**ASET Annual Conference 2018**

***Future-proofing Placements:***

***Sharing Success and Inspiring Innovation***

The Placement and Employability Professionals' Conference

4th – 6th September, University of Nottingham, Jubilee Campus

Conference 2018 will consider our role in Future-proofing Placements, sharing and reflecting upon success, but also inspiring innovation for the future. Conference will include keynote presentations, discussion sessions on the conference theme, and updates from ASET on the pressing issues you need to know about.

Conference will focus on:

• What will employability and the world of work look like in the future?

• What are the success stories and how do we learn from them?

• How will innovation in our learning spaces and technology influence our work?

• What are the challenges of diversification in the range of work based and placement learning opportunities?

• How do we as professionals remain vocationally current and fit for the future?

**Conference Submission Proposal**

Please note that the deadline for the submission of this proposal form is **Friday 18th May 2018**. We would advise reading the Call for Papers before completing this form.

**Section 1: Contributors**

Please provide contact information for **all** contributors

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| **Main Contributor** | | | |
| Name | Click here to enter text. | | |
| Job title | Click here to enter text. | | |
| Institution name | Click here to enter text. | | |
| Contact address | Click here to enter text. | | |
| Email address | Click here to enter text. | Telephone  number | Click here to enter text. |

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| **Additional Contributor** | | | |
| Name | Click here to enter text. | | |
| Job title | Click here to enter text. | | |
| Institution name | Click here to enter text. | | |
| Email address | Click here to enter text. | Telephone  number | Click here to enter text. |

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| **Additional Contributor** | | | |
| Name | Click here to enter text. | | |
| Job title | Click here to enter text. | | |
| Institution name | Click here to enter text. | | |
| Email address | Click here to enter text. | Telephone  number | Click here to enter text. |

**Section 2: Information about your Proposal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of your contribution: | | Click or tap here to enter text. | | | |
| Please indicate what type of contribution your proposal is for (please tick just one box): | | | | | |
| Workshop session |  | Research paper |  | Poster |  |

**PLEASE NOTE:**

* **Workshop sessions** will be approximately 45 minutes long and should be designed to be participatory in nature - the presentation element of the workshop should be no longer than 20 minutes, allowing for discussion and activities to follow. Copies of presentation slides must be submitted, and a final paper of not more than 3000 words may be submitted if desired.
* **Research paper sessions** will be approximately 45 minutes long and any presentation element of the session should be no longer than 30 minutes to allow for colleagues to ask questions and discuss the research presented. **A final research paper of not more than 5000 words must be submitted along with copies of the slides used for the conference presentation.**
* **Posters** will be displayed in the exhibition circulation area, and for discussion during the poster breakout sessions adjacent to conference refreshment breaks. Posters must be submitted electronically as a single PowerPoint slide or single PDF sheet and a physical copy no larger than A0 in size must be produced and the author must attend conference to deliver their poster.

We would like to guide conference delegates to sessions that suit both their level of experience and their degree of responsibility within their institution.

Please indicate whether your proposal would be suited to colleagues…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| With little experience or  those new to their roles |  | With a wide range of experience |  | Either |  |

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| Those working at an operational level |  | Those working at a strategic level |  | Either |  |

**Section 3: Your Proposal**

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| **Abstract (up to 200 words)** Please set out the aims and the key messages of your contribution. If you submission is accepted, the text you provide here will be used for the conference brochure. |
| Click or tap here to enter text. |

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| **Outline of your Proposal (up to 500 words)** Please provide some further detail on your contribution; this may include the structure, a summary of the content and (for workshops and research papers) how you will engage conference delegates during your session. The detail you provide here will be available to the reviewers as part of the selection process. |
| Click or tap here to enter text. |

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| Priority will be given to original work that has not been presented at another event or conference, and to proposals that relate to the theme of the conference. Have you presented this work at other events in the last two years? (Please tick) | | | |
| Yes |  | No |  |
| If you ticked yes, please provide details of the event or conference at which this work has been presented. This will allow the peer review team to prioritise proposals which our delegates are less likely to have seen or heard elsewhere. Where your proposal builds on work presented elsewhere please be clear about this, as delegates may still be interested in an update to a longer-term project or research. | | | |
| Click or tap here to enter text. | | | |

**Terms and Conditions**

* Submissions for workshop sessions and posters will be accepted by a process of peer review by members of the ASET Executive.
* Submissions for research papers will be accepted by a process of peer review by members of the ASET Research Working Group, final copies of research papers will be reviewed again by the group prior to publication.
* Feedback is available on request, whether your proposal is accepted or rejected by the decisions of the peer reviewers is final.
* Please submit your proposal as a Word document by email attachment to [aset@asetonline.org](mailto:aset@asetonline.org)
* Accepted contributions will only be included in the conference programme if the presenters have made a booking for conference prior to **Monday 2nd July 2018**

**Deadlines**

* Your proposal should be submitted by **Friday 18th May 2018**
* Notification of acceptance, following peer review, by **Tuesday 29th May 2018**
* Your final submission of presentation materials, papers and posters, by **Friday 27th July 2018**

**ASET, The Work-Based and Placement Learning Association**

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