



InForm conference 2020

# INFORM SPEAKER PROPOSAL FORM

The 2020 InForm Conference takes place on Saturday 4 July at Queen Mary University of London and is themed **Subject matters: supporting content teaching and learning on International Foundation Programme**. Speakers are invited to submit proposals for presentation sessions, each of which will be 45 minutes in duration. Presentations should be no longer than 30 minutes, allowing the remaining time for questions. Speaker Proposal forms must be accompanied by online payment of the Conference registration fee which can be done via the Queen Mary website:

<https://eshop.qmul.ac.uk/product-catalogue/tickets/tickets/inform-conference-2020>

The deadline for speaker proposals is **30 April 2020**.

Submitting your Proposal:

Please complete the form, save it and then email the completed form to **m.holloway@qmul.ac.uk (Mark Holloway at Queen Mary)**

## Section 1 Speaker details

1.1	Main speaker title
1.2	Main speaker forename(s)
1.3	Main speaker surname
1.4	Address
1.5	Telephone
1.6	Fax
1.7	Email

## Section 2 Speaker affiliation

2.1	Job title
2.2	Institution affiliation (for inclusion on your badge)

## Section 3 Additional speaker details

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## Section 4 Session title (15 words maximum)

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## Section 5 Session type

Poster  Presentation

## Section 6 Abstract (50 words maximum)

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**Section 7 Session outline (250 words maximum)**

**Section 8 Data protection**

If you would like your name and email address to appear in the list of delegates, please tick

Please note that in line with the UK Data Protection Act, we cannot print your details in the list of delegates unless you have given your permission. The list of delegates will be made available to delegates and will include name, institution and email address.

To submit this form via email you may need the latest edition of Adobe Reader, this is downloadable from **here**

**Section 9 Signature**

I confirm that the details above are correct.

**Print Name:**

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*Insert Signature* (standard formats accepted)

**Save this**