**A picture containing text, clipart, businesscard

Description automatically generated**

**RExChange 2024 Conference Session Proposal**

**Instructions**

* Please complete use this form to draft your responses
* Upload your responses to [RE:ONLINE](https://www.reonline.org.uk/research/engaging-with-research/conferences/rexchange-2024/call-for-sessions/) **by 28th March 2024**
* We aim for you to hear if your proposal has been successful **by 30th April 2024**

**Word Count:** Please follow the word count. We may delete content if you go over the limit.

**Logo:** If your proposal is accepted you will be required to use the RExChange logo on your presentation.

**Expenses:** The conference is free to attend. All those whose proposals are accepted will be given a small honorarium. If sessions are jointly led, the Trust may ask you to share the honorarium between the session leaders. If your proposal is accepted further details will be provided about how the honorarium will be paid.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Name (s) (including titles, as it/they will appear on the conference programme). If you have a preferred pronoun, you would like us to use, please also indicate this here. | | | |
|  |  | | | |
| 2 | Contact details (please include email addresses for all presenters) | | | |
|  |  | | | |
| 3 | Biography for each presenter (as they will appear in the programme) | |  | |
|  |  | | Max 50 words per biography | |
| 4 | Are you a first-time presenter at a National RE conference? | | | |
|  | Yes/No (Delete as appropriate) | If you have answered yes and would like to talk through your proposal with someone before you submit it please contact [kevin@cstg.org.uk](mailto:kevin@cstg.org.uk) | | |
| 5 | Session Title (as it will appear on the conference programme) | | | |
|  |  | | | Max 10 words |
| 6 | Summary of session (as it will appear on the conference programme) | | | |
|  |  | | | Max 50 words |
| 7 | Session Type (all sessions are 45 mins) Please delete as appropriate | | | |
|  | In conversation  Practical workshop  Talk or Paper  Hot Topic Discussion or Panel  Other | | | |
| 8 | Target Audience e.g. phase of education, stage of career | | | |
|  |  | | | |
| 9 | Full Description (for steering group decision making process only) | | | |
|  |  | | Max 300 words | |
| 10 | Photograph: Please supply a photograph for each presenter as a separate file. We can crop the image for you. The displayed image will be square showing head and shoulders. No other people should be visible in the image. These will be used in the programme. | |  | |
|  | Photograph(s) emailed YES/NO | | Please delete as appropriate | |
| 11 | Session Timings. Please indicate **all** times you are available to present to help us prepare our programme. | |  | |
|  | Friday 18th October 2.15-3pm YES/NO  Friday 18th October 3.15-4pm YES/NO  Friday 18th October 4.15-5pm YES/NO  Saturday 19th October 9.15-10am YES/NO | | Please delete as appropriate | |