



Annual conference
Swansea University
22-24 June 2026

Breakout session planning and guidance

Purpose

This guide helps speakers and facilitators design and deliver inclusive, educational, and engaging sessions at EAUC events and conferences. It explains our conference topic tags, session formats, expectations, speaker responsibilities, and practical guidance for shaping strong titles, descriptions, and learning outcomes. It is designed to be used alongside the [wider speaker pack resources](#).

Included in the speaker pack

- Breakout session planning and guidance (this document)
- How to make great accessible breakout sessions
- Opening and closing slides
- Social media templates

Contacts

- Educational programme content: lchapman@eauc.org.uk
- Operational and logistics: [eaucconference@inanyevent-uk.com](mailto:eauconference@inanyevent-uk.com)
- You can find all the resources on the EAUC [website](#)

You can find more information [about us](#), including our strategy, [current team](#), portfolio of [resources](#) and our [educational](#) and [company membership](#).

Speaker checklist

Section	Item	Who	When	When
A. What we confirm together	Draft session title	EAUC drafts, speakers review	Before speaker briefing	We will finalise in the briefing meeting
	Draft session description (max 200 words)	EAUC drafts, speakers review	Before speaker briefing	Final version agreed in the briefing meeting
	Draft learning outcomes (2-3)	EAUC drafts, speakers review	Before speaker briefing	Final outcomes agreed in the briefing meeting

Section	Item	Who	When	When
A. What we confirm together	Session overview and agenda outline	Shared	In briefing meeting	Focus on what delegates do and take away
	Slides plan (if relevant)	Speakers with EAUC support	After briefing meeting	Agree whether slides are needed and how they will be used
	Slido plan (if used)	Shared	After briefing meeting	Complete Slido form once the session flow is agreed
	Accessibility or delivery requirements	Shared	Raise early, confirm in briefing	Include microphone, pacing, seating, outdoor needs, adjustments
B. Speaker supplied assets	Speaker bio (50–100 words)	Speakers	1 June 2026	Required for programme listing. Not received by 1 June = not listed. Submit as soon as possible.
	Headshot	Speakers	1 June 2026	Required for programme listing. Not received by 1 June = not listed. Submit as soon as possible.
C. Key dates	Earliest submission of slides/resources	Speakers	4 weeks before session	We can accept earlier if ready
	Final deadline for slides	Speakers	2 weeks before session	Needed for quality checks and upload
	Additional resources or follow ups	Speakers	4 weeks before session	Post event resources or signposting
D. On the day	Arrival	Speakers	10–15 minutes early	Meet facilitator, check setup
	Microphone use	Speakers	During session	Use when provided for accessibility
	Timing	Speakers + facilitator	During session	Start and finish on time
D. On the day	Speaker	Speakers	On the day	Deliver session, manage content flow, agreed interaction
	Facilitator	EAUC	On the day	Welcome and introductions, support transitions, time cues if agreed, support Slido, accessibility check in

EAUC will draft the initial session title, description and learning outcomes, then we will finalise these together with all speakers during the session briefing.

Important:

- Please check the platform and website to ensure your name and title appear as you would like it to appear on our conference materials
- Please note: EAUC cannot guarantee quality checks for presentations submitted within 13 days of the event.
- Deadline extensions must be requested in writing and will be reviewed on a case-by-case basis.

Delegate outcomes

- Connect: Build meaningful relationships, share experiences, and invest in your network.
- Learn: Stay informed on current practice, future trends, and sector shifts.
- Act: Be inspired by new ideas and practical solutions you can apply in your role.
- Reflect: Step back from the day job to think strategically and recharge.

What this means for speakers: please design your session to deliver at least two of the outcomes above, with a clear takeaway (a tool, decision lens, next step, or contact) that delegates can use after the conference. Our programme brings together over 300 post 16 education professionals, so clarity, relevance, and practical application matter more than covering everything.

EAUC events create a practical space for peer learning, honest discussion, and collaboration across post 16 education, helping delegates connect, learn, act, and reflect.



