

Student Education Conference & Digital Festival 2018

The Co-Creation of Education – Guidance for contributors



We know that many of you will already be experienced presenters, but please read through these general guidelines to help you plan your parallel session, workshop or exhibit before you write your abstract.

Criteria for acceptance of abstracts

Proposals are considered by the SEC/DigiFest steering group and are reviewed against the following criteria:

- Relevance to the SEC/DigiFest theme and sub-themes (see Call for Papers and 'General' below).
- Clarity and coherence of the abstract.
- Clear opportunities for delegates to actively engage in the session – particularly in workshops – and to reflect on transferability to their own practice / discipline / service.

General

- Please match your abstract to the main theme or any of the sub-themes of SEC/DigiFest 2018. The sub-themes in particular have been written with as broad a stroke as possible in order to cover all aspects of student education, whether that's in a faculty, service, interdisciplinary project group or collaborative

partnership with external colleagues.

- Consider inviting students or colleagues from other disciplines / services / institutions / organisations to participate in your session, workshop or exhibit.
- What is the main message you are trying to communicate? It probably is not the background / methodology to a project or curriculum innovation, but is more likely to be your findings or your evaluation of learners' or co-workers' experiences.
- Imagine you are a participant – what would make you want to engage with your session, workshop or exhibit and what might make you switch off?

Parallel sessions – 30 minutes

- Parallel sessions provide an opportunity to present your main findings and ideas, demonstrate transferability to other disciplines / services, discuss issues, and offer advice and encouragement. Delegates should be able to leave your session with practical and constructive information.
- We advise that you present for 15-20 minutes and allow 15-10 minutes for questions and discussion.



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- Treat your 30 minutes as an upper limit, not a target.

Workshops – 60 minutes

- Workshop participants should be actively engaged in these *highly interactive* sessions. Delegates should be provided with plenty of opportunity for discussion (both with each other and with you), individual reflection and action planning.
- Will participants be able to leave your workshop with something tangible they can work with? Work out what you want that to be – not just paperwork, but inspiration or ideas that could change their practice.
- Plan what you want delegates to do on the day – do you want them to work by themselves or in groups?
- Treat your 60 minutes as an upper limit, not a target – allow time for summing-up and close with ‘what are you going to do as a result of this workshop?’

Exhibits and posters

- Exhibits and posters are an ideal way to let colleagues know about a project in its early stages, or in a less formal environment than a parallel session or workshop.
- Exhibits and posters can be used to gather feedback from colleagues about your project or initiative.
- Consider inviting students / service users / project partners to help staff your stand so they can deliver first-person feedback on your project or initiative.

- Dedicated programme time for delegates to visit the Exhibition Area has been scheduled on Thursday afternoon, along with all programme breaks on Friday.
- Be as imaginative as you like with your stand – use projections, plasma screens, animations, recitals, displays, banners, etc.

60-second lightning talks for exhibitors / posters

- Exhibitors and poster presenters will also be expected to deliver lightning presentations on Thursday afternoon in the Rupert Beckett Lecture Theatre immediately before delegates move from RBLT to the Exhibition Area for dedicated programme time.
- This is an opportunity to market your stand or poster to SEC delegates – again, be as imaginative as you like and deliver your message in a way that will make delegates want to come and visit you.
- Each lightning presentation lasts for 60 seconds.
- One presenter per exhibit / poster.

Contacting the SEC/DigiFest 2018 Team

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We look forward to receiving your abstract not later than Monday 11 September 2017 – good luck!