**Submission Guidance for Call for Proposals:**

**Learning & Teaching Conference 2025**

**‘Transformative Assessment and Feedback’**

# Submission guidance

Please read the details below for more information about the different submission formats.

Before proceeding with your submission, please note the following:

* Submissions must relate to the Conference title ‘Transformative Assessment and Feedback’ (in Higher Education), and to one or more of the following seven assessment and feedback themes:
  + Programme-level assessment
  + Authentic assessment
  + Assessment and feedback literacy (for educators and students)
  + Compassionate assessment and feedback
  + Co-creation and student voice
  + Innovation and technological opportunities
  + Inclusive assessment and feedback
* Please only submit one proposal per lead contributor/author.
* Whilst only University of Edinburgh staff and students may submit a proposal, the Conference is open to both internal and external delegates to attend.
* As the Conference is scheduled for one, in-person day (with no second day online), there will be fewer submissions accepted than in previous years. This has no reflection on the appreciation of the work submitted; it is purely a logistical decision. The Conference team will aim to curate a balanced day, with accepted submissions covering fair representation from the three Colleges, and the seven themes.
* The Conference design will prioritise opportunities for discussion, practice sharing and networking.
* The keynote talk and selected paper and panel sessions will be live-streamed and recorded via Teams.
* Please keep Tuesday 17 June 2025 clear in your diary.

Each submitted proposal will be anonymised and sent to two reviewers for feedback (please see information at the end of this document about the review process). The outcome of the proposal reviewing process will be communicated to those who submit proposals by March 2025. Following this, information on how to design, compile and upload presentation materials will be made available on the Conference website. The final proposals will be published online in the conference programme. These will serve as the guide for delegates to choose their session so they need to be accessible to a non-specialist audience, including academic staff, professional services staff, and students.

## Presentation formats

**Panel discussion (30 minutes):**Panel discussions usually involve someone chairing/inviting a small group of people to offer different perspectives on a topic. Please consider inviting a student or an alumnus to form part of the panel. When submitting your proposal, please include a brief delivery plan of this session. For example, each panel member could speak for approximately five minutes each, and then open to the audience for wider discussion, or the chair could pose questions to the panel members and gather a range of perspectives in this way. Please note that there will only be space in the Conference schedule for a small number of panel discussions.

**Sharing research or practice presentation (10 minutes):**Maximum 10 minutes talk. The talk will be grouped with two other 10-minute talks on a similar topic followed by 30 minutes of questions and discussion with the audience. The presentation could be based on research (formal research project with evaluated outcomes, and future recommendations), or practice (sharing good practice/lessons learned/reflections). Presenters do not have to submit a written conference paper if accepted.

**Demonstration (20 minutes):**An opportunity to showcase and demonstrate a digital innovation, a learning technology, a specific technique/method, or an application that has potential to transform assessment and feedback approaches. When submitting your proposal, please include a brief delivery plan and 2-3 learning objectives for the demonstration session.

**Poster presentation:**You can choose to present your poster either in person, or have your poster displayed digitally.

**Please note:** You can choose to present both in-person and online.

* **In person:**Posters will be displayed on poster boards in the conference venue. Poster presenters will be invited to give an optional one-minute pitch to the conference audience about their poster, saying why delegates should come and talk with them at designated times during the day. Posters should be printed and displayed in A1 or A2 size, portrait format.
* **Online:**Posters will be presented digitally (in PDF format) on a dedicated poster page on an interactive Miro board on the dedicated Conference Teams site. Posters can be designed in portrait or landscape.

Whilst this is an in-person event, please do let the Conference Organising Team know if you are unable to attend in person and wish to present online by emailing the team at [lt.conference@ed.ac.uk](mailto:lt.conference@ed.ac.uk) and we can make note of your request.

## Review Process

As the Conference team will have to be more selective about the proposals accepted than previous years, please pay careful attention to the criteria that reviewers will use to assess submissions, which are based on the following five questions:

1. Does your proposal focus on assessment and feedback, and is therefore relevant to the Conference?
2. Does your proposal articulate the work, research, or initiative in a succinct and clear manner?
3. Are the findings, lessons, or benefits to the audience clearly outlined in your submission?
4. Is your proposal accessible and interesting to an interdisciplinary audience?

* Can the proposal content be effectively delivered in the presentation format selected?

After the submission deadline closes (22 January 2025), each proposal will be anonymised and sent to two reviewers for feedback: one reviewer will be from the submitter’s school/college, and the other will be randomly allocated. The reviewers will provide feedback on the proposal guided by the above questions. For each question, the reviewer will award a score of 1-5 (where 1= Strongly disagree, 2= Disagree, 3 = neutral/not sure 4 = Agree, 5 = Strongly agree), and will be asked to provide brief constructive feedback.

They will then recommend either that the proposal is accepted, accepted in a different format or with revisions, or rejected. The Conference team will aim to curate a balanced day, with accepted submissions covering fair representation from the three Colleges, and the seven themes. Submitters will be informed of the reviewer and Conference Organising team’s acceptance decisions in March 2025 via email.

# Conference Registration

The conference registration will open in April 2025 when the full programme will be announced. Please keep an eye out for an all-staff email. Details will continue to be updated on the [Learning and Teaching Conference 2025 webpages](https://institute-academic-development.ed.ac.uk/learning-teaching/cpd/workshops/learning-teaching-conference).