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**EAUC *CLIMATE* CONFERENCE**

**23 - 24 June 2020 at the University of Bath**

**Conference Session Proposal Form**

**Deadline for all session proposals – 31st January 2020 at 17:00**

Please return the form in Word format (not pdf) to [**eaucconference@inanyevent-uk.com**](mailto:eaucconference@inanyevent-uk.com)

**PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

**ALL PARTS OF THIS FORM MUST BE COMPLETED**.

If there are any incomplete sections, this may result in your offer being rejected

**The will be four time slots during the conference with several sessions running simultaneously.** Please note that submission of a proposal does not guarantee inclusion in the finalised conference programme. **Please read the guidance notes before completing this Proposal Form.**

**Please note:**

* **Short Sessions will be 30 minutes including 10 minutes discussion time and must not overrun.** This format is ideal for presenting Academic papers, but would also be an excellent format for focused discussions with a single focused topic or presenter.
* **Long Sessions will be 60 minutes including 20 minutes discussion time and must not overrun.** This format is ideal for sessions with several speakers outlining their experience from different perspectives.
* Each submission will be assessed individually based on the criteria below. Where we find two or more proposals are exploring similar themes or topics we may decide to combine these to form one session, we will notify you if this is the case.

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| **Contact details pre- and post- Conference** | | | |
| **Name** |  | | |
| **Job title** |  | | |
| **Organisation** |  | | |
| **Email address** |  | | |
| **Contact landline** |  | **Contact mobile** |  |
| Name of lead person delivering the session if different from above  (if the contact is the same, please leave this blank) | | | | |
| **Name** |  | | |
| **Job title** |  | | |
| **Organisation** |  | | |
| **Email address** |  | | |
| **Contact landline** |  | **Contact mobile** |  |
| Names of other contributors to the session  Please copy this section for each contributor. Please ensure you list all speakers who will be attending, any speakers who are not listed will be charged at the full conference price We recommend a maximum of 2-3 speakers per session (4 for a panel/debate session) | | | | |
| **Name** |  | | |
| **Job title** |  | | |
| **Organisation** |  | | |
| **Email address** |  | | |
| **Contact landline** |  | **Contact mobile** |  |

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| **Session streams** | | | |
| Choose your stream below (sessions may be in the morning or afternoon). You may find that some streams could overlap in content, which is the nature of sustainability, but please select the main stream you feel your session will fit into. **Refer to the Guidance Notes for details** | | | |
| *Will your session be a presentation of an academic paper? Delete as appropriate* | *Y / N* | *Will your session be in long or short format? Delete as appropriate* | *Short / Long* |
| *Stream – choose the* ***ONE*** *that applies most.* | | *When would you be available to deliver your session? If you are able to do both days, please tick both boxes* | |
| **Leadership & Governance** |  | **Tuesday 23 June** |  |
| **Partnerships & Engagement** |  |
| **Student Outcomes: Teaching, Learning & Research** |  | **Wednesday 24 June** |  |
| **Estates & Operations** |  |

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| **Session details and delivery** | | | |
| **Session title** |  | | |
| **Session summary:**  **(This summary will be used on the Conference Website, Max 100 words)** |  | | |
| **Session agenda** |  | | |
| Will the session include any other elements? | ***TIP:*** *this could include an EAUC Member case study, a Green Gown Award winner/highly commended/finalist entry, a member case study* | | |
| Does your session have any special requirements? *Please specify* |  | Is your session applicable to both higher (HE) and further education (FE)? |  |
| **Session Format**  What is your preferred session layout? If no preference is indicated we will set the room up ??  If you have any unusual ideas, please let us know. |  | | |
| In what way do you think this session links to the conference theme’? |  | | |
| How does your session stand out from the crowd in a busy conference programme? |  | | |

**Have you completed all the sections? Please submit this form to** [**eaucconference@inanyevent-uk.com**](mailto:eaucconference@inanyevent-uk.com) by **31st January 2020 at 17:00**