



Call for proposals – *TAFE at the Heart*

Introduction

The [TDA Convention 2024](#) will take place in Sydney at the Sofitel Sydney Wentworth Hotel on Wednesday 8 to Thursday 9 May 2024. It will explore the theme of *TAFE at the Heart* in recognition of TAFE’s leading role at the heart of vocational education, skills development and training in Australia.

With the theme *TAFE at the Heart* in mind, the program is designed to inspire and inform. It will offer opportunities to share knowledge and experience to ensure that TAFE remains a powerful force that nurtures talent, empowers individuals, supports industry and drives economic growth.

TAFE at the Heart is also about the essence of TAFE – what makes it great, the purpose it serves for communities, regions and industry, its commitment to access and equity, and its role in supporting and empowering students to bridge the gap between opportunity and aspiration.

Key dates

Submissions Accepted	23 October 2023 via online submission portal
Deadline for Submission	COB 23 January 2024
Notification of Submission Outcome	COB 19 February 2024
Presenter Registration Deadline	COB 15 March 2024

Session themes

TDA invites proposals that will contribute to the thought provoking program through presentations and interactive workshops which align to the overarching theme of *TAFE at the Heart* in the following areas:

1. Excellence in teaching and learning
2. Learner access and equity
3. Student success
4. TAFE Centres of Excellence
5. Industry partnerships and stakeholder engagement (including emerging industries)
6. Higher education and vocational education alignment
7. Community and regional integration
8. Technological innovation in learning or business
9. International education
10. Staff and student wellbeing
11. Managing staff attraction and retention
12. Leading organisational change.

We welcome proposals which highlight different perspectives including students, staff, employers, industry, community, stakeholders and government. We welcome proposals which highlight solutions and cutting edge practices, which challenge the status quo and which demonstrate TAFE as educational entities at the heart of skills and tertiary education now and into the future.

Submission requirements

Proposal Information

Title

20 words maximum and should be in sentence case.

Presentation type

You will need to identify the format for your proposal. There are THREE formats from which you can choose. They include a presentation, workshop, or interactive problem solving discussion as outlined below. Please select one format choice from the dropdown list.

Format 1: Presentation (20 minutes)

Two speakers maximum can present (preferably one). Presenters will be grouped with similar presentation proposal themes in a breakout session.

Format 2: Workshop (40 minutes)

One speaker plus up to three co-speakers/facilitators maximum per workshop. If you choose a workshop format your session should be interactive with attendees.

Please note that TDA may consider proposals for longer workshops on a *by exceptions* basis. Submitters for workshops longer than 40 minutes may be interviewed by TDA as part of the review process. Please indicate at the end of your proposal if you would prefer a longer workshop (1h20 maximum).

Format 3: Interactive problem solving session (40 minutes)

You may have up to four facilitators or panel members for the interactive problem solving session. The basis for this session is to pose and answer a complex problem or question which you would like to brainstorm with your audience or an assembled panel of experts. TDA is seeking proposals which pose complex questions around challenges and opportunities which would benefit from national insights and input. Your proposal should outline the complex question or problem of national significance and you will facilitate and lead the discussion with the audience and/or other speakers assembled by you.

Session Theme

Please select ONE session theme from the dropdown list. If your proposal is applicable to multiple themes, please select your first preference or the most appropriate theme. If you would like to submit more than one proposal, you will need to create a new submission for each proposal

Proposal text – maximum of 300 words (spaces are not part of this word count). The proposal should have a clear focus, succinctly outline your topic and relate to the proposed theme.

- Proposals should provide enough information on the suggested topic, research piece, case study or best practice example. Proposals should also demonstrate how the presenter has the relevant background to present on the topic
- Proposals should state what the learning outcomes for the audience are, or what you expect the audience to take away from your presentation or workshop
- Standard abbreviations may be used for common terms only, including common terms in the Australian education system. Otherwise, any abbreviation should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the proposal
- A limited number of graphics can be included in your proposal.

Presenter Information

- One individual can submit multiple proposals
- Presenters will likely only be included in the program once, so please keep that in mind when deciding how many proposals to submit
- The presenter must be entered as Author 1
- The presenter must supply a valid email to be accepted
- You will need to provide name, position and organisation (shown as affiliation in the submission site) for each author
- You can include up to two (2) presenters for a presentation and up to four (4) presenters for a workshop or problem solving session
- If you are from a TAFE, please ensure you have the support of a senior leader who endorses your proposal.

Review of proposals

The Program Convenor (TDA) will review all proposal submissions in consultation with the Convention Advisory Committee. Proposals will be assessed based on the following criteria:

- Contribution to the overarching convention theme – **TAFE at the Heart**
- The extent to which the proposal showcases innovative, new, contemporary and/or unprofiled work or business practice
- The extent to which the proposal contributes to the body of knowledge in the specific area or convention theme
- Fair distribution of state and territory proposals along with industry, government or other stakeholder led proposals.

Notification

- Submissions will close at close of business on 23 January 2024
- You will be notified of the outcome by close of business on 19 February 2024
- Specific presentation instructions will be included in the notification email
- All presenters (within the number limits specified above) who register by the due date will receive the presenter registration rate (equivalent to the early bird member rate)
- To confirm your acceptance to present at the TDA Convention 2024, **you MUST register by the presenter registration deadline of 15 March**. If you are not registered by this date, your proposal and presentation may be withdrawn.
- All correspondence will be emailed to the address entered by you at the time of submission. Should you have co-presenters also attending the convention, please ensure you pass relevant correspondence on to them.

General Policies and Requirements

Before you start

- Ensure you use one of the following browsers: INTERNET EXPLORER (v11 or newer) MOZILLA FIREFOX (v44 or newer) SAFARI (v5 or newer)
- Mac Users: if you have trouble submitting your abstract, try submitting from a PC. If you are still having issues, please contact the Secretariat.
- Mozilla Users: the security policy in Mozilla often prevents pasting from your clipboard without using the menu commands. You can still cut and paste your abstract into the submission, but you may have to use the menu command rather than the 'control v' shortcut.
- Ensure your abstract text is **less than 300 words** as the system will not accept submissions over this limit. The word count does NOT include your title, authoring or cited references
- Have your abstract open on your own computer to enable you to cut and paste it into the submission system

Submission steps

- Select the presentation type and theme. Please select only ONE theme and ONE presentation type per submission,
- Provide some keywords to assist in categorisation of your abstract
- Enter the title of your abstract. Please type the title in sentence case (that is lowercase with only the first letter or the first word in capitals) and without any punctuation. A correctly formatted example follows: Title of my presentation for the conference
- Enter the name of all authors and their organisations and indicate the presenting author by ticking the relevant box.
- Type or cut and paste the text of your abstract/synopsis into the relevant field. Please ensure the abstract is no more than 300 words. (Does not include title, authoring or cited references)
- Preview your abstract, make any changes required and finalise your submission and return to your dashboard

- You will receive an email confirmation that your abstract has been successfully submitted. Please check your email junk file in case it has been captured there.
- Should you wish to make any changes to your abstract after you have submitted it, please log onto your online registration [dashboard](#). Click on the "View Submission" then "Preview/edit abstract"
- Please note you will only be able to make changes to your abstract until the submission deadline, after which any changes should be sent to lianna-danielle.r@asnevents.net.au.

Contact Details

For any queries, please contact the TDA Convention 2024 Event Managers on the details below.

Name: Lianna-Danielle Rizk, Senior Project Officer, ASN Events

Phone: 03 8658 9530 (Head Office)

Email: lianna-danielle.r@asnevents.net.au

Website: <https://www.tdaconvention.com.au/>