

Guidance notes

Call for Contributions, Festival of Learning 2022

Contents

Guidance notes	1
Contents.....	2
What is the Festival of Learning?.....	3
What is the Festival Symposium?	3
Who is the audience at the events?	3
When is it and where is it held?.....	3
What is the timeline?.....	4
Who can contribute? - Equality, Diversity & Inclusivity	4
What themes can I address at the Festival of Learning?.....	5
What themes can I address at the Symposium?	5
How will submissions be reviewed?	6
What information does the form require?	6

Once you have read this guidance, please use [the online form](#) to provide details of your proposal. **If you require adjustments or an alternative format to enable you to submit your proposal**, please email academicpractice@uwe.ac.uk.

What is the Festival of Learning?

The Festival of Learning 2022 will provide a platform for those involved in teaching and supporting learning - from Undergraduate to Doctorate - to communicate and share ideas about scholarship and good practice to enhance the student learning experience at UWE.

This year we are introducing an additional two-day Symposium, immediately following the Festival.

What is the Festival Symposium?

The Symposium is targeted towards individuals in the following categories: Post-graduate Researchers, Early Career Academics, Associate Lecturers and those who identify themselves as new to teaching in academia. The Symposium is designed to offer a space where early career voices can be heard without prejudice, in a non-judgemental environment. Furthermore, the Symposium will provide an additional opportunity for attendees to develop their network, serving to further embed a sense of community within this targeted audience at UWE. See [Festival themes](#) below.

Whilst attendees at the Symposium will be those from the aforementioned groups, we welcome proposals from more experienced staff wishing to share tips to support new colleagues and pass on their experience. See [Symposium themes](#) below.

Who is the audience at the events?

The Festival audience is largely comprised of UWE Bristol staff from across the departments and services, as well as some UWE students and visitors from other institutions. If this is an appropriate audience for your proposal, please see [Festival themes](#) below.

Attendees at the Symposium will be Post-graduate Researchers, Early Career Academics, Associate Lecturers and those who identify themselves as new to teaching in academia. If this is an appropriate audience for your proposal, please see [Symposium themes](#) below.

When is it and where is it held?

The Festival of Learning 2022 starts on 16 June and ends with the Symposium closing session on 24 June, with recorded content available on demand too. Restrictions allowing, half these days will be in person (at UWE Bristol's Frenchay campus) and half will be online, as follows:

- **Festival**, Thursday 16 June: in person

- **Festival**, Friday 17 June: online
- **Festival**, Monday 20 June: online
- **Festival**, Tuesday 21 June: in person
- Wednesday 22 June: no live sessions
- **Symposium**, Thursday 23 June: in person
- **Symposium**, Friday 24 June: online

What is the timeline?

The deadline for proposals is noon on 12 January 2022 using the [online form](#) (unless you have agreed alternative arrangements with us).

We will get back to you in February once our Steering Group has reviewed all submissions. We may ask you for clarification or further details at that time.

We will require your accessibility-checked materials/slides by 6 June 2022 so please carefully consider whether you can meet this deadline before submitting a proposal.

Who can contribute? - Equality, Diversity & Inclusivity

The Academic Practice Directorate is committed to providing an event that promotes diversity of attendance and inclusivity of participation by promoting equality of opportunity and accessibility for all attendees.

Proposals are welcomed from teams or individuals from across a single institution, or involving multiple institutions, employers and other partners, and especially from individuals from underrepresented groups. Proposals are also welcomed from students, student unions or other student bodies. Creative collaborations between School/department teams, students and professional service teams are welcomed. The events aim to showcase a wide and diverse array of activities and creative practice.

We welcome submissions from all members of the UWE community and beyond: early career, professional services, technicians, academics, students, external colleagues etc. Whilst attendees at the **Symposium** will be those listed in the [Audience section above](#), we welcome proposals from more experienced staff wishing to share tips to support new colleagues and pass on their experience. Likewise, those who identify as new to teaching are welcome to present at the Festival of Learning.

We are committed to creating and maintaining a friendly, safe and inclusive environment at both events, regardless of age, disability, gender, gender identity, language, marriage/civil partnership status, national or social origin, physical appearance, pregnancy and maternity, race, religion or belief, sexual orientation.

Delegates and contributors will be expected to agree to a code of conduct when they register to attend the events.

What themes can I address at the Festival of Learning?

