**Adding an Arena event to the Teaching and Learning Portal**

Please complete this form in full and send to Lauren Hawkridge, [l.hawkridge@ucl.ac.uk](mailto:l.hawkridge@ucl.ac.uk)   
Please note that the Communications team will edit the form to meet web standards.

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| **1. YOUR DETAILS** *(person submitting the form and main contact for queries relating to it)* | | | | | |
| Name |  | | School | |  |
| Department |  | | Email | |  |
| Job title |  | | Telephone | |  |
| **2. EVENT DETAILS**  *(NB Title must contain key information be specific eg ‘xxxx***)** | | | | | |
| **Event title** *(max 60 characters)* | *(Include keywords and indicate audience)* | | | | |
| **Event theme** *Please identify which of the following themes your event links to - pick one or (maximum) two of themes* | Links to:   * Teaching Methods * Assessment & Feedback * Academic Support * Student Experience * Digital Education * Curriculum design * Academic integrity (e.g. plagiarism; ethics) * Education leadership * Higher Education policy * Research supervision * Innovations in Higher Education | | | | |
| **Proposed dates** |  | | | | |
| **Do you require any special assistance –** please state any access or digital requirements | | | | | |
|  | | | | | |
| **Address of course location if not main training room in Arena centre** |  | | **Who can participants contact if they have questions?** | |  |
| **3. STRAPLINE / ‘snippet’** (**max 30 words**)  ***One or two-sentence summary****: who is the course for and what will they learn?* | | | | | |
|  | | | | | |
| **4. EVENT DESCRIPTION** *(keep text as concise as possible)* | | | | | |
| **Event overview / aims** | | | | | |
| **Event content** (specific topics covered, etc.) | | | | | |
| **Why should you attend? (How will participants benefit from attending?)** (no more than 6 bullets) - what can participants expect to be able to **do** on completing this event? Please use active verbs, avoiding ‘understand’ or ‘know’, etc. (see [Uni. of Sussex guidance](http://www.sussex.ac.uk/tldu/ideas/curr/learningoutcomes/language)) | | | | | |
| **Target audience(s) / who is the event aimed at?** (Be as specific as possible – do not just put UCL staff)   * Early career educators * Education leaders * Postgraduate Teaching Assistants * Postdoctoral Researchers * Research supervisors * Staff * Students | | | | | |
| **Event type**   * Award Ceremony * Conference * Competition * Seminar * Symposium * Workshop | | | | | |
| **Event tags** – Tags help colleagues help colleagues filter news and events on UCL’s Teaching and Learning Portal. To help us with the promotion your event, please select any that closely link to your session. | | | | | |
| * Academic integrity * Academic support * Arena and HEA Fellowships * Assessment and feedback * BME attainment * ChangeMakers * Connected Curriculum * Connections across disciplines * Connections across levels * Curriculum design * Digital education * Education leadership * Global Citizenship Programme * Higher education innovation * Higher education policy * Inclusion * Institutional surveys | | | | * Laidlaw Scholarships * Personal tutoring * Professional development * Research supervision * Research-based education * Staff-student partnerships * Student employability * Student engagement * Students presenting outputs * Supporting students' wellbeing * Teaching administration * Teaching essentials * Teaching estate * Teaching methods * Transition and induction * UCL Arena * You Shape UCL | |
| **5. URL (LINK) FOR TRAINING BOOKING SYSTEM** (if you have one in place, for all new Arena events, Single Training Booking System links will be set up) | | | | | |
|  | | | | | |
| **The following questions aren’t mandatory** | | | | | |
| **6. HEA Professional standards Framework –** please tick all that apply to your seminar subject | | | | | |
| Areas of Activity   * A1 Design and plan learning activities and/or programmes of study * A2 Teach and/or support learning * A3 Assess and give feedback to learners * A4 Develop effective learning environments and approaches to student support and guidance * A5 Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices | | | | | |
| Core Knowledge   * K1 The subject material * K2 Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme * K3 How students learn, both generally and within their subject/disciplinary area(s) * K4 The use and value of appropriate learning technologies * K5 Methods for evaluating the effectiveness of teaching * K6 The implications of quality assurance and quality enhancement for academic and professional practice   with a particular focus on teaching | | | | | |
| Professional Values   * V1 Respect individual learners and diverse learning communities * V2 Promote participation in higher education and equality of opportunity for learners * V3 Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development * V4 Acknowledge the wider context in which higher education operates recognising the implications for professional practice | | | | | |
| **7. Connected Curriculum Dimensions –** please tick all that apply | | | | | |
| 1. Students connect with researchers and with the institution’s research 2. A throughline of research activity is built into each programme 3. Students make connections across subjects and out to the world 4. Students connect academic learning with workplace learning 5. Students learn to produce outputs – assessments directed at an audience 6. Students connect with each other, across phases and with alumni | | | | | |
| **8. PARTICIPANT REVIEWS**  *(Short sentences of recent participant feedback if the event has run before). Include name, participant’s role and department/institute.)* | | | | | |
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| **9. OTHER INFO**  *Any other important course information or links to include* | |  | | | |

Thank you for your proposal, we will be in touch shortly, UCL Arena Centre.