

Developing and Submitting a Proposal for the UKAT Annual Conference

INTRODUCTION

The Conference [Call for Proposals](#) identifies the conference's focus and themes. All proposals submitted for the conference need to align with this focus, so you should spend some time familiarising yourself with the Call for Proposals as a first step.

A good conference presentation has a compelling narrative arc and often consists of the following elements:

- A statement of the topic
- Your own involvement, experiences and perspective
- The relevance – of the topic and your experience - to others
- Essential message
- Any limitations
- Conclusion: the "takeaways"

A successful proposal submission will provide a brief but broad overview of each element to help reviewers see why the proposal is relevant to the conference theme and give them a clear idea of what the session will entail when presented. An effective proposal also identifies learning outcomes (i.e., what the audience will gain from attending the session) and is supported by relevant scholarship (i.e., the literature).

This guide will help you develop and submit a proposal that maximises your chances of being accepted.

DEVELOPING A PROPOSAL – A THREE-STEP GUIDE

WHAT – DEVELOPING YOUR INITIAL IDEA

Perhaps, for a while, there's been something that you'd like to present about. Without immediately worrying about its relevance or how you'd present it, take a few minutes to jot down keywords, loose ideas, or short sentences about what you'd like to discuss with your audience.

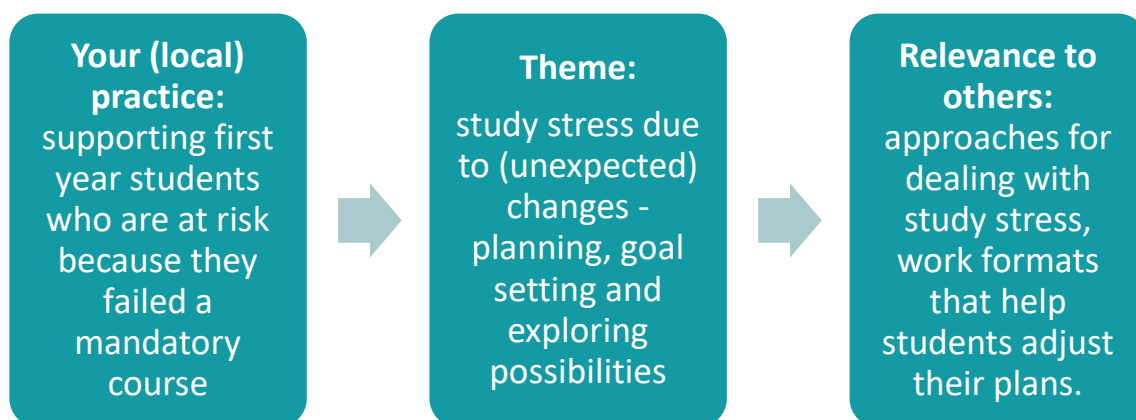
When selecting a topic for a presentation, it can help to first consider what your daily practice looks like: What is your formal role? Do you work with a specific target group? Are there notable things in your interactions with students, colleagues, and the institution? Are you involved in special projects? Set aside some time to think about this and discuss it with colleagues.

WHY – TOPIC: FROM ISSUES TO THEMES

Everything in your own work that has proved to be interesting, useful, or inspiring to you can also be valuable to others, but you won't have the time to discuss all of it in a presentation, so you need to be selective. It's important to determine how much of what you've done—and would like to present—is tied to the specific context in which you work, and how much is transferable and relevant to others. The aim of your presentation is to enable others to learn from your work and experience, so it should focus on the parts that are relevant and transferable to your audience, rather than those specific to your context.

Many initiatives developed by those involved in academic advising focus on a particular issue (such as study stress, choice-related issues) or a specific target group (e.g., first-year students, international students, students with disabilities). Sometimes, a project may seem more focused on a local phenomenon (such as guiding students through a curriculum revision or introducing a new procedure). Even in these cases, the issues often relate to broader themes that manifest differently across universities, faculties, or departments. Think of the recognition you see in colleagues' eyes when you discuss what you're working on.

