# AMOSSHE National Conference 2020: delegate session proposal form

Use this form to submit a session proposal fortheAMOSSHE National Conference 2020. The conference takes place between Wednesday 8 July and Friday 10 July 2020 at the Crowne Plaza hotel in Newcastle upon Tyne, England.

You can use this form to make one session proposal. If you want to make more than one proposal, please submit a separate form for each. Please email your completed form to [info@amosshe.org.uk](mailto:info@amosshe.org.uk).

Please submit your proposal by **17:00** on **Monday 24 February 2020**.

For more information about submitting a proposal, see: [www.amosshe.org.uk/national-conference-2020-call-for-proposals](http://www.amosshe.org.uk/national-conference-2020-call-for-proposals).

## Your proposal

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| --- |
| What’s the title of your session? |
|  |
| What’s your session about? Please answer in 200 words or less. |
|  |
| Which kind of session is it? Please choose one. If you want to submit more than one proposal, please submit a separate form for each. |
| **Workshop** (60 or 90 minutes, involving practical input from attendees, enabling them to explore issues and challenges and exchange best practice. If you choose to start the workshop with a presentation, this should last no longer than 20 minutes, and the main content should involve audience participation)  **Presentation** (60 minutes, including 15 minutes for questions and discussion) |
| How long do you need for your session (workshop proposals only)? |
| 60 minutes  90 minutes |
| What are the learning outcomes for attendees? What will participants take away from your session? Please answer in 150 words or less. |
|  |
| What’s the research background and/or evaluated outcomes of your session? We are particularly keen to showcase examples of evidence-based practice built on solid research, and evaluated practice that demonstrates a real impact. Please summarise these aspects of your session in 200 words or less. |
|  |
| Does your session relate to one of the conference themes? Please tick at least one. |
| **Inspiration** – inspiring colleagues to do their very best, creating open, supportive environments for both staff and students to pursue an inspirational journey, and developing narratives that inspire and influence.  **Design** – creating innovative initiatives, projects and approaches to Student Services design, using evidence to identify needs or gaps, and evaluating to demonstrate real impact.  **Excellence** – imagining the future we want to move to, the creative steps to get there, and identifying what excellence in Student Services really means.  Something else. |
| What activities you will ask delegates to participate in (workshop proposals only)? Please describe in 150 words or less. |
|  |
| Do you want to limit the number of delegates in your session? If so, please specify the maximum number of delegates. The minimum number is 50. |
|  |
| On which days / times can you run your session? |
| Wednesday 8 July (afternoon)  Thursday 9 July (morning)  Thursday 9 July (afternoon)  Friday 10 July (morning) |
| Would you be prepared to run your session more than once during the conference? |
| Yes  No |
| Any other comments about your session? |
|  |

## Agreement

If your proposal is accepted, you agree to:

* Work with the AMOSSHE National Conference team to develop your session.
* Provide copies of any handouts / presentation materials at a date to be agreed with the AMOSSHE team.
* The inclusion of your name, job title and organisation on the delegate list, which is distributed to all attendees and sponsors.
* Provide further information if required, possibly at reasonably short notice.

## Session leader contact details

Please provide the details of the person who will be your main contact for this proposal. **This person must register as a conference delegate for at least the day on which their session takes place. AMOSSHE will register the session leaders as delegates as soon as booking opens, to ensure that you get the best rates.** You can find the conference prices here: [www.amosshe.org.uk/event-3486356](https://www.amosshe.org.uk/event-3486356)

If you think that you may not be able to register as a delegate, please email [info@amosshe.org.uk](mailto:chair@amosshe.org.uk) to discuss this with the National Office team before you submit the proposal.

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| Title |  |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation name |  |
| Email address |  |
| Phone number |  |
| Postal address |  |
| Preferred pronouns Please indicate the pronouns you want people to use to refer to you | She / her / hers  He / him / his  They / them / theirs |
| Any special requirements? For example, dietary, access, sight / hearing, considerations for pregnant women, under 18 years old |  |
| First time at conference? Is this the first time the delegate has attended an AMOSSHE conference? | Yes  No |
| Finance contact first name Only complete if the contact details for administration and invoicing are different to those for the attendee |  |
| Finance contact last name |  |
| Finance contact job title |  |
| Finance contact email address |  |
| Finance contact phone number |  |
| Finance contact postal address If the address is the same as for the attendee's organisation, you don't need to fill this in |  |
| Do you need to raise a purchase order number for invoicing? If yes, please quote your purchase order number in the next box below, or send it to info@amosshe.org.uk so that AMOSSHE can quote it on your invoice | Yes |
| What other information does AMOSSHE need for invoicing? Please provide any other information that your organisation requires for invoicing, for example vendor codes or purchase order numbers |  |
| Type of booking Please specify the type of conference booking you want to make | **Residential** (all three days of the conference, including accommodation for two nights at the conference venue with all meals, and all evening events)  **Three days non-residential** (all three days of the conference, including lunch and refreshments)  **Wednesday 8 July only** (including lunch and refreshments)  **Thursday 9 July only** (including lunch and refreshments)  **Friday 10 July only** (including lunch and refreshments)  Non-residential day delegate attendance at evening networking events (including dinner, drinks and entertainment):  **Wednesday 8 July**  **Thursday 9 July** (gala dinner) |

## Co-presenter 1 contact details

Please provide the details of any extra person who will co-present the session. **This person must register as a conference delegate for at least the day on which their session takes place. AMOSSHE will register the co-presenter as a delegate as soon as booking opens, to ensure that you get the best rates.** You can find the conference prices here: [www.amosshe.org.uk/event-3486356](https://www.amosshe.org.uk/event-3486356)

If you think that the co-presenter may not be able to register as a delegate, please email [info@amosshe.org.uk](mailto:chair@amosshe.org.uk) to discuss this with the National Office team before you submit the proposal.

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| First time at conference? Is this the first time the delegate has attended an AMOSSHE conference? | Yes  No |
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## Co-presenter 2 contact details

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| First time at conference? Is this the first time the delegate has attended an AMOSSHE conference? | Yes  No |
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| Finance contact postal address If the address is the same as for the attendee's organisation, you don't need to fill this in |  |
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## Co-presenter 3 contact details

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## Co-presenter 4 contact details

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## Extra session leaders

If you want more people to take part in your session, please email their details to Anya at [info@amosshe.org.uk](mailto:info@amosshe.org.uk).

Please consider whether the number of session leaders is appropriate for your session. For example, if your session is a presentation, four or more presenters might feel disjointed.

**Thank you for your proposal.   
AMOSSHE will contact you to confirm that we’ve received it.**