

# Session Abstract Submission Process

## Annual Conference 2022



**PRAXIS**  
**AURIL**  
CONFERENCE 2022

### Submission Process

Presenters are requested to submit an abstract for review according to the guidelines set out below. Should you require any assistance or have a query about submissions, please contact [conference@praxisauril.org.uk](mailto:conference@praxisauril.org.uk).

### **IMPORTANT**

- The lead presenter is required to be the main contact for logistics and any other speakers involved in the session.
- Abstracts must be submitted in English and clearly indicate any technical requirements.
- You do not need to register for the Conference prior to submitting an abstract however following acceptance into the programme you must register by the 31st March 2022.

### Conference Theme and Strands

The overarching theme of our 2022 conference is '**Celebrating KE as a People Business**'. Abstracts should be submitted under one of the following conference strands and sessions:

| Strand    | Engagement Innovation: KE to increase audience diversity'               | KE Capacity Building: supporting the KE professional's skills develop- | KE Capacity Building: supporting the KE professional's skills develop- |
|-----------|---|--|--|
| Session 1 | Equality, Diversity & Inclusion: How KE can enable more inclusive prac- | Implementing KE Concordat Action Plans                                 | The KE contribution to Recovery, Levelling Up and 'Building Back       |
| Session 2 | Student KE and innovative enabling practice                             | Building an effective KE Function                                      | University strategies as drivers of research- based KE and impact      |
| Session 3 | International Practice and innovation                                   | Building Effective Partnerships with the Public and Private Sector     | KE working within the Policy and Innovation landscape                  |
| Other*    |   |  |  |

\* If you wish to submit an abstract out of scope of the above sessions, please indication 'Other' on your form submission. Please however, bear the overall conference theme in mind when submitting your abstract.

### Submission Guidelines

Please adhere to the submission process when preparing abstracts for submission. Abstracts which do not follow these guidelines will not be reviewed.

**IMPORTANT:** Once it has been submitted, an abstract cannot be edited after the close of the submission deadline.



### **Review, notification and next steps**

All abstracts will be reviewed by the PraxisAuril conference committee. Notification of acceptance or rejection will be sent to the lead presenter in the week commencing 21st February 2022.

If your abstract is accepted, you will be allocated to a session on one of the main conference dates (7th or 8th June). If for any reason you are unable to attend on the date you are offered, please contact PraxisAuril via [conference@praxisauril.org.uk](mailto:conference@praxisauril.org.uk) as soon as possible.

Please note that you do not need to register for the conference prior to submitting an abstract, but if your abstract is accepted you will be entitled to use the early bird registration rate up until the 31st March 2022. You will be provided with a link to register at this rate in your acceptance email.

### **Withdrawal Conditions and Change of Presenter**

Written notice must be submitted to [conference@praxisauril.org.uk](mailto:conference@praxisauril.org.uk) by 31st March 2022 for any withdrawals

### **Terms and Conditions:**

- The abstract submitted adheres to the submission guidelines outlined above.
- Abstracts should only be submitted once for the PraxisAuril 2022 Conference.
- By submitting an abstract along with presenter names and affiliations, poster, PowerPoint presentations and/or additional documents as requested you are agreeing that this content can be published on the conference website, app and in associated conference proceedings without infringement of copyright. All contributions will be fully attributed.
- Presenters may be recorded for live streaming purposes. A recording of the presentations and copy of the slides may be published online after the conference.
- Lead presenters are the main contact for the abstract, and it is their responsibility to communicate with other co-presenters and ensure they register to be included in the programme within the stipulated deadline.
  - Accepted presenters must register by 31st March 2022 to confirm acceptance of their offer in the programme. If accepted presenters are not registered by this date they may be removed from the programme.
- All presenters should be available to present at the conference between 7-8 June 2022.

**If you have any queries on the information above, please contact [conference@praxisauril.org.uk](mailto:conference@praxisauril.org.uk).**

# Abstract Submission Form



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**Lead Presenter / Main Contact:**

Name:

Organisation:

Email:

Phone:

**Other Presenters (Name / Organisation):**

**Conference Strand & Session (please choose from the options on the first page):**

**Title of Abstract (25 words max):**

**Key Highlights and Learnings (100 words max):**

**Summary for marketing use (100 words max):**



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Description of talk / case study (500 words max):

Please email this completed form, in PDF format, to [conference@praxisauril.org.uk](mailto:conference@praxisauril.org.uk), and attach to your email headshot photographs of the confirmed presenters.

The deadline for abstract submissions to be submitted is **midnight, Sunday 9th February 2022**.