Planning and preparation for breakout sessions

Planning and preparation for the EAUC Conference

Presentation slide accessibility guidance

We want our events to be accessible to as many people as possible, including delegates with colour blindness, dyslexia, and those who use screen readers or other assistive technology. If you plan to use slides, please review [How to make great accessible breakout sessions](#) in the speaker pack and apply the guidance when preparing your materials.

Understanding EAUC event topic tags

To support whole-institution sustainability transformation, each session will be tagged with one or more of the eleven core topic tags (below). These tags help delegates navigate the programme, identify sessions most relevant to their interests, and support analysis of how the conference collectively addresses sector priorities.

Sustainability issues rarely exist in isolation. Your session might take a focused look at one topic or explore the relationships between several; both approaches are valuable. The EAUC Annual Conference welcomes a mix of sessions: some with a clear specialist lens, and others that connect ideas across disciplines or institutional functions.

- | | |
|--|--|
|  Biodiversity, Food and Nature |  Engagement and Partnerships |
|  Carbon, Energy and Reporting |  Health, Wellbeing and EDI |
|  Digital Futures (ICT, Digitalisation and AI) |  Leadership and Strategy |
|  Education, Research and Skills |  Finance and Procurement |
|  Climate Adaptation and Risk |  Travel, Transport and Mobility |
| |  Waste and Circular Economy |

Tip for speakers

When preparing a breakout session or an event from scratch you can identify relevant topic tags that describe the sustainability themes your session explores. When designing your session, consider how your work contributes to wider sector goals and connects to the challenges facing post-16 education. This helps delegates see the broader impact of your project and encourages rich, cross-sector learning.

Example:

Session title: Rooted in Nature: Cultivating student wellbeing and leadership through campus biodiversity projects

Topic tags: Biodiversity, Food and Nature | Health, Wellbeing and EDI | Engagement and Partnerships



Biodiversity,
Food and
Nature



Carbon,
Energy and
Reporting



Digital Futures
(ICT, Digitalisation
and AI)



Education,
Research
and Skills



Climate
Adaptation
and Risk



Engagement
and
Partnerships



Health,
Wellbeing
and EDI



Leadership
and
Strategy



Finance
and
Procurement



Travel,
Transport
and Mobility



Waste and
Circular
Economy

Breakout session formats

Most conference breakout sessions are 60 minutes. This is a strategic programme decision to keep sessions focused, accessible, and consistent, while giving delegates meaningful choice across the agenda. Sessions are designed to share applied learning, test ideas, and signpost delegates to tools, contacts, and next steps, rather than provide deep dives or full training. Where extended sensemaking or skills development is essential, we will support speakers to offer an additional post event webinar or workshop after the conference.

- We do not allocate most sessions in advance, so attendance can range from 15 to 100, within a conference of nearly 300.
- We will work with you to confirm the most suitable format for your content.
- All session briefs include clear learning outcomes aligned to the UN Sustainable Development Goals and where relevant, national frameworks for the host nation (for example, Wales Well-being goals)
- Delivery spaces: For formats that can run outdoors (for example Walkshops), we will agree indoor or outdoor preferences with you, confirm accessibility requirements with the venue, and provide a backup indoor space in case of poor weather. Accessibility expectations are set out in our accessible breakout session guidance and slides.

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In Practice @ EAUC (can include Walkshops)

Purpose: Fast paced peer idea sharing and applied discussion.

Structure: Up to four speakers each offering a different topic, usually from different institutions. Each delivers a 7-minute pitch (no slide deck). After pitching, delegates choose which speaker to join for a focused discussion. One speaker remains in the main space; other speakers move to allocated indoor or outdoor (walkshop) spaces.

Slides/AV: No presentations and no AV.

What we need from you:

- A clear 7-minute pitch: the problem, what you did, what changed, and one transferable lesson.
- One discussion prompt and 2 to 3 questions you can use to guide conversation.
- One practical takeaway delegate can act on within 30/90 days (tool, step, template, contact, or decision rule).

Location and accessibility: We will discuss your preference for indoor or outdoor delivery. If outdoors, we confirm accessibility with the venue and provide a backup indoor space in case of poor weather. Accessibility guidance is also covered in our [How to make great accessible breakout sessions](#).



The Future Lens

Purpose: Big picture strategic insight and future focused sensemaking, helping delegates anticipate change, test assumptions, and strengthen decision making in uncertain conditions.

