# AHEAD Conference 2022: Submission Guide

To submit a proposal for the AHEAD 2022 conference, please complete the submission form and return to events@ahead.ie **by 5.00 pm on Wednesday 20th October.**

The submission guide below contains some useful information about preparing your submission. Due to the style of events this year, it is only possible to have two live presentation contributors deliver presentations. Information on selection criteria and maximising your submission being accepted is provided on page 4 of this document.

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| AHEAD Conference 2022 – March 21st to 25th - Online  |
| **Title of Proposal:**  |   |
| **Note on length/format:**  | Please note that due to the limited presentation slots available in the schedule, should your desired format be a presentation, AHEAD may offer you another format instead. Where presentations are accepted, they will be 6 minutes in length with a maximum of 2 co-contributors presenting live.  |
| **Desired Format (delete others):**  | * Presentation (maximum of 6 slides)
* Digital poster (maximum of 6 slides)
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| **Max 50 word synopsis (if selected this may be used in conference attendee pack):**  |   |
| **Max 150 word full proposal (if selected this may be used in conference attendee pack):**  |   |
| **Proposal based on Research Paper, Project, New Idea or Practice/Experience?:**  |   |
| **Please summarise the key takeaway lesson from your project that you would intend the audience to come away with (one or two sentences):**  |   |
| **Please link to any additional resources that may be useful/of interest to those watching the presentation:**  |  |
| **Country of Origin:**  |   |
| **Accessibility Requirements (e.g. sign language for contributors – we will cater for audience needs):**  |   |
| **Names and Number of Contributors Involved (please note that due to the format only 2 contributors will be able to present live):**  |   |

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| Co-Contributor 1 Information  |
| **Name:** (as you would like it to appear)  |   |
| **If you would like to provide your pronouns, please do so here (please note these will appear on your bio on the conference website if accepted):**  |   |
| **Organisation (if applicable, as you would like it to appear):**  |   |
| **Position (if applicable, as you would like it to appear)::**  |   |
| **Email Address:**  |   |
| **Mobile Phone Number:** (please include country code):   |   |
| **Twitter Handle(s):**  |   |
| **Biography**(maximum 50 words):    |

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| Co-Contributor 2 Information  |
| **Name:** (as you would like it to appear)  |   |
| **If you would like to provide your pronouns, please do so here (please note these will appear on your bio on the conference website if accepted):**  |   |
| **Organisation (if applicable, as you would like it to appear):**  |   |
| **Position (if applicable, as you would like it to appear):** |   |
| **Email Address:**  |   |
| **Mobile Phone Number:** (please include country code):   |   |
| **Twitter Handle(s):**  |   |
| **Biography**(maximum 50 words):    |

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| Co-Contributor 3 Information (non-presenting contributor) |
| **Name:** (as you would like it to appear)  |   |
| **If you would like to provide your pronouns, please do so here (please note these will appear on your bio on the conference website if accepted):**  |   |
| **Organisation (if applicable, as you would like it to appear):**  |   |
| **Position (if applicable, as you would like it to appear):** |   |
| **Email Address:**  |   |
| **Mobile Phone Number:** (please include country code):   |   |
| **Twitter Handle(s):**  |   |
| **Biography**(maximum 50 words):    |

Information on selection criteria and maximising your submission being accepted is provided overleaf.

This guide is to support you as part of the submission process to present at The AHEAD Conference 2022 which will take place online over the course of 1 week. The below guide provides more information on the formats, themes and criteria which the submissions will be judged by The Conference Committee. All proposals must be submitted to AHEAD by emailing events@ahead.ie **5pm (GMT) Wednesday 20th October 2021** with the completed submission form attached.

AHEAD is in principal interested in building inclusive learning environments for students with disabilities and therefore, all submissions should relate how their proposal either directly or indirectly has or may in the future support the needs of students with disabilities in further or higher education. We are interested in universal design and universal design for learning approaches which benefit all students. Given the limited space at this event we will only accept submissions that target students with disabilities and specific learning difficulties, whether that is all students with disabilities or more targeted interventions, for example, disability and gender or disability and asylum seekers or those focused on specific and underrepresented fields of study.

## Selection Criteria

All conference submissions will be reviewed by a Conference Committee in line with key selection criteria. The below section will give you some information on what are the key elements which are looked for in a successful submission and the link to the Rubric will give you an idea of the weight given to each area.

The Conference selection criteria below will give you an idea of how proposals will be assessed in greater detail, but some points to consider to assist you in designing a successful submission are;

* **Relevance to the Audience**: The conference target audience is FET and Higher Education staff so make sure your submission is relevant for them and tailored to them. You need to be clear about how your submission will be useful for attendees and their work as part of your proposal.

* **Relevance to the Conference Theme and Sub Themes**: The submission is aligned/relevant to the key topic of the conference and sub-theme which is selected under. Submissions that fit closely with the key message of the conference and work more consistently as part of the overall event are more likely to be selected.

* **Quality of Submission**: If the submission includes information about a research project or sharing an example of good practice that you are involved in, it would be beneficial to provide resources or references to illustrate its effectiveness or key outcomes to the audience. It may be useful to provide some evidence of this as part of your proposal submission.

* **Clear Outcomes for Audience**: Are the outcome(s) provided clear and do they align with the objective of the conference theme and/or overall conference?

## Additional Information to note to enhance the success rate of your submission

Providing accessible content and delivering it accessibly is very important to us, therefore it would be preferable if you can illustrate a commitment and/or plan about how your presentation will execute this as part of your submission. This isn’t essential criteria for submissions for the conference as AHEAD staff are always happy to help anyone who would like support around making their content and delivery more accessible and will be providing optional training sessions for presenters closer to the conference.

AHEAD is focussed on creating inclusive environments for people with disabilities in education and employment. One of our key strategies is to promote Universal Design for Learning which provides more flexible and accessible experiences for all students – so we are very interested in UDL approaches ([for more information on UDL please visit the AHEAD Website](https://ahead.ie/udl)) and also in more specific practice around support delivery targeted directly at students with disabilities. What we are not interested in for this forum is support programmes/practice which specifically focus solely on other underrepresented groups – we love to hear about this work, just not at this conference unless it relates to supporting students with disabilities.

# Conference Costs

The conference is free to attend for member organisations and for students. [Find out if your organisation is a member here.](https://www.ahead.ie/currentmembers)

**For non-members:**General Conference Attendance: € 100
Accepted contributors: € 75