ASSOCIATION FOR
SCIENCE EDUCATION

Terms & Conditions for submission of a conference session at
the ASE Annual Conference 2025

Please review the following terms and conditions BEFORE submitting a proposal for Conference 2025. By submitting a proposal, you acknowledge that you have read, understood and agree to the terms and conditions below.

1. **Submission**

- ASE members and non-members are invited to submit proposals for ASE Annual Conference (AC) which takes place from 9th to 11th January 2025.
- Please complete the online form on the link https://www.ase.org.uk/ase-2025-annual-conference-session-proposal-invitations
- Please complete **one entry per session proposal.**
- Proposers may submit multiple entries on different topics but must submit each proposal separately.
- Accepted presenters will be given the opportunity to make minor changes in the live digital programme (Sched), a few months prior to the Conference.
- **ASE will not accept changes to the presenter line-up, content or title** (unless in exceptional circumstances) **after the end of September 2024.** The deadline for the closing of proposals for AC25 is Sunday May 26th 2024 at 23.45 hrs.

2. **Conference Timings**
Thursday 9th January 08:45hrs to 17:30hrs (exhibition 0800hrs to 1730hrs, sessions 08:45 to 16:45)
Friday 10th January 08:45hrs to 17:30hrs (exhibition 0800hrs to 1730hr, sessions 08:45 to 16:45)
Saturday 11th January 08:45hrs to 16:30hrs (exhibition 0800hrs to 1430hrs, sessions 08:45 to 16:30)

3. **Programme**
The conference programmes aims to provide CPD for our whole professional community and as such we are interested to receive sessions relevant to science education delegates with an interest in: Early Careers, Primary, 11-16, Post 16/T Levels, Technicians, health and safety, teacher development, research and international fields of science education.

Sessions will be reviewed and shortlisted by the relevant membership committee or Special Interest Group (i.e. Primary, 11-19, Technicians, Research, Health and Safety, and Teacher Developers (Futures)). The Conference Organising Committee will have the final overview of the programme.

If your project or session is cross-phase, please select ALL audience and note the Key Stages of education further on in the submission process, so that the relevant Committee/Interest Group can review the details.

In order to ensure delegates get the most out of their time at conference we aim to run themed days, where sessions aimed at specific professional strands are run on a dedicated day as follows – please note therefore that if your sessions relates to these audiences specifically it will be scheduled to run on that day. Primary

and 11-19 sessions run on all 3 days.

- Thursday: British Educational Research Group (BERG) and Teacher Developers (old Futures Grp)
- Friday: Early Career Teachers (ECTs), Technicians and the majority of Primary focussed sessions
- Saturday: Schools Exhibition and Research focussed sessions.

4. **Speaker's expenses and fees: Important Please Read**

- ASE does not pay speaker fees.
- We offer one complimentary day pass for up to two speakers per session, valid only for the day on which the session is timetabled.
- All presenters are required to pre-register for the Conference. Details of how to register for your complimentary pass will be disseminated once sessions are confirmed.
- Any additional speakers **must register as a delegate and pay the appropriate registration fee.**
- If a complimentary speaker wishes to attend conference for any additional days, **they must register as a delegate and pay the appropriate registration fee**.
- The ASE cannot cover the costs for any travel, accommodation, resources or other expenses needed by speakers or exhibitors and is unable to reimburse any costs should the event not take place for any reason.
- **ASE strongly recommends that all speakers take out insurance to cover the cost of travel or accommodation should they be unable to attend due to unforeseen circumstances beyond their control (for example illness).**

5. **Acceptance of Session Proposals**

Proposals will be accepted at the discretion of the ASE, and only if they comply fully with the following criteria:

- Content must be fully relevant to science education and of interest to those attending.
- Content and the resources used must be generated by the speaker or speaker's organisation and must not plagiarised or break copyright regulations.
- Content must not be discriminatory, inflammatory, or in any way racist, sexist, transphobic, homophobic or likely to bring the ASE or its' members into disrepute.
- Any room, equipment or apparatus requested must be in line with the conference budget available, and must be previously agreed with the Conference Manager
- Session proposals must be received before the deadline (26th May 2024) and must not be changed by proposers or speakers after the deadline.
- Signed and completed Health & Safety Forms and Risk Assessment forms must be returned to the Conference Management team by the deadline 22nd September 2024, and any necessary items must be considered safe by the ASE Safeguards Committee or an executive officer of the ASE.
- Any proposals submitted by speakers that have been selected but have failed to present at an ASE event (without a reasonable explanation) may be declined.
- Satisfactory references must be supplied if requested by an ASE Staff Member.
- Any proposals submitted by an organisation, speaker or member that is an ASE debtor may be declined.