Structure: May be delivered as a facilitated discussion or panel, but it is not a traditional panel. Speakers share brief provocations to surface tensions and choices, followed by structured dialogue with the room (reflection prompts, facilitated Q&A, and shared sensemaking).

Slides/AV: Optional. If used, keep slides minimal and visually engaging. Slides should act as prompts (questions, frameworks, images), not content dumps.

What we need from you:

- 2 to 3 strategic provocations (3 to 4 minutes each): what is changing, what matters, what is at stake, and what leaders need to decide or rethink.
- 1 “so what?” question for delegates to respond to (individually or in pairs), to shift from insight to implication.
- A short close that offers a decision lens or practical next step delegates can take back to their institution (for example, a prioritisation test, risk question, or “stop start continue” prompt).

Timing note: Future Lens sessions are designed for 60 minutes. Where deeper sensemaking is essential, we will support an additional post event webinar or workshop to extend the conversation and develop actions beyond the conference.

Pathways to Practice

Purpose: Hands-on, action focused learning that builds capability and supports implementation.

Structure: Highly interactive workshop style, using small group work, toolkits, case studies, or structured exercises to apply learning in real time.

Slides/AV: Optional. Use only if they support the activity (instructions, prompts, models).

What we need from you:

- A clear activity plan with timings (what delegates do, not what you say).
- Materials or a simple tool delegates can use afterwards.
- A practical output (for example: a draft action step, checklist, risk or stakeholder map, or next steps).

EAUC Learning Labs

Purpose: Certificate-based deep dive to build specific skills or competencies.

Typical duration: 2 to 4 hours.

Structure: Training style learning with clear outcomes, practice, and tangible tools.

Slides/AV: As required to support teaching and practice.

What we need from you:

- Learning outcomes, session plan, and any pre work (if used).
- Materials and a clear method for checking completion (for certification).



EAUC Open Space

Purpose: Participant-led agenda setting and peer learning at scale.

Duration: Full day.

Structure: The facilitator explains the purpose, ground rules, and how participants propose topics. Delegates create the agenda, join the conversations most relevant to them, and may move between groups if they are not learning or contributing (often described as the “law of two feet”). Key principles include “whoever comes are the right people” and “whatever happens is the only thing that could have happened.”

Slides/AV: Not used.

What we need from you (as facilitator or host):

- Clear, visible instructions and timings.
- Inclusive participation options (spoken and written).
- A simple capture method so learning is shared beyond the room (themes, insights, actions).
- Materials and a clear method for checking completion (for certification).

Accessibility and inclusion in the room

- Build in multiple ways for people to take part, recognising different access needs, confidence levels, and communication styles.
- Alongside spoke discussion, offer quieter participation options alongside spoken discussion, such as:
 - Written prompts (paper, QR form, or chat)
 - Paired reflection before group discussion
 - A hosted table where a facilitator supports turn-taking
- Use structured turn-taking where helpful, for example:
 - Inviting contributions in a round
 - Using “hands up” with an agreed order
 - Offering “pass” as a valid option
- Make instructions visible as well as spoken.
- Keep prompts short and specific.
- Allow thinking time before asking for responses.
- Check in early (e.g., “Any adjustments that would help you take part fully?”).
- Notice who is not being heard and rebalance airtime, repeating questions or switching to written capture.
- Our breakout accessibility guidance and slides provide overall principles; the expectation is that facilitators and speakers actively notice barriers and make practical adjustments during delivery.

www.eauc.org.uk/learning/2026-eauc-annual-conference/resources-for-speakers/

Plenary session formats (main stage)

Vision and Voice (Plenary)

Purpose: A motivational keynote that sets direction, builds shared intent, and connects delegates to the wider context.

Structure: Story, evidence, and a clear call to action, with a strong opening and a purposeful close.

Slides/AV: Optional. If used, keep slides minimal and supportive of the narrative (images, simple prompts, no dense text).

What we need from you:

- At least one key message delegates will remember and be able to repeat.
- At least one action or commitment delegates can take back to their institution.
- We will co-design the pitch, messaging, and narrative arc with you to ensure alignment with conference themes and delegate needs.

