

Going Global 2019

Berlin Congress Centre, Germany



GOING GLOBAL 2019 – 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, *‘Knowledge Diplomacy and the Digital World: opportunities and challenges’*

You are invited to submit one of the following proposals:

Type of proposal	Description	Deadline
Individual contributor	Propose a response to the Going Global 2019 themes in order to be placed in one of the sessions as a presenter, panelist, table host, or chair	Friday 5 October 2018
Session	Propose an innovative and interactive session with a diverse range of speakers from around the world	Friday 5 October 2018
Workshop facilitator	Propose an interactive participant led workshop that encompasses the conference theme or subtheme	Friday 5 October 2018
Poster	Propose a poster to be displayed at the conference to discuss with delegates. We will only be accepting submissions for poster proposals from Monday 15 October onwards.	Friday 11 January 2019

For further information on submitting a proposal please see below (or download as a pdf). 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 types of sessions that Going Global 2019 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;
- **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;
- **Fishbowls** – a rapidly changing platform which breaks down the barriers between speakers and the audience;
- **Speedy presentations** – short, quick fire, future looking presentations which focus on key takeaway messages;
- **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 2019 theme in order to be placed in one of the sessions as a:

- Contributor – for policy debates, fishbowls, marketplace or speedy presentation formats (see above);
- Table host – for those able to facilitate stimulating discussions;
- Chair – for those able to drive a dynamic discussion.

This year we 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 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 as per the terms and conditions below.

II. SESSION PROPOSAL

For those who wish to put together a full session linked to the conference themes which lasts for one hour and fifteen minutes. Please note 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 in order 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;
- The Going Global team reserves the right to alter the session content and proposed speakers as appropriate, as well as cancelling the session should the speakers, content or format be significantly changed at a later date.

III. WORKSHOP FACILITATOR

For Going Global 2019 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 their 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. 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 each and every global region.

II. INNOVATIVE ENGAGEMENT WITH THE THEME

The proposal addresses this year's theme: *'Knowledge Diplomacy and the Digital World: opportunities and challenges'*

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 350 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

Friday 5 October 2018	Deadline to submit speaker, session and facilitator proposals
Monday 15 October 2018	Proposals for poster submissions are opened
Monday 21 January 2019	Early bird registration opens
Friday 11 January 2019	Deadline to submit poster proposal
Friday 22 March 2019	Early bird registration closes
Friday 3 May 2019	Registration closes
Monday 13 – Wednesday 15 May 2019	Going Global 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 22 March 2019;
- 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 on all of the conference days (13 to 15 May 2019);
- iv. are expected to cover their own registration fees, travel, visas and other costs associated with attending the conference.