



## **Terms & Conditions for submission of a conference session at the ASE Annual Conference 2026**

**Please review the following terms and conditions BEFORE submitting a proposal for Conference 2026. By submitting a proposal, you acknowledge that you have read, understood and agree to the terms and conditions below.**

**The ASE Annual Conference brings together all those involved in science education, to gain new knowledge and expertise, share practice and make connections with other practitioners, providing CPD for our whole professional community.**

Conference sessions typically:

- Provide evidence and illustrations of research-informed practice
- Share ideas and practical activities from your classroom
- Critically examine assessment, curriculum, pedagogy or policy
- Share ideas for pedagogical approaches
- Provide updates on subject knowledge
- Present research approaches and findings
- Disseminate evidence from research
- Examine assessment, curriculum or teaching
- Launch a new initiative or programme
- Showcase a new resource of topical or curriculum interest

Evidence-informed practice lies at the heart of ASE's work. Research and evidence inform the high-quality development of teaching and learning. When developing your session, consider the research and evidence that informs your work and ideas.

### **1. Submission**

- ASE members and non-members are invited to submit proposals for ASE Annual Conference (AC) which takes place from 8<sup>th</sup> to 10<sup>th</sup> January 2026. For the 2026 Conference, submissions will be reviewed by the Special Interest Group/Committee of your choice, appropriate for your session. If your proposal is for cross-phase, please select ALL audience. If selected, you will be contacted for further steps in the process.

Please complete the online form on the link <https://www.ase.org.uk/ase-2026-annual-conference-session-proposal-invitations> Please provide a detailed description of your session, including:

- The aims of your session (see criteria above)
- Any other relevant background information or context to the session.
- Details of the evidence base underpinning your session. This can be evidence from others' research or from your own experience and practice.
- Give an outline of your session with approximate timings (for sessions of 50 minutes or more), describing what you will do and what your participants will do during the session (e.g. 0-20 mins: share evidence from

- research; 20-40 mins: participants discuss in small groups; 40-50 mins: action planning, feedback and plenary). Please consider how you will build in time for participants' reflection and/or action planning.
- Intended outcomes for participants, i.e. what you plan for them to know, think or do as a result of your session.
  - Please complete **one entry per session proposal** and be sure to select the relevant Committee for your proposal to be reviewed. If your session is cross-phase, please select ALL.
  - New for the 2026 Annual Conference is the opportunity to accompany your session proposal with a short 'elevator pitch' video promoting your session proposal to Committees for selection. This is entirely optional and should be no longer than 60 seconds.
  - Proposers may submit multiple entries on different topics but must submit each proposal separately. If your session is cross-phase, please select All audience (then note the Key Stages of education further on in the questionnaire). New for 2026 is the opportunity to present a shared lecture with 2 or 3 presenters for 15-20 minutes each, supported by a member of one of the ASE Committees.
  - **ASE will not accept changes to the presenter line-up, content or title** (unless in exceptional circumstances and by agreement with the Conference Management Team) **after the end of September 2025**. The deadline for the closing of proposals for AC26 is Sunday May 4th 2025 at 23.45 hrs.

## 2. Conference Timings

Thursday 8th January 08:45hrs to 17:30hrs (exhibition 0800hrs to 1730hrs, sessions 08:45 to 17:05)

Friday 9th January 08:45hrs to 17:30hrs (exhibition 0800hrs to 1730hr, sessions 08:45 to 17:05)

Saturday 10th January 08:45hrs to 16:30hrs (exhibition 0800hrs to 1430hrs, sessions 08:45 to 16:45)

## 3. Programme

ASE is 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.

**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 session relates to these audiences specifically it will be scheduled to run on that day. Primary and 11-19 sessions run on all 3 days.**

- **All days Thursday to Saturday inclusive:** Primary and 11-19/FE&Skills sessions  
Additionally, we host specific focus days as follows:
- **Thursday:** Biology Educational Research Group (BERG), Teacher Developers (those who support and develop teachers throughout their professional journey), International sessions and Primary and 11-19/FE&Skills Leadership sessions
- **Friday:** Early Career Teachers (ECTs), Technicians, Post-16 (A & T level specific) and FE&Skills sessions and 11-16 Teaching & Learning sessions
- **Saturday:** Research focussed sessions and Primary & 11-19/FE&Skills Inspiration and Community 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 (4th May 2025) 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 19<sup>th</sup> September 2025, 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 a limited number of proposals to run a sponsored session. Sponsored sessions offer a unique opportunity to showcase leadership thoughts, share industry knowledge, raise awareness of a new resource or initiative 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 by selecting:

- "Sponsored session" under question 3 – **Type of Session**
- "Sponsorship of a professional development session" under the final question "**Sponsored Elements of Conference**" on the proposal form.

All sponsored sessions will be run concurrently and be non-opposed by keynotes – to ensure delegates have scheduled time to attend company sessions.

## 7. Media

There will be an official ASE photographer attending sessions throughout the Conference and the ASE Marcomms team will regularly be 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 and conducting interviews with speakers. ASE will advise presenters in advance, if their sessions are likely to be filmed.

## 8. Audio-Visual Equipment

All seminar rooms and lecture theatres 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 [Additional IT /AV Equipment Request Form](#) by 19th September 2025.

Email [conferences@ase.org.uk](mailto:conferences@ase.org.uk) for queries.

## 9. Science Apparatus

- Please submit all requests for lab equipment by 19th September 2025 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](mailto: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](mailto: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](mailto:conferences@ase.org.uk) by 19th September 2025.

## 11. Conference App: Sched

The ASE uses an online programming tool called Sched. The online programme for 2026 can be viewed at <https://2026aseannualconf.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 19<sup>th</sup> September 2025**. 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 send a unique URL on social media 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 March 2025