

Submit Proposal

To submit a proposal for the next EAIE Conference, please select an event type below.

Title * (required)

Please keep your title short and eye-catching! The EAIE reserves the right to shorten or change the title for clarity.

Event Type * (required)

Session

Sessions offer the opportunity to introduce a new concept, idea or findings in a concise way. Sessions are 30 or 60 minutes and have two predefined formats: a panel hosted session or a roundtable discussion. Alternatively proposers can choose to follow a format of their own. In all formats it is important that sessions allow time for questions and answers, as well as audience participation.

Workshop

A workshop is a training or learning experience delivered by two Facilitators. Participants are required to pre-register for a workshop and pay an additional fee. This means that workshops must offer participants a recognisable 'product' that provides them with enhanced knowledge and take-aways. Workshops must have clearly defined learning outcomes and interactive components.

Poster Session

A poster session is a combination of text and graphics in a poster format, creating a visually enticing presentation on a theme in higher education. This format allows participants to browse through the poster area, study the information and discuss it with the Speakers during special poster session timeslots lasting 90 minutes.

Ignite© Session

An Ignite is a concept where eight Speakers are given a strict five minute timeslot each to present on a specific theme while their PowerPoint presentation automatically advances every 15 seconds. The idea of the presentations is that they will 'Ignite' the audience on a subject, to generate awareness and to stimulate thought and action on the subjects presented.

Continue

✔ Proposal was successfully created.



Session *To submit a proposal for the next EAIE Conference, please select an event type below*

In this form you can add or modify the details of your *Session*.

Step 1: Basic Information

Title * (required)

Please keep your title short and eye-catching! The EAIE reserves the right to shorten or change the title for clarity.

Duration *

30 mins

60 mins

Select the duration of your session.

Short description *

To be published in the Conference Programme and on the EAIE website. The EAIE reserves the right to shorten or change the description for clarity.

Step 2: Proposal History

Has a version of this proposal been submitted to any previous EAIE conferences?

Yes

No

Step 3: Delivery

Long description *

This description will be used to evaluate and review the proposal.

Audience interactivity

I would be interested in using the following audience interactivity tools:

- World café
Working group roundtables
- Gallery walk
Audience moves around the room answering multiple pre-determined questions on flipchart paper
- Polling via the EAIE Events app
Electronic audience voting during presentations
- Campfire session
Audience sits in a circular campfire pod and discuss a pre-determined topic. No presentation slides
- Case studies and simulations
Learning-by-doing
- Fishbowl setup
Speakers in the middle, audience seated in a surrounding circle
- Small working groups / pair share
Partnering up with the person next to you
- Catchbox microphone
Soft, throwable, audience microphone in the shape of a cube
- Other (please specify)
- None

Session structure / itinerary *

Please provide detailed information regarding the structure of the session in the form of an itinerary or a format structure

Learning outcomes

Describe briefly the learning outcomes of this proposal. A list of bullet points is preferred.

Target audience *(required)

Level *(required)

- Beginner level
For participants with little or no knowledge of the topics, practices, resources, or literature covered in this proposal.
- Intermediate level
For participants with general knowledge of the topics, practices, resources, or literature covered in this proposal.
- Advanced level

For participants with strong knowledge of the topics, practices, resources, or literature covered in this proposal.

General Interest

Suitable for all participants regardless of their knowledge of the topics, practices, resources, or literature covered in this proposal.

Primary topic area *

Indicate the most relevant topic area for your proposal.

Secondary topic area

Indicate the second most relevant topic area for your proposal (if applicable).

Primary Expert Community *

Indicate the most relevant Expert Community for your proposal in order to ensure that the appropriate experts in the field review your proposal. For an overview of the Expert Communities see the EAIE website (<http://www.eaie.org/home/about-EAIE/expert-communities/overview.html>).

Secondary Expert Community

Indicate the second most relevant Expert Community for your proposal (if applicable).

Step 4: Chair & Speakers

Chair *

To find a person's name in the EAIE system, type the name in the following order: last name, first name. If you cannot find the person's name in our system, please ask them to create an EAIE account (http://imis.eaie.org/EAIE/EAIE_new_member_new.aspx).

Speakers *

To find a person's name in the EAIE system, type the name in the following order: last name, first name. If you cannot find the person's name in our system, please ask them to create an EAIE account (http://imis.eaie.org/EAIE/EAIE_new_member_new.aspx).

All sessions must have one Speaker and one Chair. Please note, 30-minute sessions may have one Speaker only. 60-minute sessions may have a maximum of two Speakers.

Suitability of Chair and Speakers *

Please indicate the suitability of the Chair and Speakers to the topics proposed.

Step 5: Preparation

Equipment

All rooms are equipped with a computer, a projection screen a beamer and speaker microphones. Please indicate if you require any additional equipment and the EAIE will aim to supply this wherever possible.

Room setup * (required)

- Theatre
- Roundtables

Preferred room setup for your session. The EAIE will do its utmost to accommodate your requests, but please note that preferred room setup will be dependent upon availability and cannot be guaranteed.

Additional information

Step 6: Save & Submit

Terms and Conditions *

*Do you accept the terms and conditions? [Click here to see the terms and conditions](https://www.eaie.org/dam/jcr:13b3b262-9508-415a-9dc5-452d46c24d92/2021EAIEConferenceproposalagreements)
(<https://www.eaie.org/dam/jcr:13b3b262-9508-415a-9dc5-452d46c24d92/2021EAIEConferenceproposalagreements>)*

Save

This will merely store the details you filled in the form. You can still continue to edit your proposal until 03 November 2020 (17:00 CET), which is in about 2 months.

Submit as final

This will finalise your submission, after that you can no longer edit it. Ensure your proposal is complete as only complete proposals will be considered.

Delete (/c/gothenburg/proposals/5391)

Once you delete this proposal, you will no longer be able to access it.