6. **Sponsored Company Sessions**

ASE welcomes company insights and expertise and invites companies to submit proposals to run a sponsored session. Sponsored sessions offer a unique opportunity to showcase leadership thoughts, share industry knowledge and engage directly with our delegates. Sponsored Sessions must be educational in content, although they may align with company interests and services. Any companies wishing to submit a proposal must do so using the link here. All sponsored sessions will be run concurrently and non-opposed by keynotes – to ensure delegates have scheduled time to attend company sessions. Sponsored sessions will be held during afternoons of Conference (companies may wish to run across 2 sessions).

7. Media

There will be an official ASE photographer attending sessions throughout the Conference and the ASE Marcomms team will regularly Tweet and be engaging using social media. By submitting a session, all presenters agree to photographs being taken and used by ASE in print and online communications. ASE's media partner may also be filming specific sessions andconducting interviews with speakers. ASE will advise presenters in advance, if their sessions are likely to be filmed.

8. Audio-Visual Equipment

All session rooms at Nottingham are fitted with data-projectors and screens and have internet access. Resident computers run on Windows 10 operating systems. VGA and HDMI connections are available in all rooms. Lecture Theatres have a hand-held or lapel microphone and a lectern PA. **We ask that all presenters bring their own PC and have their presentation copied on to a USB stick.** Please also ensure you bring relevant cables, plugs and adaptors to avoid delays in setting up. We will have AV support but with a busy programme, it can be time consuming to address any connectivity problems.

Any additional AV / IT equipment requirements or requests for specific software to be uploaded will need to be received by the ASE using the [AV Equipment Request Form](#) by 22nd September 2024.

Email conferences@ase.org.uk for queries.

9. Science Apparatus

- Please submit all requests for lab equipment by 29th September 2024 using the [Science Equipment Request form.](#)
- We cannot guarantee to meet late requests made for laboratory/science apparatus.
- **The ASE is unable to cover the costs of additional equipment and any costs associated with requests for additional equipment will be passed on to speakers**, unless in very exceptional circumstances, by prior agreement with a member of the Conference Management Team.
- The host university may be able to supply glassware, etc, to classrooms, lecture theatres, etc upon request. Please include any details on the [Science Equipment Request Form](#) and email to conferences@ase.org.uk

10. Health & Safety

All presenters are reminded of the Health & Safety at Work Act 1974. All contributors have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of employees of the university and visitors to the ASE Conference. The Conference Manager must be informed of any programme item which involves children, animals, ionising radiations or explosives; please email conferences@ase.org.uk if necessary.

The ASE Laboratory Safeguards Committee has produced the [ASE Policy on Health and Safety](#), which is used at conferences and events. Proposers will have to declare that they have carried out Risk Assessments and tests for each session to be conducted within a lab, using the form available. Please note that we have to conform to the safety rules, regulations and practices of our host venue. Please complete and return the [Lab Risk Assessment form](#) if your session is to be conducted in a lab and return to conferences@ase.org.uk by 29th September 2024.

11. Conference App: Sched

The ASE uses an online programming tool called Sched. The online programme for 2025 can be viewed at: https://2025aseannualconf.sched.com/ and may be subject to minor changes at the discretion of the ASE Conference Management Team

All speakers must provide an email address so that the ASE Conference Management Team can register each presenter on Sched. Therefore, proposers will need to submit an email address for every speaker in each of their session(s).

Once registered on Sched, speakers must ensure their biog, photo and session description are all up to date and populated **by 29th September 2024**. The ASE MarComms Team use this information to promote the programme and sessions. If details are not updated by this time, we may be unable to promote your session in our marketing and promotion of Conference which may result in lower numbers attending your session.

Speakers may also add documents and images to their session listings. Sched tools can also be used to email or tweet a unique URL for each individual session. ASE asks that all presenters use their networks to promote their sessions.

Delegates are able to add sessions to their personal dashboards (MySched) when browsing the online programme. Please note**: this does not mean delegates have booked to attend a particular session and the audience on the day may not reflect the numbers that have expressed an interest on Sched. Sessions must go ahead whether or not delegates have expressed an interest on Sched.**

Reviewed by the ASE Conference Team April 2024