

THE UNIVERSITY OF LEEDS  
SUSTAINABLE PERSPECTIVES ON FUTURE CHALLENGES  
CONFERENCE 2017

**Entry Guidelines**

1. All currently enrolled University of Leeds students at any level (undergraduate, postgraduate taught and post graduate research) can apply.
2. Presentations of complete and 'in progress' projects will be accepted; your work does not have to be finished or in its final stages, however it should have clear aims and tie into the conference theme.
3. Work conducted in groups can also be presented, please be sure to note this in your application.
4. All delegates will produce a poster presentation of their work which will be displayed in Parkinson Court (the costs of printing posters will be covered by the University) during the conference. You can also choose to deliver a short oral presentation. This is a fantastic opportunity to practice your verbal communication skills, discuss your ideas with others and answer questions around your topic area.
5. Submissions from arts, humanities and cultures students whose work has a performance element should submit their ideas to [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk) directly.
6. You must be available for the conference event on **Friday 3<sup>rd</sup> February between 9:30 – 16:00.**
7. A conference award ceremony will be held at 15:20 – 15:50, all delegates will be encouraged to attend.

**Submission Guidelines**

1. Your application must be submitted to [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk) by **midnight, Friday 25<sup>th</sup> November 2016.**
2. Please include your name, course title, level (UG PGT or PGR), and e-mail address on the application form.



3. To apply to present your work you will need to complete the short application form including an abstract or project description (250 words approx.). The application form is available on the Sustainability Service website conference submissions page <http://sustainability.leeds.ac.uk/conference-submissions/>.
4. Your project description/abstract will be published in advance of the conference. This will be what people see when deciding what to attend so make it stand out. A few things we will be looking for in your project description;
  - i. A catchy, creative title! It should be engaging and attractive to a non-specialist audience.
  - ii. A clear outline describing the originality of your project, its aims, any findings you have discovered and the possible impacts it may have with regard to future solutions for a sustainable society.
  - iii. Jargon-free text and technical terms explained where necessary.
5. You can include results and conclusions in your submission if you wish, however this is not compulsory.

## **Presentation formats**

### ***Oral Presentations***

Presenters will be allocated 10 minutes to present their project or research to a non-specialist, mixed-discipline audience using slides (PowerPoint, PDF or Prezi), followed by 10 minutes for questions and discussion.

Example PowerPoint templates can be found here <http://comms.leeds.ac.uk/downloads/>.  
More information on presentation planning and design can be found here <https://library.leeds.ac.uk/skills-presentations>.

### ***Poster Submissions***

1. As soon as you have received confirmation of your place at the conference you can start creating your poster! Academic posters are a quick way of presenting research and projects in a visually attractive and informing format. They are designed to give a taster of what your work is about; more detail than an abstract but not an in depth explanation.
2. Your posters should be designed to be printed as **A1** size in either portrait or landscape orientation, ensuring the images you use are at a suitable resolution to be clearly seen and that you have copyright to print them.



3. Your poster should contain a mix of text, images and graphics to make it appealing to a non-specialist audience.
4. As a rough guide, posters must be readable from a distance of 1m. A minimum font size of 24 is recommended if using Arial, however this is dependent on your choice of font. The structure of your poster should be clear and logical so that the reader's eye naturally follows the flow of information you display.
5. Your poster must display your name and poster title clearly, along with the University of Leeds logo in the bottom right-hand corner.
6. Supporting colleagues, departments, Research Councils, businesses or other external partners should be acknowledged at the bottom of your poster.
7. Visit the Skills@Library information pages <https://library.leeds.ac.uk/skills-presentations> for more on poster styles and techniques.
8. **You do not need to print your poster for the conference.** The Sustainability Service will be printing them on your behalf.
9. The deadline for an electronic copy to be sent to [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk) will be **5pm, Friday 20<sup>th</sup> January 2017.**

### ***Submissions from Faculty of Arts, Humanities and Cultures***

We welcome all ideas from the arts, humanities and cultures schools who want to present at the conference. Please e-mail [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk) with your suggestions (from music, dance, spoken word performance, art installation or practical demonstration).

#### **Key dates:**

Call for submissions open –	27 <sup>th</sup> October
Submissions deadline –	25 <sup>th</sup> November
Applicants notified of place –	5 <sup>th</sup> – 19 <sup>th</sup> December
Electronic poster deadline -	20 <sup>th</sup> January
Sustainable Perspectives on Future Challenges Conference -	Friday 3 <sup>rd</sup> February

