Deadline for all applications:

* All applications for proposals must be submitted by **May 23, 2019**
* Deadlines are set. There will be no deadline extensions or exceptions

Please refer to the ‘Call for proposals’ document prior to the completion of this form. If there are any incomplete sections your application may not be accepted.

# Your Details (primary contact for proposal)

|  |  |
| --- | --- |
| Name |  |
| Institution/Organisation |  |
| Position title |  |
| Email address |  |
| Contact phone |  |

# Session Details

|  |  |
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| Session overview | |
| Session title  *Make it* ***short*** *and catchy!* |  |
| Session summary  *Sell your session! Max 100 words. What would make you want to attend it?* |  |

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| --- | --- |
| Name of the person presenting the session  Same as above?  ~ *Please continue to next section*  *Note: Individual sessions may only have one main presenter and one additional co-presenter* | |
| Name |  |
| Position Title |  |
| Email address |  |
| Contact phone |  |

|  |  |
| --- | --- |
| Name of the session co-presenter  Not applicable?  ~ *Please continue to next section*  *Note: Each session can have a maximum of one co-presenter, who must have a minimum of 20 minutes input.* | |
| Name |  |
| Position Title |  |
| Email address |  |
| Contact phone |  |

|  |  |
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| Session format  *Please select the most relevant option* | |
| **Case study**  Presentation sharing good practices and experiences on a broadly applicable and replicable topic. |  |
| **Workshop**  Provides participants with professional development opportunities by presenting hands-on tools and/or resources. Interactive sessions are structured with small group learning activities. |  |
| **Roundtable/Panel**  Chaired topical discussion; that may have a panel of experts. The session can address multiple perspectives on a project, topic, or initiative fostering conversation and brainstorming with the audience.` |  |
| **Poster**  Visual presentations of practice or research to be displayed during conference. One author must stand by their poster and answer questions during the poster session.  *Note: Any questions in this application marked with an asterisk (\*) do not need to be completed for poster proposals.* |  |
| **Professional Development**  Interactive Professional Development sessions must be delivered by presenters with experience in leading and facilitating outcome driven workshops. Two concurrent three-hour PD sessions are available in the program. |  |

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| Session Agenda  Attached as a separate word document? | |
| *Please provide a full agenda with timings, order of speakers, Q&A so we can ascertain the full content, format and priorities. This will allow you to think about how you will manage the session and timings. You can send this as a work document if preferred. For poster proposals, please provide an overview of your poster’s content.* | *The session agenda* ***must be included***  *Although we appreciate it is subject to changes.* |

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| Session timing \*  *Please select the most relevant option REMEMBER YOU MUST ADHERE TO YOUR TIMING* | |
| 30 mins |  |
| 45 mins |  |
| 60 mins (1 hour) |  |

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| --- | --- | --- | --- |
| Session theme and content  ***Which conference stream(s) and sub-headings is/are applicable to your session?***  ***Please select all that are applicable.*** | | | |
| Leadership and Governance |  | Partnership and Engagement |  |
| * Leadership |  | * Business and Industry interface |  |
| * Human capital |  | * Community engagement |  |
| *Note: Human capital refers to the way in which HR processes are utilized to advance the sustainability agenda in relation to staff and student engagement.* | | * Staff engagement |  |
| * Procurement and suppliers |  |
| Learning, Teaching and Research |  | Facilities and Operations |  |
| * Learning and Teaching |  | * Biodiversity |  |
| * Research |  | * Energy |  |
| * Student engagement |  | * Resource efficiency and waste |  |
|  | | * Construction and renovation |  |
| * ICT |  |
| * Transport |  |
| * Water |  |

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| --- | --- |
| Session audience  *Please objectively evaluate the project you are presenting and select the most appropriate level:* | |
| **Just starting**  *Campaign/initiative/research is still in its infancy and/or based on a well-established/documented program.* |  |
| **Intermediate**  *Campaign/initiative/research has advanced beyond planning and initial implementation stages and/or represents innovation in the sector.* |  |
| **Advanced**  *Campaign/initiative/research is well advanced in its implementation and/or highly innovative. Can demonstrate evaluated data and/or conclusions.* |  |

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| Additional information | | | |
| **Will the session include any other elements?**  *An ACTS Member case study, a Green Gown Award Australasia winner/highly commended entry, a company case study? Sharing good practice is vital and brings more meaning for delegates than theory.* |  | | |
| **Does your session have any special requirements? \***  *Room size, room set up style, AV equipment.* |  | | |
| **Is your session applicable to both higher (HE) and further (FE) education?**  *Try and ensure your session is relevant to all.* | HE applicable |  | How? |
| FE applicable |  | How? |
| Both |  | How? |
| **How does your session contribute towards offering support and expertise to delegates? \***  *Think about during the session and after the conference.* |  | | |
| **How does your session stand out from the crowd in a busy conference program? \***  *What will make delegates choose and remember it? What benefits will it offer?* |  | | |

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| Your speaking experience | | |
| Do you have speaking presenting experience? | Yes  *See next question* | No |
| Please provide information on previous sessions you have presented, any speaking references or videos of you delivering a session.  *You can include the names and contact information of references, any URL links to videos etc.* |  | |

**- End of form -**