In your presentation, you aim to move from your local practice to ideas, tips, and methods that are also relevant to colleagues elsewhere, as illustrated in the following diagram.



Start by describing the situation or problem for which you, your colleagues, or your department have developed a solution or approach. This isn't just about describing the problem but also the aspects of the context in which you work. When describing this local context, underlying themes quickly emerge. Perhaps your approach was already based on literature or best practices from elsewhere? If so, you should mention these and provide supporting references to them in the bibliography of your proposal, as well as in your presentation.

If the underlying themes and acquired knowledge weren't already part of the development of a

practice, procedure, or project, consider how they played a role. The combination of local aspects and underlying themes makes it clearer how others might benefit from what initially seemed specific to your setting.

Discuss these steps with colleagues and, if possible, look for scholarly articles that address one or more of the underlying themes. Ultimately, try to summarise the essence of your topic in one or two sentences.

Now, describe the relevance of your topic for colleagues working in different contexts—and, if applicable, indicate which aspects are truly specific to your topic (e.g., first-year undergraduate students, so not intended for those working with Master's students). Can you clearly identify why your topic is relevant to others? And can you state who your topic is not particularly relevant for? This helps you identify the message and the audience for your presentation.

How – CREATING YOUR PROPOSAL

The [Call for Proposals](#) for the conference provides further information on the conference themes, the presentation formats available, and how to submit presentation proposals

Using the previous steps, you've now gathered a lot of material to structure your presentation, and you need to craft this into a proposal that you can enter into the proposal form in the conference submission system. If accepted, your proposal will appear in the conference programme, so it is the 'sales pitch' for your presentation. It should outline your presentation in an engaging way, making it clear to reviewers and conference delegates what your session entails and what participants will gain from attending.

Begin by familiarising yourself with the sections of the proposal form that you need to complete (see The Online Proposal Form). This outlines the information you need to include in your proposal.

First and foremost, your proposed session needs a title. This should relate to your topic, be short and pithy, and pique readers' interest.

The bulk of your proposal goes into the Abstract section of the proposal form. This is where you should outline

- The relevance – of the topic and your experience - to others
- How the presented content can be applied in various contexts;
- How the presented content fits into the broader practice and/or literature/research on study advising;
- In what way does the presentation add something new—theme, approach, interpretation, etc.

Remember to support your abstract with citations to relevant scholarly literature that you identify in the Bibliography section (Q4) of the proposal form.

You need to identify a minimum of one and a maximum of two learning outcomes for your session

(Q3). What will members of the audience know or be able to do as a result of attending your presentation? These are your learning outcomes.

We also ask you to consider how your topic relates to the competencies of the [UKAT Professional Framework for Academic Advising and Personal Tutoring](#) (Q7). Take time to review the framework and identify **at least one** and **at most three** competencies that are directly relevant to your presentation.

SUBMITTING YOUR PROPOSAL

ACCESSING THE SUBMISSION SYSTEM

All proposals **must** be submitted through the conference proposal system, which can be accessed using the button on the [Call for Proposals](#) page of the UKAT Annual Conference website. Proposals submitted in any other way will not be considered for inclusion in the conference.

If you have not previously submitted a proposal for the UKAT Annual Conference, you will need to register an account to use the submission system by completing the simple registration form. Please note that the proposal system is a third-party system operated by Microsoft Research and is completely distinct from the UKAT website. Your UKAT website account will not grant you access to the submission system; you need to register to access the submission system even if you already have a valid UKAT website account.

UNDERSTANDING THE ONLINE APPLICATION FORM

Proposals are submitted by accessing the submission system and clicking the *Create new submission* button in the Author Console to open the proposal form. All sections of the online proposal form marked with a * must be completed (see The Online Proposal Form).

The online proposal form contains the following sections, which must be completed:

Title - Your proposal should have an engaging and descriptive title

Abstract – give an overview of your presentation here in a way that will appeal to delegates and entice them to attend your session. The information you enter here will appear verbatim in the conference programme.