The overarching Festival theme is “**The Joy of Learning & Teaching**”. The sub-themes are:

- How do I know it’s working?
- Playfulness and creativity
- Cultivating a community fit for learning

We would particularly welcome contributions from underrepresented groups and/or on the following subjects:

- Sessions that address T&L within PGR as well as Undergraduate and Masters i.e. doctoral supervision.
- Research-informed teaching, evidencing impact
- Gamification of learning, practices from outside teaching (e.g. theatre)
- Wellbeing, inclusivity, community, space, engagement, uncomfortable conversations, safe spaces.
- Ongoing pedagogic research or pilot activities - provide details of how you will be evaluating the success of your initiative. We are happy for you to report on any results you have gained by June and hear your reflections on the success or otherwise of your project so far.

What themes can I address at the Symposium?

The overarching Symposium theme is “**The Tentative Teacher**”. The sub-themes are:

- Comfort in the Classroom – creating an atmosphere conducive to learning
- Notes on Belonging: Welcome to Academia

Whilst attendees at the Symposium will be those listed in the [Audience section above](#), we welcome proposals from more experienced staff wishing to share tips to support new colleagues and pass on their experience, whilst bearing in mind the environment we are striving to create at this event. We would particularly welcome contributions from underrepresented groups and/or on the following subjects:

- Sessions that address T&L within PGR as well as Undergraduate and Masters i.e. doctoral supervision.
- Presentation Skills in teaching
- Building Confidence
- Resilience and wellbeing (for staff)
- Preventing Burnout and Managing Workload
- Content Warnings: Teaching Sensitive Topics
- Managing Imposter Syndrome
- Mental Health and the Curriculum
- Inside and Outside the Academy – Transferrable Skills
- Safe Spaces for All – Inclusivity within Teaching

How will submissions be reviewed?

Our diverse Steering Group of UWE staff will review the proposals based on:

- Clear demonstration of good learning and teaching practice
- anticipated interest across departments
- clarity of the proposal
- implications of the findings for UWE's learning and teaching community
- originality/innovation of the mode of presentation (where appropriate)
- relevance to the event theme and sub themes
- connection to [UWE's Learning 2030 priorities](#)
- potential impact on the student experience
- intention to address equality, diversity and inclusivity, including accessibility (e.g. supporting the reduction of awarding gaps, choosing images that reflect diversity, through the session content).*

* You will be required to check documents for accessibility, preferably using Blackboard Ally.

What information does the form require?

Please find a copy of the form questions so that you may prepare your answers to paste in (since it is not possible to save the form).

Please note: unfortunately, the form cannot save your work so we suggest you copy and paste from a word document.

Please ensure you have read the separate guidance document – this will give you the best chance of success.

Please provide details of your proposal below, select submit and we will get back to you in February once our Steering Group has reviewed all submissions. We may ask you for clarification or further details at that time. **If you require adjustments or an alternative format to enable you to submit your proposal**, please email academicpractice@uwe.ac.uk.

The deadline for proposals is noon on 12 January 2022. We will require your accessibility-checked materials/slides by 6 June 2022 so please carefully consider whether you can meet this deadline before submitting a proposal.

Please refer to the review criteria in the guidance document.

Presenters

Please note, this information will be used, exactly as given, in the programme and on the event's online platform.

1. Title [optional & free text]
2. Your first/given name Your family name/surname
3. Your email
4. Your job title
5. Faculty/service: Please select your department, professional service, student or other institution (please state). If you are not attached to a department e.g. Faculty Executive/technician, please choose "<Faculty>, no department".
6. Are there any co-presenters to be included in the programme? Y / N / TBC. Please give answers to questions 1-5 for each co-presenter.
7. Please let us know if you (or your co-presenters) have any accessibility or other adjustments that need to be taken into account in event planning. There will be another opportunity to let us know about adjustments when you register for the event.

About your proposal

8. Title of session: Please give your session a name that describes your session concisely and attractively to audiences.
9. At which event would you like to present your session? Please refer to the [intended] audience information in the guidance document. Festival of Learning (16-21 June)/ Symposium (23 & 24 June)/ either
10. Which of our sub-themes does your proposal address? Tick all that apply:

BRANCH 1	BRANCH 2	BRANCH 3
How do I know it's working?	Comfort in the Classroom – Creating an Atmosphere Conducive to Learning	How do I know it's working?
Playfulness and creativity	Notes on Belonging: Welcome to Academia	Playfulness and creativity
Cultivating a community fit for learning		Cultivating a community fit for learning
		Comfort in the Classroom – Creating an Atmosphere Conducive to Learning
		Notes on Belonging: Welcome to Academia

Session outline:

11. **Referring to the review criteria in the guidance document**, please specify details of your session: how will you engage delegates, how you will run it, and how the proposal ties into to the overall theme of the event and the chosen sub-theme(s). We would like to know the intended audience as well as why delegates will be interested in the session, and what participants will gain from attending, such as how delegates will be able to implement the findings in their own practice. You may wish to let us know how you would tailor the session for Festival vs Symposium if you are undecided which to present at.

