Submission of Proposals for Living Knowledge 7 – Using Ex Ordo System

We are delighted that you are interested in submitting a proposal to the Living Knowledge 2016 conference. The final deadline for submissions is January 7th 2016 and notification of acceptance will take place in February 2016. The deadline for early bird registration is mid March 2016.

- Further information is available at the conference website: http://www.livingknowledge.org/lk7

- You may submit your abstract by visiting the Ex Ordo abstract submission system (you will be required to setup an account first): http://livingknowledge2016.exordo.com/

Guidance Notes for Proposal Authors

We encourage those submitting proposals to focus on one, or maximum two, proposals, rather than spreading their energy more thinly across multiple proposals. We also welcome proposals which the presenters plan to disseminate further after the conference.

To maximise the opportunities for people to present and interact, a range of formats are available. Priority will be given to proposals that have a strong interactive element whereby delegates and presenters have an opportunity through dialogue or other interactive methods to learn, share, exchange and develop their ideas, expertise and practice. In conference evaluations, a common criticism is the lack of opportunity to participate and that too much time was spent on presentations so please ensure the opportunity for active participation is maximised.

Accepted presenters may be requested to focus on a specific aspect of the proposal during their conference presentation for coherence and suitability for the conference and its participants. Also, those submitting presentations may be invited to transfer to an interactive poster presentation or other format, in the interest of making the conference as inclusive as possible, and balancing different formats. If you would like to showcase a student report at the conference (and have the student contribute as a co-presenter) but you don’t know for sure yet which project will be of a suitable quality, please briefly describe the projects under consideration.
Your Proposal Submission in Ex Ordo

Your proposal for the conference is made up of an abstract (description of the session) inputted at Step 2 followed by your responses to a series of questions in the 'Additional Info' section (in Step 5) linked to the reviewing criteria. It would be expected that submissions for the longer formats would be more detailed.

1. For your abstract of 100 to 150 words, please provide a description of the interactive session that is planned. Ensure that any lessons learned or challenges encountered are noted. If you would like to include an image / picture, please use the 'Add attachment' button (please note that posters are not required for the 7 January submission deadline – just proposals. Format guidelines will be provided once the decisions on submissions have been made). If you are proposing an Interactive Creative format, please make sure that you discuss what makes your session particularly creative. If you are proposing a Problem-solving session format, please make sure that you discuss the specific challenge/need that will be explored.

2. You will then be prompted to respond to a series of additional questions.

Topics / Thematic Stands - For step 4 of the submission process, if your proposal is relevant to more than one of the thematic strands, please choose the MOST relevant one. If none of the strands specifically suit your submission, please choose the nearest applicable strand.

Note that your submission will be recorded as ‘pending’ until all sections are complete and that you can edit or withdraw a submission up to the deadline of January 7th 2016.

Further Information on Formats

At present, timings for each format are presented as a range to allow flexibility for scheduling the programme once proposals have been reviewed and accepted. Presenters will be given adequate notice in advance of the conference of the time allocation for their interactive session.

1. Workshop - 60-90 minutes length.
2. Discussion panel - 45-90 minutes length. Please specify the number of panel participants and you should indicate what you plan to do with the outcomes of the session.
3. Collaborative presentation - 15-25 minutes length, including interaction.
4. Round table - 45-90 minutes length.
5. Problem-solving session - 45-90 minutes length. An exploration of a specific challenge/need with the participant group. You should indicate what you plan to do with the outcomes of the session.
6. Poster discussion session - 2-5 minutes’ presentation, followed by interaction
7. Ultra-short presentation followed by interaction (see details in section below)
   - Pecha Kucha (7 minutes) /Gasta (5 minutes) /Practice exchange (3 minutes) /Oral byte (5 minutes) /flipped session (5 minutes)
8. Interactive creative format - the maximum time available is 90 minutes. This is an open format, with the outline of the format to be specified by the person making the submission. It should employ particularly creative approaches.
Details on ultra-short presentation formats

**Pecha Kucha** 20x20 is a simple presentation format where you show 20 images, each for 20 seconds. The images advance automatically and you talk along to the images. This can be followed by an interactive question and answer session.

**Gasta** (the Gaelic word for fast, clever, quick, smart, snappy) is a short concise presentation with slides for practitioners to present on a collaborative activity or research idea that they are implementing. The presentation can come in a variety of forms that may involve role-play, interactivity and lecture styles. We invite you to be creative. The format is a 5 minute presentation, with timed slides on a loop, followed by Q & A at the end of the session.

**Practice exchange** is a forum for practitioners to give a short, succinct pitch on an idea or technique they have implemented in collaborative research, and the learning and/or challenges that emerged from the experience. The format is a 3-minute presentation, without slides, followed by Q & A panel session.

**Oral byte** - 5 minutes, 3 slides, no questions – short development result or idea for collaboration

**Flipped session** - Material is made available to participants in advance (e.g. via online video) thus releasing session time for discussion/application of topic.