The Frontline Forum (Plenary)

Purpose: A moderated dialogue bringing together sector leaders, practitioners, and provocateurs to explore real tensions shaping sustainability in post-16 education.

Structure: Moderated conversation with designed audience engagement throughout (not just end of session Q and A), using mechanisms such as Slido, roving microphones, short reflection prompts, or structured questions.

Slides/AV: Minimal. Avoid slide decks unless they are essential for a single prompt or data point.

What we need from you:

- Short, crisp contributions (insight + implication), and comfort with challenge and trade-offs.
- One example or evidence point you can use to ground your perspective.
- Readiness to respond to audience questions and to build on other panellists, not deliver set pieces.
- We will co-design the flow, key tensions, and audience engagement approach with panellists in advance, so the discussion has a clear arc and strong takeaways.

Language and communication guidance

At the heart of this conference is the belief that how we communicate shapes the impact we make. The language we use reflects our values, influences inclusion, and either builds or breaks trust. As a speaker, you play a vital role in modelling respectful, accessible and inclusive communication.

We ask that all presenters are mindful of the diverse lived experiences, identities, and perspectives of our audience. This includes avoiding language or references that may exclude, stereotype, or cause harm. Instead, we encourage the use of curious, respectful and invitational language that reflects the spirit of learning, equity and sustainability.



For more detail on our expectations, please refer to the EAUC [Event Code of Conduct](#), which outlines the inclusive standards we expect all contributors and delegates to uphold.

Some examples:

Use “institutions” or “higher and further education” – not “schools” or single references “Higher education “only. Our conference brings together a diverse community of professionals from across the further and higher education sectors, including delegates from FE colleges, HE institutions, specialist providers, adult education, and sector organisations, please consider how your language reflects the breadth of our audience.

- Avoid regional assumptions. Different nations have different governance (e.g., Scotland, NI)
- Embrace inclusive, non-ableist, and person-centred language.

Inclusive language resources

- [Mind UK](#) – Mental Health Language Guide
- [NHS Inform \(Scotland\)](#) – Inclusive Language Style Guide
- [CIPR Diversity and Inclusion Network](#) – Inclusive Communications Guide (CPD-accredited)
- [Brighton University EDI Toolkit](#) – Inclusive Language Guidance
- [Activity Alliance](#) – Accessible Communications: Plain English Guide

Speaker bio, photo, and social media promotion

To help promote your session and increase delegate engagement, we ask all speakers to submit:

- A short bio (50–100 words)
- A recent, high-resolution photo (headshot preferred)

These will be used on our website, event platform, and promotional materials so delegates can make informed decisions about which sessions to attend. Our event provider will request these early in the process, so please ensure timely submission to avoid being omitted from listings.

To support you in promoting your participation, [EAUC provides branded social media templates](#) to cover the following social media platforms [LinkedIn](#), [Instagram](#), and [BlueSky](#). These are designed to:

- Help you announce your involvement as a speaker
- Build visibility for your session ahead of the conference
- Encourage delegate interest and attendance



How to use the templates:

- Add your name, session title, institution, and photo if the template allows
- Include the event hashtag and tag EAUC's account
- Mention your session theme or what attendees can expect to learn

Tip: Share 2–3 times before the event – a save-the-date, a teaser about your topic, and a final post in the week before the conference.

Templates will be provided upon confirmation and uploaded to the site once they are finalised do keep your eyes peeled for our communications to assist you with this. If you need help, contact the EAUC events team eaucconference@inanyevent-uk.com

Choosing session titles

Your session title is your first (and sometimes only) chance to connect with your audience. A strong title builds curiosity, conveys relevance, and invites delegates to engage. It should be clear, purposeful, and aligned to what attendee's value most – practical insight, inspiration, and impact. EAUC will draft the initial session title, description and learning outcomes, then we will finalise these together with all speakers during the session briefing.

A well-chosen title can:

- Spark attention in a crowded schedule
- Establish the tone and focus of your session
- Influence perceptions about the value and takeaways
- Help delegates remember and talk about your session afterward

To craft a compelling title, ask yourself:

- What outcome or insight will participants gain?
- How would someone describe this session in one sentence?
- What emotion or energy do I want the title to evoke?

