# GATHER AT EVENT 2022: Submission Guide

To submit a proposal for GATHER 2022 our Assistive Technology event, please complete the submission form and return to [events@ahead.ie](mailto:events@ahead.ie) **by 5.00 pm on Tuesday 19th April.**

The submission guide below contains some useful information about preparing your submission.

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| GATHER an online Assistive Technology Event on May 31st, June 1st and June 2nd. | |
| **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. |
| **Desired Format (delete others):** | * Rubik's Cube - How did you do that? – 10 minute demonstrations of AT. * Kodak Moment - Short and snappy presentations – 15 minutes long. * Brain Aerobics - Let's get digital presentations - 30 minutes. * Super 8 - an 8 minute long video about an AT topic. |
| **Max 50 word synopsis (if selected this may be used in event attendee pack):** |  |
| **Max 150 word full proposal (if selected this may be used in the event attendee pack):** |  |
| **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 event 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 event 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): | |

This guide is to support you as part of the submission process to present at GATHER 2022 which will take place online over the course of 3 consecutive days. The below guide provides more information on the formats, themes and criteria which the submissions will be judged by The Event Committee. All proposals must be submitted to AHEAD by emailing [events@ahead.ie](mailto:events@ahead.ie) **5pm (GMT) Tuesday 19th April 2022** 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 with an emphasis on Assistive Technology. 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 event submissions will be reviewed by the event 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 event 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 event 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 Event Theme and Sub Themes**: The submission is aligned/relevant to the key topic of the event and sub-theme which is selected under. Submissions that fit closely with the key message of the event 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 event theme and/or overall event?

## 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 event 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 event.

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 event unless it relates to supporting students with disabilities.