**UHR Conference 2026**

**Workshop Submission Preparation**

Thank you for your interest in submitting for the UHR Conference 2026.

For this year’s event, you will need to submit your proposal online via the link found in the call out email by **Wednesday 19th November.** The information you will need to submit for the conference is as follows:

**Speaker Information**

Please note that you will have the option to submit on behalf of someone else if you are not a speaker for the session. Also, we allow for up to 3 co-speakers to be added to each submission, although you are welcome to have as many speakers as you wish. Please contact [cheryl@yourvision-events.com](mailto:cheryl@yourvision-events.com) if you plan to have more than 3 speakers for your session(s).

You will be required to submit the following for each speaker:

|  |  |
| --- | --- |
| **Speaker 1** **|** Full name |  |
| **Speaker 1** **|** Job Title |  |
| **Speaker 1** **|** Organisation |  |
| **Speaker 1** **|** Email address |  |
| **Speaker 1** **|** Mobile number |  |
| **Speaker 1** **|** Speaker biography (100 – 150 words max) |  |
| **Speaker 1 |** Speaker photo |  |
| **Speaker 1** **|** Social media handles (if applicable) |  |
| **Speaker 2** **|** Full name |  |
| **Speaker 2 |** Job Title |  |
| **Speaker 2** **|** Organisation |  |
| **Speaker 2** **|** Email address |  |
| **Speaker 2** **|** Mobile number |  |
| **Speaker 2** **|** Speaker biography (100 – 150 words max) |  |
| **Speaker 2** **|** Speaker photo |  |
| **Speaker 2** **|** Social media handles (if applicable) |  |
| **Speaker 3** **|** Full name |  |
| **Speaker 3 |** Job Title |  |
| **Speaker 3** **|** Organisation |  |
| **Speaker 3** **|** Email address |  |
| **Speaker 3** **|** Mobile number |  |
| **Speaker 3** **|** Speaker biography (100 – 150 words max) |  |
| **Speaker 3** **|** Speaker photo |  |
| **Speaker 3** **|** Social media handles (if applicable) |  |

**Workshop Details**

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| **Session Title |** Please keep in mind that your title will attract delegates to your session, so please make it interesting, succinct and clear as to what they can expect if they attend. |  |
| **Session Synopsis |** Please give a clear and focused synopsis of your session content. This will be used to promote your session on the conference website and RingCentral where the event will be held. Maximum 150 words. |  |
| **Special Interest Group |** Please identify which ONE Special Interest Group (SIG) your session falls into. Your session may fall into more than one category, so please select the main one. This will help the committee decide on the workshops and to evenly spread topics on offer: | Diversity & Inclusion  Reward & Resourcing  Employee Relations  Organisational Development & Employee Experience  Engagement and Wellbeing  Digital and Data  International & Immigration  Enhancing HR Services  Other |
| **Session Format |** UHR members feel they get the most out of interactive workshops, so we encourage you to engage with the audience where possible. Please note that standard sessions typically tend to be 30/35 minutes of presentation, allowing 10/15 minutes of Q&A at the end, but we welcome different formats that will engage a diverse range of delegates and help them to learn inclusively and effectively.  Please note there is no breakout function available on the platform. The options will be: | Presentation with slides (PowerPoint, Google Slides etc.)  Q&A segment  Polls (Slido)  Video  Other (please specify) |
| **Target audience level (please tick all that apply) |** The options will be: | HR Director/Deputy Director  HR Manager/HR Business Partner  HR Advisor/Assistant  Any attendee  None of the above |
| **Learning Objectives |** Please give a clear and focused summary of the learning objectives that delegates will gain by attending your workshop:  **Diversity and Inclusion |** Please state how your workshop will consider equity, diversity and inclusion, and how you will ensure it is accessible to all members: |  |
| **Previous Experience |** Please detail what experience you/the speaker(s) have of delivering sessions of this type to HR audiences from the HE sector or show transferable knowledge from other sectors. If possible, please give examples and dates of engagements: |  |
| **Availability |** Please advise on your availability for the conference. The options will be: | Available all three days  Tuesday 12th May  Wednesday 13th May  Thursday 14th May |
| **Recordings and Slides |** Workshop sessions are recorded, and any slides made available post-event in the member-only area of the UHR website. Are you happy for your recording and slides to be shared? The options will be: | Slides | Yes  Slides | No  Recording | Yes  Recording | No  Other (please specify) |

**Email Responses |** The online form will give you the option to email yourself a copy of your answers. Please do so, so that you have a version to refer to. When you choose this option, you will be sent an email with a link which gives you access for 90 days. As the event is some time away, please ensure you save a copy for yourself should you wish to view it after this time.

**Thank you!**

We really appreciate you taking the time to submit your proposal to be part of this exciting event. Should you have any questions, please don’t hesitate to get in touch with [cheryl@yourvision-events.com](mailto:cheryl@yourvision-events.com) Good luck!