



## Call for Proposals

(deadline: 1<sup>st</sup> March 2019)

This is YOUR conference – help us make the program even better by contributing your expertise. Speak, present your project, or let us know if you know interesting individuals or projects, which could be of value for us all.

We are looking for panel presentations, best practice examples and lightning talks.

### Best Practice (Parlorado)

This format reflects a single subject presentation. It is a quick and very short format (7 minutes and 20 slides) mostly presented by one person. Presenters are encouraged to focus on educational methods and to share their experiences and lessons learned. We want to learn from your practical insights and teaching values. We are especially looking for contributions that take a closer look at specific needs of diverse audiences, that discuss imparting knowledge about cultural heritage with the help of museum collections, or that focus on digital learning as a tool for cultural education.

### Panel Presentations

This format reflects shorter presentations (15-20 min.) and facilitates discussion about the introduced topics. Panels must each have a moderator and three to four panelists. The moderator can be one of the panelists. Each panel is dedicated to an overarching theme, with individual cases complementing one another and executing the theme of the panel. The moderator is obliged to enforce time management and offer an opportunity for all panelists to both deliver their own position and respond to each other. This session type provides a high-level exploration of subjects, typically including real-life examples from various organizations. People interested in participating in a panel may hand in a proposal for an entire panel. Proposals for single presentations can be sent in as well and if accepted will be combined into panels by the program committee.



### Lightning Talk and World Café

These presentations will be all part of our World Café session. The World Café requires 18 lightning talk presentations, granting each presenter 5 minutes to deliver their concept. The presenters act as hosts to their own round tables. Their lightning talks are simultaneously given and delegates will then have 30 minutes to discuss the presented idea. This concept is repeated three times, giving delegates the opportunity to move from table to table and engage in unscripted dialogues with the table presenters. This session type provides a high level of interactivity between presenter and audience and often includes field-tested, living-use cases and examples. After the final round, each host presents the results of the discussions in an informal 3-minute talk.

Speakers have to pay to their own travel and accommodation expenses and do not receive complimentary registration.

We are happy to support your Erasmus+ application or other travel grants. Students and young professionals have the opportunity to win conference tickets and a travel grant by applying for the HO! student prize 2019.

### **The call for your proposals is open until February 28, 2019.**

The sooner the better! If there is anything you wish to offer, to discuss or to comment on, please connect with our Graz office secretariat@hands-on-international.net). We truly appreciate your feedback!

### Anything else?

Did we forget something? Is there something you would like to hear and talk about at the conference, or something else you would like to do? Please let us know and help us create an extraordinary conference – exactly how YOU need it!



## How to submit your proposals

1. Fill out the session submission form. Make sure your proposal fits the focus topics and overall theme of the conference. Enclose a portrait picture in high resolution (.jpg, .png files only!)
2. Read and agree to our data processing policy and speakers policy
3. Send your proposal together with a portrait picture and your data processing agreement to the Hands On! office [secretariat@hands-on-international.net](mailto:secretariat@hands-on-international.net) until **1<sup>st</sup> March 2019**.
4. Authors of accepted proposals are invited to send the full text of their contribution max. 6000 characters Panel Presentation and Lightning Talks / max. 2000 Characters Best-Practise – .PDF file extension. After the conference, the papers will be available for download on the HO! website. Please note that the deadline for full text submissions is September 15, 2019.

“Speaker policy”: speakers have to pay to their own travel and accommodation expenses and do not receive complimentary registration.



## Proposal Submission Form

Name:

Institution:

Email address:

Theme/Topic:

Format:

Short CV: (max. 600 characters)

Proposal description: (max. 1000 characters)

Learning outcomes:



### Data processing agreement

Your voluntarily transmitted personal details will be collected, saved and processed in accordance with the most recent legislation on data protection (EU-GDPR 2018).

This is solely for the purpose of organising and realising the given event. Your data will only be passed on to third parties, who are directly involved in running the event and when the organisational process makes it necessary. Furthermore, your photo and short CV will be published on our website, in the conference programme booklet and might be featured in our social media channels.

You are free to object the processing of your data at any time. However, please note that without this confirmation, the organisers will not be able to consider your proposal as we will not have your permission to share relevant information.

I, \_\_\_\_\_(enter full name) agree to Hands On! and the conference organizers processing my data provided above for the purpose of organising and advertising the conference.