Shaping the future by challenging the norm
Theme 2: Shaping the future through education for sustainable development	Theme 4: Shaping the future of inclusive teaching	Theme 6: Shaping the future through engagement – students, employers, community, alumni
Theme 3: Shaping the future through flexible teaching and learning	Theme 5: Shaping the future through staff-student curriculum co-creation	Theme 7: Shaping the future through immersive learning experiences

Each day will feature a programme of keynote speakers and panel sessions, plus parallel workshops/interactive breakout sessions, oral presentations, Ignite sessions, roundtable sessions and a poster exhibition.

The conference will also feature two evening networking activities that can be purchased separately, or are included in the 'full conference' ticket option:

- **4 July 2023**, from 6pm onwards – An informal networking meal and drinks reception.
- **5 July 2023**, from 6pm onwards – The Advance HE Annual Dinner.

Keynotes, panel sessions and other sessions delivered in plenary to the full conference, will be recorded and circulated to delegates after the event.

The conference is being delivered as an in-person event, and presenters are expected to attend the conference in person to deliver their sessions. If due to continuing travel restrictions within your country of domesticity or mobility or accessibility concerns would prevent you from attending the conference to deliver a session, please contact conference@advance-he.ac.uk before submitting to the conference to discuss possible options for remote presentations.

Proposals/session type options:

Proposals are sought against any of the seven thematic areas above, across all disciplines, although please be aware of the day(s) on which these thematic areas are scheduled.

Submissions can be discipline focused, interdisciplinary or multi-disciplinary in nature.

Proposals are welcomed from individuals or teams from across a single institution, or involving multiple institutions, employers and other partners, and especially from individuals of underrepresented groups. Proposals are also welcomed from students, student unions or other student bodies. Creative collaborations between academic teams, professional service teams and students are welcomed. The conference aims to showcase a wide and diverse range of work, activities and creative practice. Individuals may submit against more than one session type, but should select the most relevant thematic area.

Submissions can be for any of the following session formats:

- 1. Interactive breakout/workshop session** (60 minutes)
Interactive breakout/workshop sessions engage participants with peer-learning activities and discussions in numerous possible formats, including round-table learning cafés, debates, crowdsourcing sessions, ‘unconference’ gatherings or ‘how to’ workshops. This is your opportunity to be inventive in your mode of delivery and activities to achieve optimum engagement and learning with delegates. As a minimum, half of the session should be activity based or interactive. These sessions will be scheduled into the programme in parallel sessions alongside other interactive sessions and workshops.
- 2. Oral presentation** (15 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 no longer than 15 minutes. Three oral presentations, with an interlinking theme, will be grouped together in an hour-long session, facilitated by a member of the Advance HE conference team to maximise audience engagement and ensure a fair allocation of time. The remaining 15 minutes of the session will be allocated to delegate questions and discussion.
- 3. Ignite session** (5 minutes)
Ignite sessions are a fast and energetic way to deliver your presentation, with 20 slides being delivered over 5 minutes in 15-second intervals. Presentations

will be grouped together into batches of two or three to keep the momentum flowing, with a brief Q&A following each group. Presentations need to be completed on the **correct branded and pre-timed PPT template** which will be sent to you should your submission be successful. See the [Ignite website](#) for more details.

4. **Roundtable session** (20 minutes)

This session provides delegates with a 5-minute platform to share challenges, new ideas or hot topics relating to one of the conference themes. This would be followed by 15 minutes to pose questions or provocations to delegates to generate a discussion with delegates. Individuals can submit proposals outlining an area of practice they are finding challenging and are looking for new ideas, highlighting innovative ideas or technologies, or simply voice an opinion about a current issue within higher education that they wish to debate with peers from other institutions. Three roundtable discussions will be grouped together into hour-long sessions in the conference programme.

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, and could include graphics, tables, charts, text, and images (additional details can be shared via URL links or QR codes). 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 to the conference for display**. Both portrait and landscape orientation are acceptable, although please note the following size restrictions:

- Landscape – maximum size should be A1.
- Portrait – both A0 and A1 are acceptable.

Submission guidelines:

Submissions should be made at [our online site](#).

Deadline for submissions: midnight 29 November 2022.

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

Privacy statement:

Before commencing your submission, please ensure that you understand how we will store and use any personal data provided on the submission form by reading our [privacy statement](#).

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 in all publicity of your session online and on the conference app.

Thematic area/Delivery day:

Please indicate which of the seven thematic areas your submission is aligned to, and take note of the day(s) which this thematic area is scheduled. **You are only able to select one thematic area.**

As a minimum, presenters will be required to attend the conference on the day their session is scheduled to be delivered. Please ensure that, if your submission is accepted into the conference programme, you are available to attend the conference on that day.