Tips for creating an effective title

- **Start strong:** Lead with the most important idea in the first 4–6 words
- **Keep it concise:** Aim for under 12 words
- **Use active language:** Words like Creating, unlocking, learning add momentum
- **Highlight benefit:** Make the value or outcome clear (e.g. “How to...”, “Tools for...”)
- **Avoid jargon:** Use plain, accessible language that all attendees will understand
- **Make it audience-focused:** Frame the title around what they will gain, not just what you'll share

Tip: Think of your title as a promise to your audience what will they walk away knowing, feeling or doing differently?

Example titles

“Rooted in nature: Cultivating student wellbeing and leadership through campus biodiversity projects”

Combines relevance, action, and intrigue with key themes built in.

“The carbon conversation: Practical tools for turning policy into action”

Indicates practical takeaways with a clear thematic hook.

“Beyond the tick-box: Embedding EDI in your sustainability strategy”

Challenges a common issue while signalling a deeper dive.

“From timetables to tipping points: Leading curriculum change for net zero”

Uses metaphor and alliteration to convey urgency and transformation.

Session description

A strong session description starts with a clear and compelling hook.

This could be a surprising fact, a powerful question, or a brief anecdote that connects with your topic. For example:

“Your weeks away from launching your institution’s biodiversity action plan, but engagement is low, and staff are burnt out. How do you inspire participation and create meaningful change?”

You can also frame your session by naming a common challenge and outlining the practical outcomes attendees can expect:

“Institutions are under pressure to deliver sustainable impact while maintaining wellbeing and academic integrity. This session will explore proven strategies for cross-campus collaboration that promote leadership, empower students, and improve biodiversity outcomes.”

Put your value proposition near the top, delegates often skim for relevance. Be specific about what they will gain.

An example: Promoting sustainability through people and place.

In this interactive session, you’ll explore actionable ways to strengthen wellbeing, student engagement and leadership through nature-based initiatives. You’ll leave with strategies, tools, and real-world case studies to take back and implement at your institution.

Please provide a concise, compelling session description in a maximum of 200 words:

Learning outcomes

Write 2–3 outcomes using Bloom’s Taxonomy. Focus on active, measurable verbs:

Remember Understand Apply Analyse Evaluate Create

E.g.: “By the end of this session, participants will be able to evaluate sustainability trade-offs in campus procurement.”

Session contributors

Let us know who else is co-delivering or supporting so we can prepare logistics and accreditation.

How to design your session in 60 minutes

Outline your internal timings, transitions, and any facilitation requirements. This will not be shared with delegates but helps us ensure smooth delivery.

Design pattern for a 60-minute Workshop:



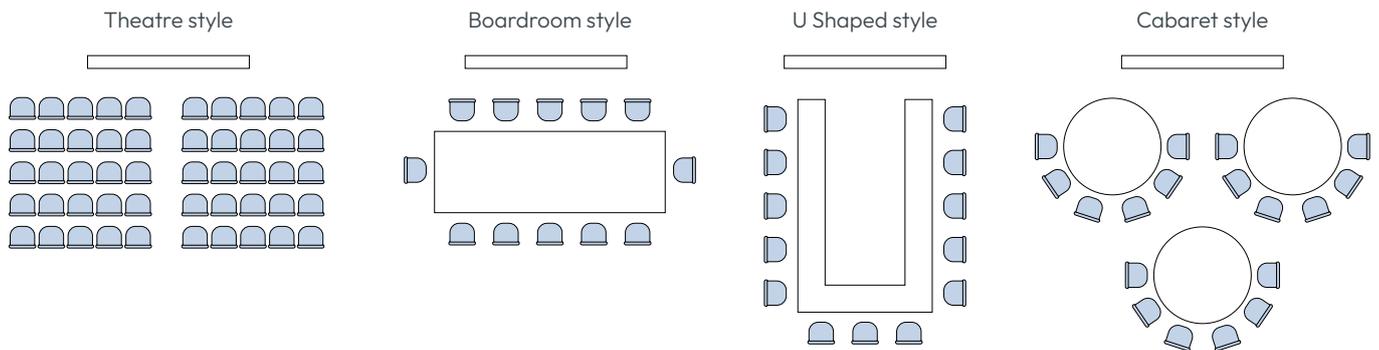
We strongly recommend limiting background, scene-setting, or case study overviews to no more than 15–20 minutes. Delegates attend EAUC sessions to leave with tangible actions, tools, or insights they can implement in their institutions. Ensuring sufficient time for reflection, Q&A, and shared takeaway points will support this goal.