Author Names and Emails – the author who submits the proposal will be identified as the primary, corresponding author. All communications about the proposal will be sent to this individual. If you want other colleagues to be listed in the conference programme as co-authors or co-presenters of your presentation, you should list them in this section of the form

Subject Area- please select one primary thematic area that most closely matches the topic of your presentation, and up to two secondary thematic areas. Thematic areas are used in organising the conference schedule and help delegates decide which sessions they would like to attend.

Q1 Session Format – choose from the available choices the kind of session you are intending to present. The form lists the standard session formats accepted, but we are always open to innovative approaches. If you want to try something in a different, unlisted format, please select 'Other Format Not Listed' and complete question 2

Q3 Learning Outcomes – please identify a minimum of ONE and a maximum of TWO learning outcomes for your session

Q4 Bibliography – please list the references for any citations of scholarship that you have included in your abstract

Q5 Statement of Link to Conference Themes – please indicate why you believe your proposal is relevant to the theme(s) of the conference. This information is used only by reviewers and the conference chairs, and is not published to delegates.

Q6 Partnership – please select the appropriate option to indicate whether this proposal was developed in partnership with students or external organisations. This is for information purposes only and does not affect the chances of your proposal being accepted.

Q7 UKAT Professional Framework Competency Mapping – please select the competency codes of **UP TO THREE** competencies from the UKAT Framework that are directly relevant to your presentation.

Q8 IT and Audio/Visual Requirements – please list any specific, non-standard IT or Audio/Visual equipment that will be needed in order for you to present your session. This information is not shared with delegates.

Q9 Data Protection Agreement – please complete to indicate your agreement to the way UKAT uses the data you have supplied in organising the conference.

A NOTE ON ENTERING DATA INTO THE FORM

Some sections of the form (e.g., the Abstract) consist of a textbox where you can input data. Initially, this textbox appears quite small on screen, showing only a few lines of text, which can make it challenging to see what you are entering. You can resize the text box to make it bigger and see more of the text you have entered by clicking and dragging the small three diagonal line icon at the bottom right corner of the box (highlighted in yellow in Figure 1).

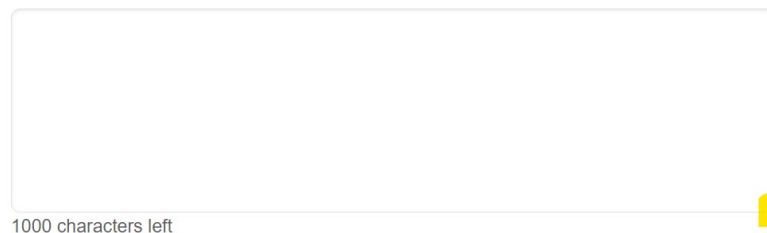


Figure 1 - Dragging the handle icon of a text box makes it bigger so you can see more content

We suggest that the best way of working is to initially write the content of your proposal in an application such as Microsoft Word, then cut and paste the content into the appropriate text boxes on the form. This can often be easier than typing directly into the form.

WHAT HAPPENS IF MY PROPOSAL IS ACCEPTED?

If your proposal is accepted, you'll be asked to do the following:

- Register as a delegate to attend the conference. Any co-presenters must register too.
- Create your session presentation (PowerPoint is the preferred format) and any handouts or other resources you require.
- You will be responsible for providing all resources and handouts for your session.
- Submit electronic versions of presentation slides, handouts or other materials used in your presentation sessions to UKAT one week prior to the conference.

- Bring your presentation and materials to the conference on a USB flash drive/memory stick.

You and/or your co-presenters must be present to deliver your session at the time and location specified in the conference agenda. We cannot guarantee a specific day or time for your session, but we will make every effort to accommodate your availability constraints.

FREQUENTLY ASKED QUESTIONS

WHY SHOULD I PRESENT AT THE UKAT CONFERENCE?

Presenting a session at our conference is a good way to showcase your ideas and achievements, get feedback on your work, develop your professional confidence, build your networks and start new discussions. Summarising your project, practice, or research is a great way to engage with friendly and appreciative colleagues in the field to explain your accomplishments and receive feedback that helps you take your work further.

WHO CAN SUBMIT A PROPOSAL?

