



# Application Guidelines

1. Your application must be submitted to [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk) by **midnight, Sunday 3<sup>rd</sup> December 2017**.
2. To apply to present your project or research you will need to complete the short application form which includes a project description (250 words approx.) Please remember to include your name, course title, school, level (UG PGT or PGR), and e-mail address on page 2.
3. The form is available on the Sustainability Service website [conference applications page](#).
4. Your project title and description will be published in the delegate handbook in advance of the conference. This will be what people see when deciding what to attend on the day, so remember to make it eye catching and inspiring! 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 if they wish (PowerPoint, PDF, Prezi etc.), followed by 10 minutes for questions and discussion.

Helpful tips 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 poster should be designed in **A1 dimensions**, 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 1 meter. 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. A handy Poster Checklist is available on the [Conference Applications webpage](#).
8. **You do not need to print your poster for the conference.** The Sustainability Service will be printing it 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 **midnight, Tuesday 23<sup>rd</sup> January 2018.**

### ***Performance, Art Installation, or Practical Demonstration***

Students whose project or research which takes the form of a music, dance, spoken word performance, art installation or practical demonstration are encouraged to apply! Please ensure you provide as much detail as possible in the application form with regard to timings, space required, resources, and audience participation. A member of the Sustainability Service will be in touch after the deadline to arrange further planning.

## **Questions**

If you have any queries about the application process or the conference in general please e-mail [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)



**Key dates:**

Call for submissions open	31 <sup>st</sup> October
Submissions deadline	3 <sup>rd</sup> December
Applicants notified of place	4 <sup>th</sup> – 7 <sup>th</sup> December
Electronic poster deadline	23 <sup>rd</sup> January
Student Sustainability Conference 2018	Thursday 8 <sup>th</sup> February