You are welcome to adapt this structure to fit your style and format, but please ensure actions, dialogue, and delegate contribution are prioritised where possible.

Room and equipment overview

We have selected the room layout that best supports your session format to create the most effective environment for engagement. However, if you feel an alternative setup would better suit your delivery style or facilitation needs, please let us know.

You can request a change to the room layout by indicating your preference in the EAUC Conference Session Form. Any updates must be submitted in advance to allow our venue and event team enough time to make adjustments.



Session Type	Tech materials	EAUC Layout
In Practice @ EAUC	No AV or slides	Cabaret/outside
The Future Lens	Projector/Screen/Slido/Slides*/Flipchart and pens/Microphone	Cabaret
Pathways to Practice	Flipchart/Projector/Screen	Cabaret
EAUC Learning Labs	Projector/Screen/Slido/Slides*	Open Floor
EAUC open space	Card/Flipcharts – no slides	Open Floor
Guided Networking	Flipchart and pens	Rounds, flexible
Vision to Voice (Plenary)	Optional slides. Microphone (lapel/handheld)	Theatre
The Frontline Forum (Plenary)	No slides. Microphone (lapel/handheld)	Theatre
EAUC Learning Labs	Projector/Screen/Slido/Slides*	Cabaret

*Recommendation, maximum of 20 slides

Slido

At the EAUC Annual Conference, we use Slido as a digital tool to enhance engagement, interaction, and inclusivity during sessions. Slido allows delegates to participate in real-time by submitting questions, voting in polls, or sharing reflections via their mobile devices, anonymously if they wish. This helps ensure that all voices can be heard, including those who may not feel comfortable speaking up in a large group setting.

As a speaker you can use Slido to:

- Collect live questions during or after your talk
- Run quick polls to check understanding or surface opinions
- Capture feedback or ideas to feed into group discussion
- Track sentiment or energy in the room

You're not required to use Slido, but we encourage it where appropriate to enhance interaction, accessibility, and audience participation, especially in larger or more formal settings.

The form accompanying this guidance helps us:

- Understand your preferences around using Slido
- Ensure any polls or audience questions are set up in advance
- Support you with technical setup and on-the-day delivery

Our facilitators will liaise with you to test and manage your Slido session, and support will be available throughout the conference.

If you're unsure how Slido could work in your format, whether a keynote, In Practice @ EAUC, Pathways to Practice, The Future Lens, EAUC Learning Labs.

At the conference

At the conference itself

To ensure you feel confident, prepared and supported on the day of your session, please take a moment to review the following information.

Arrival and registration

- Upon arrival, please report to the registration desk to collect your name badge and familiarise yourself with the venue layout.
- Locate your session room early. We recommend arriving at least 10–15 minutes before your session to settle in, check the layout and meet your facilitator.

Room set-up and technology

- Laptops will be provided in session rooms; your presentation will be preloaded. We do not encourage use of personal devices.
- In most cases, the presentation will be run from the facilitator's laptop or a dedicated EAUC event laptop.
- All necessary cables, adaptors, and AV support are available through the venue team, but if you have any special technical needs, you must inform us at least 2 weeks in advance.

Support in the room

Each session will have a designated facilitator who will:

- Welcome and introduce you to the audience
- Provide timekeeping cues if you request them
- Offer light-touch support for Q and A if agreed in advance

You are responsible for:

- Delivering the session and presentation
- Managing Q and A and discussions unless otherwise agreed

Timekeeping and transitions

- Sessions must start and end on time to respect the wider conference schedule.
- If you would like time cues, please let your facilitator know in advance.
- If you prefer to manage your own time, that is absolutely fine, please be clear on your transitions and wrap-up.