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. You may select more than one session type if you wish and our reviewers will decide which session type is most appropriate for our programme. Please see above for further clarification of the session types. You can select from:

- Interactive breakout/workshop session (60mins);
- Oral presentation (15mins + 5mins Q&A)
- Ignite session (5mins);
- Roundtable session (5mins + 15mins discussion);
- Poster presentation.

Promotional abstract:

This abstract will be used for publicity purposes only to promote your session via the Advance HE website, the conference app, Advance HE Connect and on 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. **Please note, the promotional abstract is not sent to reviewers as part of the submission, so should not be viewed as an introduction to details contained in your session outline.**

Session outline:

Please specify details of your session: how it will run, how you will engage participants, and how the proposal links to the overall theme of the conference and the chosen thematic area. 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 by our reviewers to select sessions for inclusion in the programme.

Room layout:

Where possible, session rooms will be arranged in theatre, cabaret or a mixture of the two, dependent on venue capacities and limitations. We ask that you select your preferred layout, and we will endeavour to comply with this request. 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 or Covid-19 social distancing restrictions.

Additional equipment:

As standard, breakout rooms will be supplied with a Windows laptop, a projector and screen. Interactive breakouts and workshop 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.

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 will 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 Advance HE Teaching and Learning Conference 2023, please be aware that you are agreeing to:

- be willing to adapt your presentation for virtual delivery if circumstances 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 local health 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 / regional authority advice;

- attend the in-person conference for a minimum of one day 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;
- 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 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:

- anticipated interest;
- clarity of the proposal;
- implications of the findings for the learning and teaching community;
- originality/innovation of the mode of presentation;
- originality of the work being presented
- relevance to the conference theme and thematic areas;
- potential for delegates to be actively engaged

Reviewing:

A panel of Advance HE staff with Teaching and Learning expertise will act as peer reviewers for all conference submissions.

Additional information:

Important dates:

Date	Milestone
w/c 19 September 2022	Call opens
29 November 2022	Deadline for submissions (midnight)
w/c 23 January 2023	Lead presenters informed of submission outcome
27 January 2023	Draft conference programme published online
17 February 2023	Lead presenter acceptance of session place
28 April 2023	End of presenter 10% discount offer
26 May 2023	Deadline for presenters and co-presenters to have booked onto the conference
19 June 2023	PPT presentations and poster PDFs to be submitted
30 June 2023	Conference bookings close

Conference prices:

Our standard early bird rates, providing a 10% discount are open until **30 September 2022**.

Following confirmation of acceptance into the conference programme, presenters will be eligible for a **time-limited** 10% discount offer on ticket prices. The presenter discount closes on **28 April 2023** and to ensure presenters and co-presenters take advantage of this offer, places must be booked before this date. Presenter bookings after this date will be charged at the full conference rate.

To book your place at the conference, please [click here](#):

	Ticket type	Member institutions	Non-members
Early Bird/Presenter rate	1 day	£265.50	£355.50
Standard rate	1 day	£295	£395
Early Bird/Presenter rate	2 days	£499.50	£666
Standard rate	2 days	£555	£740
Early Bird/Presenter rate	3 days	£715.50	£954
Standard rate	3 days	£795	£1,060

Optional networking events	Price
Networking meal/BBQ (4 July)	£35 inc VAT
Annual Dinner (5 July)	£80 inc VAT

Pre-conference:

Following the review process and scheduling of the conference programme, presenters will be informed of their acceptance and the time and date of their session, and they will be asked to confirm acceptance of the offer to present. All presenters (regardless of session type) will need to register and pay for their place at the conference by **26 May 2023** at the latest, or by **28 April 2023** to benefit from the 10% presenter discount rate.

Contributors will be required to send presentation slides or PDFs of posters to the conference team by 19 June 2023.

Slide decks and poster PDFs will be made available to all delegates ahead of the conference for accessibility purposes, and details of the presentation, drawing on information supplied on the submission form, will be made available on the Advance HE website. Please ensure that permission has been sought for the use of any copyrighted images contained within your slide deck.

You may also be invited to blog about your session before the conference to assist with promotion of the event.

Post-conference:

Slide decks, poster PDFs, recorded keynotes and plenaries, and details of presentations, drawing on information supplied on the submission form, may be

made available on the Advance HE website following the conference. Please ensure that permission has been sought for the use of any copyrighted images.

Presenter availability:

The conference runs from 4-6 July 2023. Presenters will be made aware of the date and time of their session in the week commencing **23 January 2023**. 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 all three days of the conference, until the specific time and date is confirmed with you. Presenters are required to attend the conference for a minimum of one day in order to present their session and participate as delegates during the day.

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 **26 May 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 invited to share handouts or resources with delegates during their session. Please note that Advance HE will not be able to undertake printing of accompanying materials on your behalf.

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 meet Advance HE's accessibility requirements.

Contact us:

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