

Call for proposals and guide to submissions

Teaching and Learning Conference 2024: Future-Focused Education: Innovation, Inclusion, and Impact

2 – 4 July 2024
Nottingham Trent University

Deadline for submissions: midnight 27 November 2023

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

Overview: Future-Focused Education: Innovation, Inclusion, and Impact

The higher education landscape continues to shift as new modes of learning, technological advances, student expectations, and evolving employer needs redefine the role of educational institutions.

In this rapidly changing environment, educators must be prepared to equip students with the attributes needed to thrive in the future. Join us for this transformative three-day conference highlighting innovation in learning technologies, policies, and practices, fostering inclusivity and support for students, and ultimately focusing on the outcomes of education, encompassing employability and sustainable citizenship.

As educators and employers grapple with rapid advances in technology and their impact on both how and what we learn as well as the future of work, it is clear that we need to prepare students for an uncertain future. Experiential learning, working in multidisciplinary teams on real-world, local, or global challenges and utilising cutting-edge technology can all be pivotal in cultivating the essential competencies key to student success in an AI-enabled workplace and fostering sustainable citizenship. The cost-of-living crisis is having a differential impact on student engagement. What strategies, policies or practices are being deployed to ensure that every student has the opportunity to be part of their learning community?

The complexity of the challenge and the recognition that no one model suits all means there is no better time to work together, share practice, and learn from our successes and failures 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, a college-based higher education provider or any other institution offering tertiary education, there are common challenges and common learning and #TLConf24 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 delegates' knowledge and confidence to continue developing and improving their teaching practice and positively impact their students' success.
- Engage with leaders and influencers from across the HE sector who share a passion for teaching and learning in HE.

Thematic areas:

The theme *Future-Focused Education: Innovation, Inclusion, and Impact* will address the following areas and themes:

1. Future-focused education: Innovation, inclusion and impact

- Institution-wide future-focused innovations
- Preparing students for the future
- Preparing staff for the future
- Submissions that address multiple conference themes

2. Modes of learning

- What's working in hybrid delivery
- On the cutting edge, including:
 - AI, VR, AR, simulation
 - New and novel technologies,
- Play-based learning
- Gamification

3. Policies and practices for an AI-enabled higher education sector

- Principles and practices for learning, teaching and assessment with AI
- Graduate attributes for an AI-enabled workplace – what are they, and how do we support their development
- Critical digital pedagogy – supporting students to critique the tools and technologies they use

4. Reducing the impact of the cost-of-living crisis on student engagement through:

- Teaching and assessment practices
- Institutional policies and practices
- Learning spaces
- Co-curricula activities

5. You belong here: Strategies and practices to support all students in feeling they truly belong:

- The impact of the cost of living on the WP demographic - and what can be done
- Inclusive spaces for learning
- Co-creation of the learning environment (beyond the curricula - student support services, formal and informal learning spaces)
- Role of AI and chatbots in student support services
- Student voice approaches to ensure all voices are heard

6. Employability

- Employability and AI
- Co-creation with employers
- Degree apprenticeships
- Work-integrated learning/work-based learning

7. Sustainable citizenship

- Curricula, co-curricular and extracurricular activities
- A sustainable campus: Co-creating solutions
- Community and service-based learning

Conference structure and strands:

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

Theme 1: ***Future-Focused Education: Innovation, Inclusion, and Impact*** 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 2 July 2024	Day 2 Wednesday 3 July 2024	Day 3 Thursday 4 July 2024
Theme 1: Future-focused education: Innovation, inclusion, and impact	Theme 1: Future-focused education: Innovation, inclusion, and impact	Theme 1: Future-focused education: Innovation, inclusion, and impact
Theme 2: Modes of learning	Theme 4: Reducing the impact of the cost-of-living crisis on student engagement	Theme 6: Employability
Theme 3: Policies and practices for an AI-enabled higher education sector	Theme 5: You belong here: Strategies and practices to support all students in feeling they truly belong	Theme 7: Sustainable citizenship

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

The conference will also feature two evening networking activities that can be purchased separately.

