**PRAXISAURIL AUTUMN CONFERENCE: SESSION SUBMISSION GUIDELINES**

**Deadline for submissions – 12pm, Monday 30th July 2018**

**Submission Process:**

Please complete the form below and return to nicky.warnock@praxisauril.org.uk

We will acknowledge receipt of your submission (this may take a few days)

Individuals may make more than one submission

If for any reason you don’t receive an acknowledgement, or require further details please contact Nicky Warnock, Membership Programme Manager - nicky.warnock@praxisauril.org.uk / 01223 659958

The PraxisAuril Conference Programme Committee will review all submissions, their decision will be final

Successful submissions will be informed as soon as possible after the deadline and presenters must register to attend the conference no later than 17August 2018 (please note that early bird registration will close at the **end of July**). There are no additional discounts for those presenting sessions.

**Formats:**

Submissions can be in the form of a parallel interactive workshop or a short presentation:

Parallel interactive workshop

* Workshops are a great opportunity to bring together different perspectives and engage the audience in discussion. Joint submissions are encouraged that demonstrate activity across faculty/institutional boundaries or regional geographies. Submissions must clearly articulate how the presenters plan to engage the audience.

*Duration 1 ½ hr*

Short presentation

* A short presentation will allow you to share your experience, success or challenges with the audience. The conference planning committee may assign up to 4 presentations per session.

*Duration 10-15 mins (+ Q&A)*

**Submission Form**

***Primary Contact*** (please note all communications will be sent to this individual and they will be responsible for passing it on to any other contributors listed in the submission)

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Organisation** |  |
| **Email** |  |
| **Telephone** |  |

***Other contributors***

|  |  |  |
| --- | --- | --- |
| **Name** | **Job title** | **Organisation** |
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***Theme*** (Please select one):

More details on the conference themes can be found [here](https://www.praxisauril.org.uk/autumn-2018-conference-themes)

|  |  |
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|  | Select with “X” |
| KEF and its impact |  |
| Building regional innovation |  |
| Business development within TTO/KE Offices |  |
| Engaging & incentivising academics to work with business |  |
| Developing TTO/KE Office staff |  |

***Title of your presentation or workshop***

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***Summary of your presentation or workshop***

(100 words max – will be included on conference website)

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***Description of what you will cover in your presentation or workshop*** (500 words max)

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***Workshop submissions only – Description of how you will engage the audience*** (200 words max)

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Thank you!