

# UKCISA conference 2018: how to submit a proposal

The UKCISA Annual Conference is a major event in the UKCISA calendar where those working to support international students get the opportunity to hear from prominent speakers in the field, network, attend professional development sessions from UKCISA staff and peers and take a step back to reflect on your own practice.

It is also a fantastic opportunity for you to share your own examples of good practice with colleagues in the sector. We welcome submissions from experienced presenters but also members who are presenting for the first time.

**There are various options to present at the 2018 conference at the University of Edinburgh and this year we have a theme for our 50<sup>th</sup> anniversary year: *Changing lives for good.***

**3 hour workshops.** These are highly participative and usually led by experienced trainers (the majority of 3 hour workshops are usually delivered by UKCISA trainers) or members who are more experienced and have previously presented at the UKCISA conference. There may be several presenters.

**1 hour / 1 hour 15 min workshops.** These are interactive where members may present a project or a skill that they have been working on. It might involve a presentation as well as group or pair work with activities to help delegates get to understand the topic better. Workshops may involve several presenters. It could also take a different format, for example a panel session.

**30 / 40 min presentations.** Shorter sessions are more presentational but may still involve delegate participation.

To ensure as many sessions can run but also to ensure you have sufficient attendance, we may match colleagues to run joint sessions.

## Categories

When you submit online, you will be given the option to choose which category your session best fits:

- Immigration
- Immigration Compliance
- Student experience
- Staff support (eg staff wellbeing, workshops for staff)
- SU interest
- FE interest
- Special interest (a niche area eg refugees, Chinese students)
- General (of interest to anyone working with international students)
- Other (if you really don't think it fits into any of the above)

## Layout

We'll also ask you what room layout you prefer (although we can't guarantee this). The rooms at Edinburgh are variable but the majority of sessions will be arranged in theatre style to accommodate delegate numbers. Theatre style is sitting in rows but remember you can still do activities and group work. Cabaret is sitting around tables so means fewer delegates can attend your session. Classroom means sitting in rows at tables. Or you may prefer a semi circle for small groups.

## Two top tips

When writing your proposal, be sure to address these two top tips to help it stand out in the reviewing process. The text you submit will also be used in the conference programme so think about how to attract members to your session (and please do a spell check!)

**1. Title. Keep it short.** The title isn't something to explain the content – it's something to catch the eye and encourage members to find out more about your session. Keep it simple, short and snappy, and specific. For example, e.g "Buddying schemes" not "Improving the international student experience"

**2. Content. Keep it clear.** There is a limit to the number of words (150) you can submit on the submissions database and this will help you to be brief and clear. Firstly think about your own aims and objectives. Then think about what delegates want to know when viewing the programme:

- Why pick this session?
- What key topics will the session cover?
- What's new? Unique? Special? Is this a new topic of discussion? Is it an old topic with a new angle? What do *you* bring to the topic?
- What will delegates learn/ what are the outcomes?
- What will happen in the session (presentation, activities, group work, discussion, games?)
- Who is the session most useful for?