- **2 July 2024**, from 6 pm onwards – An informal networking meal and drinks reception.
- **3 July 2024**, from 6 pm 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 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) these thematic areas are scheduled.

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

Proposals are welcomed from individuals or teams across a single institution or involving multiple institutions, employers and other partners, 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 multiple session types 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. At 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 summarise 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 in an hour-long session facilitated by an Advance HE conference team member to maximise audience engagement and ensure a fair time allocation. The remaining 15 minutes of the session will be allocated to delegate questions and discussion.
- 3. Roundtable session** (20 minutes)
This session provides delegates 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 find challenging and are looking for new ideas, highlighting innovative ideas or technologies, or 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 into hour-long conference programme sessions.

4. **Poster presentation**

Posters give an alternative approach to presenting current research or new work. Posters should be an eye-catching visual representation of a topic, including 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 27 November 2023.

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

1. Accept Conditions of Conference

Privacy statement:

You will be asked to read and agree to Advance HE's privacy statement, explaining how we will use and store any data you submit.

Conditions:

Before submitting a proposal for the Teaching and Learning Conference 2024, please be aware that the following terms and conditions apply. Presenters are required to:

- attend the in-person conference for a minimum of one day to present their 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;
- agree to information about themselves, 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 being shared with conference attendees;
- 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.

You will have to agree to these conditions and storage of data before progressing with your submission.

2. Lead Presenter Details

Contact details:

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 title (Dr, Professor, Mr. etc.), first and last name, institution, job title, e-mail address, mobile phone number, Twitter handle (if you have one) and a 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.

Before completing this section, you will be asked whether your proposed session includes any additional presenters. Please select the appropriate answer. If you have additional presenters, you will be asked to include contact information (as above) for each additional presenter.

You should only list colleagues who will be attending the conference to co-present your session in person.

3. 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.

Session Theme Selection/Delivery day:

From the drop-down list of seven themes, please select the theme that most closely aligns with the content of your session. Details of each theme can be viewed when that option is selected.

Session type:

Please select the session types that you would prefer to deliver at the conference (you may choose more than one session type).

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

Further details about session types can be found by clicking on the 'Show more' button under each session type.

Session 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;

Outlines should be no longer than 500 words.

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

Promotional 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.

4. Presenter Requirements

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 breakouts and workshop sessions will also contain flip charts, pens, post-it notes, and other stationery.

For presenters who wish to bring their laptops, VGA and HDMI adaptors will be available. Presenters wishing to use Mac laptops or Macbooks should bring an appropriate adapter to connect to the projector cables where possible.

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 cannot accommodate sessions requiring 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.

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.

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
9 October 2023	Call opens
27 November 2023	Deadline for submissions (midnight)
w/c 22 January 2024	Lead presenters informed of submission outcome
26 January 2024	Draft conference programme published online
16 February 2024	Lead presenter acceptance of session place
26 April 2024	End of presenter 10% discount offer

Date	Milestone
24 May 2024	Deadline for presenters and co-presenters to have booked onto the conference
15 June 2024	PPT presentations and poster PDFs to be submitted
18 June 2024	Conference bookings close

Conference prices:

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 **26 April 2024** 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	£292.50	£391.50
Standard rate	1 day	£325	£435
Early Bird/Presenter rate	2 days	£549	£733.50
Standard rate	2 days	£610	£815
Early Bird/Presenter rate	3 days	£787.50	£1,053
Standard rate	3 days	£875	£1,170

Optional networking events	Price
Networking meal/BBQ (2 July)	£35 inc VAT
Dinner (3 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 **24 May 2024** at the latest, or by **26 April 2024** 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 **15 June 2024**.

Slide decks (in pdf format) 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 (in pdf format), 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 2-4 July 2024. Presenters will be made aware of the date and time of their session in the week commencing **22 January 2024**. 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 **24 May 2024**.
- 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