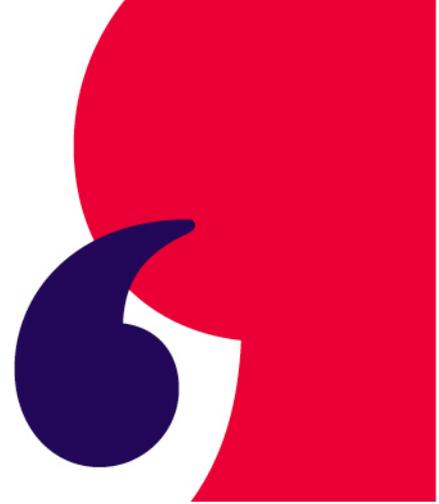


Going Global 2020

QEI Centre, London, UK, 29–30 June 2020



GOING GLOBAL 2020 – SUBMITTING A PROPOSAL

Going Global provides an open forum for world education leaders – those in the non-compulsory education sector with decision making responsibilities – to debate issues surrounding global higher and further education, and to discuss collaborative solutions.

We are therefore seeking innovative, agenda-setting proposals that will facilitate the sharing of knowledge and insights across borders. We welcome challenging perspectives and are especially interested to hear from thought leaders anticipating and driving future agendas.

Successful proposals will engage with the [conference theme](#), ‘**Global learners, global innovation**’

You are invited to submit one of the following proposals:

TYPE OF PROPOSAL	DESCRIPTION	DEADLINE
Individual contributor	Propose a response to the Going Global 2020 themes in order to be placed in one of the sessions as a presenter, panelist, table host, or chair. Note that if successful you will be placed alongside other successful individual contributors and asked to speak to a common topic to ensure a coherent conference session.	Tuesday 22 October 2019
Session	Propose an innovative and interactive session with a diverse range of speakers from around the world.	Tuesday 22 October 2019
Workshop facilitator	Propose an interactive participant led workshop that encompasses the conference theme or subtheme.	Tuesday 22 October 2019
Poster	Propose a poster to be displayed at the conference to discuss with delegates. We will only be accepting submissions for poster proposals from Wednesday 23 October 2019 onwards.	Friday 31 January 2020

For further information on submitting a proposal please see below. Successful proposals will fulfil the listed criteria, so please read this information carefully.

1. **Session formats**
2. **Proposal types**
3. **Assessment criteria**
4. **Selection process**
5. **Timelines**
6. **Terms and conditions**

1. SESSION FORMATS

Going Global is committed to producing rich, interactive sessions which combine the expertise of speakers and delegates. Broadcast approaches or promotional pitches are therefore not in the spirit of Going Global.

Some sessions lend themselves to the conference app – a digital tool for gathering audience insight – and others rely on more traditional techniques of engaging delegates. **The standard session length is 1hr 15minutes.** For workshops we offer a **2hr 30minute** slot to ensure effective audience engagement.

The types of sessions that Going Global 2020 will develop include, but are not limited to:

- **Workshops:** A participant led session where attendees are ‘hands-on’ and fully involved in the learning process. Delegates who attend should be; discussing, working, thinking, doing, processing, and creating through interactive activities. A workshop includes a great deal of participant discussion and is almost informal in nature. Delegates who attend will come away with key learning’s and practical tactics that they can implement into their work.
- **World cafés:** Roundtable discussions focusing on knowledge sharing; A world café consists of small groups sat around tables. Following an introduction, the chair encourages a short conversation (often framed around a specific question or topic area) for each group. These discussions are facilitated by a “table host”, and participants can move to a different table and topic area. Individuals are invited to share insights at the end of the session, via the chair.
- **Marketplace:** A lively and interactive forum whereby presenters do an initial pitch of their ideas before moving into different areas of the room to discuss these in more detail. This format helps to create an informal atmosphere and encourages open conversations and knowledge sharing. It can give a platform to delegates who would be shy in participating as part of a larger audience.
- **Fishbowls:** A rapidly changing platform which breaks down the barriers between speakers and the audience; fishbowls help facilitate discussion by having just 3-6 people talk at any one time. Those individuals are seated in the centre of the room while the rest of the participants (maximum of 50 people) sit around and observe without interrupting. You can have “open” fishbowls, where one or more of the chairs is open to the audience who want to ask questions. Although largely self-organising once the discussion starts, a fishbowl usually has a moderator.
- **Campfire:** Campfire sessions begin a lot like a traditional presentation, with a speaker (or multiple speakers) presenting an idea to a group of people. After 15 or 20 minutes, however, the focus shifts from the presenter to the audience. For the remainder of the session, the presenter becomes a facilitator, inviting comments, insights, and questions from those around the room.

Campfire sessions allow attendees to drive their own learning and share experiences with others, which also assists with networking.

