Going Global – Process for individual contributor, session and workshop facilitator proposals

- **The Going Global Steering Committee and British Council Higher Education team assess proposals according to the criteria set out in the proposal guidelines.**

- **Shortlisted individual contributor proposals**
  - Individual contributor proposals that score highly pass into the shortlisting stage. At this stage proposals are grouped into thematic clusters and are reviewed against other proposals in the thematic cluster.

- **Shortlisted session and workshop facilitator proposals**
  - Will go through a review process by the Going Global Steering Committee and British Council Higher Education team to ensure a diverse and sector relevant conference programme.

- **Unsuccessful** Proposals may be unsuccessful at this stage if there is repetition of content across the conference programme.

- **Successful**
  - Individual contributor proposals that can be combined with others to make a coherent session will be informed that they are successful. Contributors may be asked to change the content or their approach so that it fits with other proposals and the session format.

- **Successful**
  - The Going Global team will arrange briefing calls with contributors in advance of the conference to finalise each individual’s contribution as well as the session format and choreography.

- **Successful**
  - We will contact the lead session proposer or workshop facilitator to begin shaping the session. We may ask you to tweak the content or proposed contributors.

- **Proposals that do not score highly are informed that the proposal will not be taken forward. You will receive notification of this by the end of December.**

- **Submissions that do not score highly are informed that the proposal will not be taken forward. You will receive notification of this by the end of December.**

- **Offered a poster presentation or different session**
  - Proposals that are of high quality but cannot be combined with other proposals to make a coherent session are offered the option to present a poster at the conference. In some cases we may ask you to speak in a session on a topic which is different to your original proposal if appropriate.