



ENLIGHT T&L Conference 2021 – Call for proposals – Detailed instructions

Note to Submitters: We hope this will help you in the process of drafting your contribution and collaborating with colleagues prior to submission. All contributions must be uploaded [via the website](#) by ~~August 6~~ **August 30, 2021 (Extended on 6/7/2021)**, 2021.

Important Dates

- ~~August 6~~ **August 30, 2021 (Extended on 6/7/2021) (23:59 PM CET)**: All contributions must be received by this date.
- **Beginning of September**: Acceptance notifications and feedback sent.
- **Mid September**: Official launch of the conference programme and call for registrations open.
- **November 18-19**: ENLIGHT Teaching and Learning Annual Conference in Ghent.

STEP 1: Create a Teaching and Learning profile

An ENLIGHT Teaching and Learning profile is required in order to submit a contribution. You may want to take some time before proceeding to ensure all presenters have profiles [via the website](#). You can learn how to create a profile [here](#). Ask co-submitters to do the same.

STEP 2: Work out your contribution via [Conftool](#)

Review the [Call for Proposals page](#), which explains the information you need to provide in your submission. If you still have questions, please reach out to your institutional contact found on [this page](#). The online submission contains **three parts**:

1. **Choose a session type.** For full descriptions of delivery formats, please see the [Call for Proposals website](#).
 - a. Interactive workshop (45')
 - b. Community group session (45')
 - c. Short Presentation Session (15'/presentation)
2. **Fill out the form** to start your submission. Fields marked with an asterisk (*) are mandatory. These are the fields:
 - a. *Author(s)
 - b. *Organization(s)
 - c. *Title of Contribution
 - d. *Abstract: *Share the abstract for your session. If your contribution is accepted, please note that the abstract is what will be used to communicate about your contribution. What can you say that will encourage your colleagues to attend your session? (100 word limit)*
 - e. *Topics: *A contribution must have a short, specific title (containing no abbreviations) that indicates the nature of the session. We encourage you to be creative yet descriptive. Please enter in title case with no abbreviations. (100 character limit)*
 - f. *Keywords
 - g. Bibliography
 - h. *Hybrid session or not
 - i. Remarks on your contribution



3. **Upload your contribution in PDF format:** instructions for your contribution in the next section.

Format for your contribution in

Your contribution is to be created in a separate file (e.g. PDF). Your contribution should include the following elements:

1. **Session Outcomes (150 word limit)**

Identify **three key takeaways or outcomes** for your contribution.

2. **Session Description (400 word limit)**

Please describe the plan for your session and briefly state the importance, relevance, value, uniqueness, and/or interest to our ENLIGHT community. Please be sure to answer the following questions:

- Provide context-sensitive information (what is the context?).
- Discuss the consequences that should be drawn from this (what are the implications?).
- Share ideas on how the given information can be utilized in other contexts (how can this be transferred?).
- Share your understanding of how teaching and learning works (in a specific context) and possibly provides connections to educational theories (how is this grounded?).
- Name key questions, activities, and points of innovation that can be discussed with the audience (how to engage in discussions?)

3. **Active student participation (100 word limit)**

The Governance Board of the ENLIGHT Teaching and Learning Conference have established active student participation as a critical priority for the conference. Elaborate on how the student perspective is involved in the submission as well as potentially during the presentation at the conference (where is the students' voice?).

4. **Submitter Comments (100 word limit)**

What else would you like the ENLIGHT Teaching and Learning Conference Governance Board to know about this contribution?

STEP 3: Submit Your Contribution

- Please review your contribution information to make sure that it is accurate.
- Please save a copy of your contribution for your records before submitting (you will not have access to the contribution information after submission).
- Officially submit your contribution in the conference tool by the deadline of ~~August 6~~ **August 30, 2021 (Extended on 6/7/2021)**.

Thank you!