City, University of London

The London Student Sustainability Conference 2019

Entry Guidelines
1. All University of London students currently enrolled at any level (undergraduate, postgraduate taught and post graduate research) are eligible to apply. This includes students from:
   i) City, University of London
   ii) Birkbeck, University of London
   iii) Courtauld Institute of Art
   iv) Goldsmiths, University of London
   v) King's College London
   vi) London Business School
   vii) London School of Hygiene & Tropical Medicine
   viii) Queen Mary University of London (QMUL)
   ix) Royal Academy of Music
   x) Royal Holloway, University of London
   xi) SOAS University of London
   xii) School of Advance Study
   xiii) St George's, University of London
   xiv) The London School of Economics and Political Science
   xv) The Royal Central School of Speech and Drama
   xvi) The Royal Veterinary College
   xvii) UCL
   xviii) University of London Institute in Paris
2. Presentations of complete and 'in progress' projects are accepted; your work does not have to be finished or in its final stages, however it should have clear aims and have some relevance to having a positive impact in society and/or the environment. We recommend that you take a look at the UN Sustainable Development Goals to see how your research or project may align with one (or more) of the 17 areas of sustainability.
3. Work conducted in groups can also be presented, please be sure to fill out this section in your application.
4. All applicants, apart from those submitting art or performance pieces, will produce a poster presentation of their work which will be displayed in the Northampton Suite during the conference.
5. 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.
6. Submissions of videos, performances, art pieces, and practical demonstrations should list any additional details in the space provided on the conference application form.
7. You must be available for the conference event on Thursday 28th February 2018 between 9:00am – 3:00pm. Please email sustainable_city@city.ac.uk if you are unable to attend for the whole event.

Application Guidelines

1. Your application must be submitted [via this form](#) by midnight, Friday 14th December 2018.
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.)
3. Your project title and description will be published 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) An explanation of how you research or project links to one (or more) of the [UN Sustainable Development Goals](#).
   iv) Jargon-free text and technical terms explained where necessary.
4. 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.

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 size should be in **A1 dimension** in either **portrait or landscape** orientation, containing a combination of text, images and graphics to make it appealing to a non-specialist audience.
3. 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.
4. Your poster must display your name and poster title clearly, along with your university logo (City, University of London or otherwise) clearly visible somewhere on your poster.
5. Supporting colleagues, departments, Research Councils, businesses or other external partners should be acknowledged at the bottom of your poster.
6. A handy Poster Checklist is available on the London Student Sustainability Conference webpage.
7. You do not need to print your poster for the conference. The Sustainability team will be printing it on your behalf.

8. The deadline for an electronic copy to be sent to sustainable_city@city.ac.uk will be midnight, Friday 1st February 2019.

Video Submission or other format

Students whose project or research which takes the form of a video, 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 team 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 sustainable_city@city.ac.uk

Key dates:
Call for submissions open 31st October

Submissions deadline 14th December

Applicants notified of place 4th – 7th December

Electronic poster deadline 1st February

London Student Sustainability Conference 2019 Thursday 28th February