UKAT welcomes proposals from individuals and organisations and across the higher education sector, including UKAT members, colleagues at further and higher education institutions, and both not-for-profit and corporate organisations. Proposals are particularly welcomed from inexperienced, as well as experienced, presenters, researchers, and practitioners. UKAT provides mentoring and support to first-time presenters to help you prepare and deliver your session.

If your proposal is accepted, you must register as a conference delegate.

HOW DOES UKAT DECIDE WHICH PROPOSALS TO ACCEPT?

The reviewers will carefully consider all session proposals and choose the successful proposals by asking the following questions:

- Does the session have clearly identified objectives and outcomes?
- Is the session idea engaging, informative, inspiring?
- Is the topic relevant to those who advise students?
- The extent to which the proposed session is interactive and facilitates conversations

You should ensure that your proposal answers these questions satisfactorily.

IF I PRESENT A SESSION, CAN I CLAIM FOR MY EXPENSES?

Unfortunately, UKAT can't contribute to your expenses for this conference.

IF I PRESENT A SESSION, DO I HAVE TO PAY THE DELEGATE FEE?

Yes, all presenters are required to register as full delegates for the conference and to pay the conference delegate fee.

WHAT IS UKAT'S COMMERCIAL POLICY?

Whilst UKAT welcomes proposals from both non-profit and corporate organisations, at no time is it permissible for a session or workshop presenter to use his/her presentation to advertise or promote a commercial product, service, or company.

THE ONLINE PROPOSAL FORM

TITLE AND ABSTRACT

* Title

* Abstract

4000 characters left

AUTHORS *
 You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region	
☒	@ukat.ac.uk			UKAT	United Kingdom	✕ ↑ ↓

+ Add

SUBJECT AREAS*
 You may select up to 2 secondary subject areas.

Primary	Secondary	
☐	☐	Advising Approaches
☐	☐	Curriculum-Integrated Advising
☐	☐	Enabling Successful Transitions

Primary	Secondary	
☐	☐	Personalising Student Success
☐		None Of Above

ADDITIONAL QUESTIONS

1. Session Format *
 Please select the format of your proposed session.

If you are proposing a Roundtable session, please use the Abstract field to enter the proposed topic for the Roundtable discussion, describing it as fully as possible and why it will be of interest to delegates.

If you are proposing a Problem Solving session, please use the Abstract field to enter a description of the problem you would like participants to address in the session, describing it as fully as possible and why it will be of interest to delegates.

☐ Presentation
☐ Interactive Workshop
☐ Lightning Talk
☐ Discussion Panel
☐ Demonstration
☐ Other Format Not Listed

2. Other Format
 If you choose OTHER FORMAT NOT LISTED for the Session Format question above, please provide a description of the format you are proposing. What would a session of the proposed format look like? What will it involve for the presenter and the participants?

You don't need to describe the topic of your proposal here, just the format of the session if it is not one of the standard formats listed in the previous question.

8000 characters left

3. Learning Outcomes *

Please identified the intended learning outcomes of your session, up to a maximum of TWO. What should the audience know or be able to do as a result of attending your session?

500 characters left

4. Bibliography

Please provide citations for relevant literature, referenced in your Abstract, which has inspired or influenced the content of your session.

2000 characters left

5. Statement of link to conference themes *

Please describe briefly how your proposal links to the themes of the conference.

1000 characters left

8. IT/Audio-visual Requirements

PowerPoint will be available on lecture room PC's. Presenters are free to use their presentation software of choice but if using something other than PowerPoint you should ensure that your presentation can be presented from web-based software or you should plan to use your own laptop as we cannot guarantee that other software will be available in lecture rooms.

Please use this section to inform us of any other specific IT/AV requirements for your proposed session.

1000 characters left

9. Data Protection *

The information that you supply on this form will be stored in paper and/or electronic format for the purposes of administering the conference. Speaker names, abstracts and summaries of sessions/posters may also be published in delegate packs and on the UKAT website.

To submit a proposal to this conference you must agree to the information you supply being used in this way.

☐ I agree

Submit

Cancel