



Conference for Research & Innovation Supporters, 14 June 2016

Guidelines for submission

Here is some information to help you complete the application form. We've tried to provide some examples of the types of session that you could deliver but encourage as many new ideas as possible. Feel free to propose any type of activity that you think colleagues could benefit from.

Good luck!

Title

Choose a short, informative and attention-grabbing title that summarises your session.

Session theme

Choose the focus of your session from the following themes – please choose the one that fits your proposed idea the best. These are examples and are not meant to be an exhaustive list of possibilities.

- **Big Picture & Strategy** – the big picture and our role as an R&I supporter in this. For example, sessions on REF, cross-faculty initiatives, a changing Europe, the research environment.
- **Managerial & Operational** – technical & practical dimensions. For example, sessions on research systems, pre-award support for projects, post-award support for projects, software, PGRs, supporting early or mid-career researchers, on impact, knowledge exchange, governance, ethics, open access.
- **Professional Development & Wellbeing** – for example, sessions on mindfulness, on how to be productive and not just busy, on career development profiles, case studies of individuals who have collaborated across organisational boundaries, how to influence colleagues, how to effect culture change, how to market effectively.

Example A: The development of the R&I professional. A series of case studies from around the University.

Abstract

Limit **500 words**. Each session is expected to last 60 minutes in total. Please include the following information:

- The background to your session, including the challenges or issues that the session topic seeks to address.
- A summary of the content and the format of the session
- What attendees can expect to get out of participating in your session

Session types may include masterclasses, panel discussions, interviews, flash presentations, debates, demonstrations, speeches and practical sessions.

Please note: If you feel that delivering a session is not right for you there will also be an opportunity to promote your work, ideas or initiatives through the conference market place. This will operate like an exhibition space with provision for stalls and poster boards.

Example B: Our department has identified the need to attract more post-doctoral researchers and we are proposing a panel debate on how this is currently achieved in other departments and faculties.

Target audience

Limit **100 words**. Define your target audience. Will this session be appropriate for everyone or will it be of interest to specific groups such as research managers, PGR coordinators or project administrators?

Delivery team

Please let us know who will be delivering the session. We would encourage you to consider delivering the session jointly with a colleague from outside your own specific department or service, although this is not essential.

Example C: There will be three of us delivering our masterclass on how to use Figshare. This will provide three different perspectives from the Library, CiCS and a research centre. We all represent different types of users with differing requirements.

Resources required

Please describe the resources you will need. For example, flip charts, projectors, plasma screens.

How to apply

Complete the application form and email it to ricon2016@sheffield.ac.uk before 4pm on 23 February 2016.

We hope to let applicants know by mid-March if their session can be included. Once the agenda is confirmed general registration will be opened to colleagues across the University.

We look forward to hearing your ideas

**With thanks,
The organising team**