- **Speakers' Quiz:** Why not inject some fun into proceedings by quizzing teams of speakers, to see just how well they understand the audience? The quiz can be prefaced by an audience poll, who vote on answers to a selection of prepared questions e.g. *"What do delegates think is the biggest challenge facing ABC right now?"*. The speakers then try to guess the top answer. Right or wrong, it's a novel way to discuss an issue and deliver the results of the poll to delegates.
- **Speedy presentations:** Short, quick fire, future looking presentations which focus on key takeaway messages. However, please note that Going Global is committed to producing rich, interactive sessions which combine the expertise of speakers and delegates. Therefore, broadcast approaches or promotional pitches are not considered "in the spirit" of Going Global.
- **Policy debate:** Debate and discussion around key areas of policy affecting tertiary education.

2. PROPOSAL TYPES

I. INDIVIDUAL CONTRIBUTOR PROPOSAL

Propose an innovative response to the [Going Global 2020 theme](#) in order to be placed in one of the sessions as a:

- **Contributor in a session:** For workshops, world cafes, marketplaces, fishbowls, campfires, speaker quizzes, speedy presentations or policy debates (All as outlined above)
- **Table host in a world café:** For those able to facilitate stimulating discussions in groups on smaller tables;
- **Chair:** For those able to drive a dynamic discussion inspiring, encouraging and involving the whole room.

As with previous conferences, Going Global 2020 will prioritise the creation of **interactive, delegate led sessions**, so please note that if your speaker proposal is successful we are unlikely to ask you to present a standard 7-10 minute speech but rather invite you to present your ideas more succinctly and in a manner that allows greater interaction with delegates.

We may ask you to write up your proposal as a case study for publication on our website at a later date if appropriate.

Individual contributor proposals will be grouped into **thematic clusters** to ensure there is only one session on any given topic. If selected, we may ask you to adapt the focus of your proposal to fit in with other proposals in the same cluster and the overall conference themes.

Please only submit **one proposal per speaker per topic** and note that it is unlikely that any single speaker will be accepted to contribute to more than one session. If you have an idea for a complete session with several speakers, please submit a session proposal.

Similarly, please note that we are unlikely to be able to take through more than **one speaker or contributor per institution** in order to allow as many institutions as possible to participate in Going Global. We recommend where possible that you coordinate **one proposal per institution**.

Please note that all individual contributors are required to pay the contributor rate (£400) as per the terms and conditions below. **Going Global is unfortunately unable to cover funding for any speakers or facilitators** that have submitted proposals – All speakers are expected to cover the costs of attending conference, including flights, accommodation, subsistence and extras such as visa costs.

II. SESSION PROPOSAL

For those who wish to put together a full session linked to the [conference themes](#), it will need to last for 75 minutes (one hour and fifteen minutes). Please be aware of the following points before submitting your proposal:

- You should have provisionally approached potential contributors to ensure they are **available for the duration of the conference** and are willing and **able to pay the contributor rate** (This should be a provisional enquiry as there is no guarantee that they will be selected). All speakers, chairs, facilitators and poster presenters are required to pay for their conference pass which is at a significantly reduced rate to the standard pass. A high proportion of Going Global delegates are contributors and for the conference to sustain itself we are obliged to charge the reduced contributor rate;
- The contributors to the session should bring **diverse perspectives** including but not limited to a range of **nationalities, genders, sectors and/or industries** to encourage genuine debate and the sharing of new ideas;
- The session should have an **innovative and interactive format** which makes use of the knowledge and expertise of delegates in the room and the tools available, such as the Going Global conference app and its functionality;
- The Going Global team reserves the right to alter the session content and proposed speakers as appropriate, as well as cancelling the session altogether should the speakers, content or format be significantly changed closer to the event.

III. WORKSHOP FACILITATOR

For Going Global 2020 we are looking for more interactive, audience-focused workshops which provide delegates with knowledge and tools to come away from the session knowing how to implement learning in their institutions.

We are therefore seeking dynamic, engaging individuals who can lead these discussions around a topic of their choosing. The workshop should last for **two hours and thirty minutes** and there will be a break for refreshments at the half-way point (After 75 Minutes). When assessing these proposals, we will be looking at the following:

- **Learning styles/activities** that you will employ i.e. presentation, group discussion, pair exercise, small group exercise etc. (we encourage more than one style);
- Choreography, this includes the session format and **a breakdown of activities** with approximate timings against each;
- Any **materials** you propose to use;
- Any pre-work you expect delegates to complete;
- Clear **learning outcomes** for the audience;

- Whether you will be able to run the session on your own or require others to support.

Please note that all workshop facilitators are required to pay the contributor rate as per the terms and conditions below.