Outlines should be no longer than 500 words.

This information will be used by our reviewers to select sessions for inclusion in the programme.

Promotional abstract:

12. This abstract will be used for publicity purposes only to promote your session. This should set out the aims and objectives of the session and be written in a way that will attract delegates to your session. What will they gain from attending? We may ask you to amend this if it needs to be tailored to the Symposium audience.

To support the campaign which is raising awareness of [the UWE Values](#), we would like UWE colleagues to highlight those exemplified in their sessions. The keywords to use where you can are: **Ambitious, Collaborative, Inclusive, Innovative, and/or Enterprising**.

Abstracts should be no longer than 100 words.

Please assume that the reviewers will not see the promotional abstract, so it should not be viewed as an introduction to details contained in your session outline.

Format

13. Which format would best suit your contribution? Tick all that are suitable:

- 5 minute [Pecha kucha](#) / [Ignite](#)
- Breakout groups
- Discussion (with or without recorded content in advance)
- Games
- Panel
- Paper
- Poster (printed or online e.g. via Talis Elevate)
- Presentation
- Round table
- Technical

- Workshop
- Question time
- Other ... Please provide further detail on the format you envisage.

14. Please indicate the duration of your session. We may ask you to amend this to fit our scheduling. If this is more than 60 minutes, please schedule additional breaks as appropriate:

[free text]

15. To help us market the event, please select multiple tags that describe your contribution and/or the groups it is likely to appeal to. Please reflect the format chosen above:

101	Informal	Students as partners
Accessibility	Innovative	Technical
Ambitious	Interactive	Technician
Anti-racist	Internationalisation	TEL / Digital Education
Assessment	Lived experience	Theory
Awarding gaps	Mental health and wellbeing	Tips and tricks
Authentic	Networking	Training
Case study	Panel	Update on 2021 presentation
Collaborative	Paper	
Curriculum design	Partnership	
Decolonisation	Pecha kucha/Ignite	
Discussion	Practical	
Early career colleague	Programme Leader	
Employability	Question Time	
Enhancement	Quick win	
Framework	Relaxed	
Enterprising	Research	
Enterprising	Round table	
Equality /diversity / Inclusion	SPLD	
Feedback	Student learning experience	
Games (e.g. Lego Serious Play)		

Planning

Your answers will be used to plan the programme.

Restrictions permitting, we plan to split the events equally between in person and online delivery, with recorded content available on demand too. The format of each session will be a strong indicator whether it should be in person or can be online. **The list below indicates which dates are in person so if you have a preference for delivering your session online or in person, please pay close attention to which boxes you tick.** E.g. if you are available on 16 June but do not wish to deliver in person, please do not tick that option. In person dates will take place at UWE Bristol's Frenchay Campus.

16. Which dates are you available to run the session? (tick all that are appropriate)

- **Festival**, Thursday 16 June: in person
- **Festival**, Friday 17 June: online
- **Festival**, Monday 20 June: online
- **Festival**, Tuesday 21 June: in person
- **Symposium**, Thursday 23 June: in person
- **Symposium**, Friday 24 June: online
- Limited availability – I will pre-record / My proposal is for asynchronous content

17. Are any specialist resources or additional rooms required (e.g. for breakout rooms)? Is there an ideal room layout (circumstances allowing)?

Audience and ethics:

18. Please confirm that you have ethics approval (where appropriate) to share your session/poster content: Y / Not needed

19. Does your audience need to be restricted for this or any other reason? Indicate who can attend your session/view your poster:

Anyone including public

UWE community only

UWE staff only

20. Please confirm that your session will not breach copyright or any other intellectual property law: Yes

Data Protection

The personal information collected on this form will be processed by the University (data controller) in accordance with the terms and conditions of the General Data Protection Regulation (GDPR) and Data Protection Act, 2018. We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. Your personal information will be used/processed as follows:

1. The information may be used to send you correspondence regarding this and similar events.
2. The information may be disclosed to relevant administrative staff in UWE's Academic Practice (APD), the events organising team, session leaders and/or the Learning Development Centre (LDC) for the purposes of administering point 1 above.
3. The information may be disclosed to the Festival of Learning Steering Group, the events organising team, and relevant staff in UWE's Academic Practice (APD) for the purposes of reviewing the submission for inclusion in the event programme.
4. We will hold this data in accordance with the UWE Privacy Notice.

More information about how the University processes your personal data is available via our [Privacy Notices](#)

You have a number of [rights](#) with regards to your personal data. To find out more please contact our Data Protection Office: dataprotection@uwe.ac.uk.