Accessibility and inclusive practice

- This is an inclusive and accessible conference. Some sessions may include BSL interpreters, captioning or hearing loops where requested.
- If any adjustments are needed in your session (e.g. microphones, printed handouts, slower pacing), you will be advised in advance.
- Please use microphones at all times if provided and avoid turning away from the audience while speaking.
- Refer to our “How to Make Great and Accessible Slides” guide for more support on delivering inclusively.

Where to get help

If you need support on the day:

- Visit the EAUC stand in the exhibition area
- Or contact the EAUC conference lead via details provided in your final briefing email
- Or contact the event provider at:
eaucconference@inanyevent-uk.com
01275 266004

Connecting with delegates

- We encourage speakers to stay connected with attendees before and after sessions.
- Conversations often continue during refreshment breaks, in the exhibition space, or informally outdoors.
- Feel free to share your contact details, handouts or follow-up materials if you are comfortable doing so.

Intellectual property

Why this matters:

We want to respect your rights as a content creator; while also ensuring we can share and use materials appropriately across our platforms, during and after the event.

What speakers need to know:

- **Ownership:** You retain full intellectual property rights to your session materials unless explicitly stated otherwise.
- **Consent to use:** By submitting your content, you give EAUC permission to:
 - Share your slides and resources on the conference platform with registered delegates for a limited period of 12 weeks post event.
 - To promote further peer learning, share your slides and resources on the EAUC website with EAUC members for the length of their membership. You can retract permission at any time.
 - Include excerpts or summaries in post-conference reports or blogs (with attribution).
 - Use session recordings (if applicable) for internal reflection or future promotional materials (with consent).
- **Image and media rights:** Do not include copyrighted images, graphics, or media unless:
 - You have obtained appropriate permission, or
 - The content is open-licensed (e.g. Creative commons), and correctly attributed.

Tip:

Stick to open-source, Creative Commons, or institution-owned visuals. Use [Pixabay](#), [Unsplash](#), or [The Noun Project](#) for free-to-use content.

GDPR and data sharing

Why this matters:

As an organisation that upholds high standards of data protection and transparency, EAUC must follow UK GDPR (2021), ensuring data is processed lawfully, fairly, and transparently.

Key speaker considerations:

- **Personal data:** Do not share personal information about individuals (students, colleagues, etc.) in your session unless:
 - It is already public information, or
 - You have obtained explicit consent from the individual(s) concerned.
- **Anonymise where possible:** Use anonymised or aggregated data when sharing case studies or impact reports.
- **Recording and interactive tools:** If your session includes live interaction (e.g. Slido, polls, Mentimeter), inform delegates:
 - What data is being collected,
 - Why it is being collected,
 - How it will be used or stored (if at all).
 - EAUC will also make this transparent in the delegate briefing and privacy notice.

Appendix

EAUC slido form

Purpose: This form enables us to set up your Slido polls and questions accurately, ensuring they are ready to support engagement in your session and aligned with your chosen format.

Session title:

How to Use the Slido template below

Please use this form to clearly list all questions or polls you would like us to prepare in advance. Keeping all information in one place ensures:

- A smooth and well-prepared session experience for both speakers and delegates
- Consistency in how audience interaction is delivered across sessions
- Reduced risk of confusion or missing content on the day
- Easy coordination with our technical and support teams

We ask that you complete and return the form by the stated deadline so we can integrate your content seamlessly. If you need support in shaping your questions, just let us know we're happy to help!

Format choices: Audience Q and A, multiple choice, word cloud, open text, ranking, rating, or quiz

Poll/ Question Number	Format	Question/Prompt	Answer Options (if applicable)	When in session (e.g start, mid end)



If you haven't already please complete the forms below:
Speaker details ([link](#)) Session details ([link](#))



Call to discuss your options
01275 266004



Email: eaucconference@inanyevent-uk.com



If you require this document in an alternative format, please contact us on the email or telephone number above

For more information about the conference:

- EAUC annual conference: <https://www.eauc.org.uk/learning/2026-eauc-annual-conference/>
- EAUC annual conference: resources for speakers <https://www.eauc.org.uk/learning/2026-eauc-annual-conference/resources-for-speakers/>
- Conference platform - access the most up-to-date programme and check your speaker profile.

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