IV. POSTER PRESENTATION

- Successful poster presentation proposals will be invited to display for the duration of the conference;
- Poster presenters will have the opportunity to present their poster to conference delegates during the poster reception. Delegates will vote for the most innovative and engaging poster and the winner will also present their poster during the closing plenary;
- Presenting a poster is a fantastic opportunity to network and engage delegates in discussion around the theme of your poster;
- Posters can have either one or two presenters.

Please note that all poster presenters are required to pay the contributor rate as per the terms and conditions below.

3. ASSESSMENT CRITERIA

Ahead of producing and submitting a proposal, please ensure that you have read and understood the assessment criteria against which all proposals will be assessed.

Criteria for individual contributor, session and poster proposals:

I. RELEVANCE TO WORLD LEADERS OF INTERNATIONAL EDUCATION

Please consider that Going Global delegates are sector leaders including Ministers, policy makers and Vice-Chancellors, and delegates come from all global regions.

II. INNOVATIVE ENGAGEMENT WITH THE THEME

The proposal addresses this year's [theme](#): 'Global learners, global innovation'

III. LAUNCHING NEW RESEARCH

If you have new research to launch at Going Global, it should be theoretically and methodologically rigorous, globally relevant, make a genuine contribution to knowledge and have high impact potential. The Steering Committee will ask to see timelines and methodology if the proposal is scored highly.

IV. ORIGINALITY

The proposal will offer new, innovative ideas or models.

V. CLEAR TAKEAWAY MESSAGES

There is clearly something which delegates can learn and apply in their institution or context.

VI. TENSION

The proposal will create a critical debate or tension with which the audience can engage.

VII. NON-ADVERTISEMENT

The proposal **must not be** a direct advertisement of an institution, product, service, or other self-interested category. Should your proposal be assessed as being an advertisement, we may ask you to cover the costs of putting the session together depending on the product or service you are promoting.

Additional criteria for session proposals only:

VIII. DIVERSITY OF SPEAKER PERSPECTIVES

The session must bring diverse perspectives from a range of countries, genders, sectors and/or industries

IX. INTERACTIVE / INNOVATIVE FORMAT

The session must have an innovative and interactive format which makes use of the knowledge and expertise of delegates in the room

Criteria for workshop facilitator proposals:

I. RELEVANCE OF TOPIC

The topic you propose for your workshop must be relevant to both the conference theme and to the Going Global audience of Higher and Further Education leaders

II. EXPERTISE IN THE TOPIC

You must be able to demonstrate a deep knowledge and experience of the subject being discussed

III. QUALITY OF ACTIVITIES

The activities you propose must be appropriate for different learning styles and be able to deliver clear learning outcomes

IV. INNOVATIVE FORMAT / CHOREOGRAPHY

The workshop must have an innovative and interactive format which makes use of the knowledge and expertise of delegates in the room and has clear, achievable timings

V. PREVIOUS EXPERIENCE OF LEADING WORKSHOPS

You must be able to demonstrate previous experience of successfully leading a highly participative workshop

4. SELECTION PROCESS

All proposals undergo a rigorous peer review process, based on the above assessment criteria. The quality of submissions for Going Global is extremely high - Last year a total of 852 proposals were submitted with less than half getting through the selection process.

Once the committee have peer reviewed the proposals, they will adopt a holistic perspective to develop a thematically coherent conference programme that offers delegates diverse global perspectives.

Decisions of the committee are final.

5. TIMELINES

Tuesday 22 October 2019	Deadline to submit speaker, session and facilitator proposals
Wednesday 23 rd October	Proposals for poster submissions are opened
Friday 31 st January 2020	Deadline to submit poster proposal
Wednesday 5 th February 2020	Early bird registration opens
Wednesday 1 st April 2020	Early bird registration closes

Tuesday 16 th June 2020	Registration closes
Monday 29 – Tuesday 30 June 2019	Going Global 2020 conference

6. TERMS AND CONDITIONS

The following terms and conditions have been developed to ensure that the Going Global programme remains of the highest quality and that applicants fully understand the conference development process.

Contributors including individual contributors, workshop facilitators, those participating as part of a session proposal and poster presenters;

- i. are required to purchase a conference pass at the contributor rate by 01 April 2020;
- ii. give permission for their profile information to be published online; for photography, filming and webcasting to take place at the conference, and for this footage to be published by the British Council;
- iii. must be available for all the conference days (29 and 30 June 2020);
- iv. are expected to cover their own registration fees, travel, visas and any other costs associated with attending the conference.
- v. Please ensure you review our [terms and conditions of sale](#). By clicking “*I agree to the terms and conditions of sale*” before placing an order, you are confirming that you agree to be bound by these Terms.
- vi. Please be aware that there is no cancellation period for tickets bought from the British Council for conferences and events, and we reserve the right to charge the entire ticket cost once an order is placed.