



Council for Higher Education in Art and Design Call for applications to convene the 2024 CHEAD Annual Conference

The Annual Conference of the Council for Higher Education in Art and Design (CHEAD) is an important event bringing together key institutional members to hear from national and international speakers, participate in workshops and network.

CHEAD works towards furthering national dialogues on creative education and warmly welcomes proposals from member institutions that support and engage in art and design higher education. Proposals for the 2024 conference should be based on current themes or perspectives on the challenges currently faced by our members.

Recent conferences have been hosted in the following locations with the following themes:

Year	Location	Theme
2008	Belfast	Art, Design and Technology
2009	Berlin	Berlin Unplugged – or Reconnected?
2010	Liverpool	Points of Departure, New Engagements
2011	Edinburgh	New Forms, New Forces
2012	York	CHEAD's Big Debate - Views from the Outside Looking In
2013	London	Engage
2014	Manchester	Space
2015	Brighton	Communicating Insights
2016	Bath	Art School – Location – Agency
2017	Edinburgh	Global Connections Through Arts, Design and Media – Brexit and Beyond
2018	Cardiff	Creative ecologies and sustainable industries
2019	Sheffield	Unbounded: The Agency of Art and Design
2020	Cancelled	The Challenge of Change: The value of creative education supporting inclusion and diversity
2021	Virtual	The Challenge of Normal: Living with Change
2022	Newcastle	The Civic Agenda: Art and Design Engaged
2023	Kingston Upon Thames	Creative Graduates: What is the Future Now?

In addition to bringing your institution to the attention of the art and design higher education community, this exciting event can also offer an opportunity for delegates to visit your facilities and places of local interest.

1. Guidelines

1.1 Dates

The CHEAD Annual Conference must be held mid-week in the third week of March, comprising an evening networking event followed by a full day conference programme.

1.2 Venue

The CHEAD Annual Conference venue should accommodate between eighty and one hundred delegates. This includes CHEAD main member representatives, partners, speakers and facilitators. At least four break out rooms should also be available to provide breakout sessions during the day.

Convenors should also propose a venue to host a CHEAD networking event at the end of the conference day.

Conference conveners are not limited to the facilities of their own institution in hosting the Conference; collaborations with/or other venues may be more suitable/sizeable. It is important that the institution/venue where the Conference will take place is willing to act as a host to the CHEAD Annual Conference.

1.3 Finance and Budgets

CHEAD underwrites the CHEAD Annual Conference aligned against an overall envelope of around £20,000, comprising the following income and expenditure example:

Income:

£4,500 in additional paid places income

£700 sponsorship

Expenditure:

- Venue hire: £0 - £2,200
- Technical hire and support: £0 - £1,000
- Annual Dinner & Catering: £8,000 - £10,000
- Speakers Fees: £0 - £2,000

- Other expenditure: £2,150
- Speaker, facilitator and staff travel: £1,800
- Printed materials: £400

Convenors should identify in their application what added value they can bring to the Annual Conference, be it administration support, facilitators, conference welcome action etc.

Proposal

Proposals should include:

- A short description of the suggested theme and its relevance to CHEAD members (500 words)
- A provisional programme, including scope for local visits or tours, and potential keynote speakers
- Information regarding potential venue/s, and any institutional support offered

Application and assessment process

All applications will be evaluated by members of the Board of Trustees of CHEAD. The Board of Trustees is committed to principles of equity, integrity and confidentiality in the treatments of all applications applying to host the Annual Conference.

Applicants should complete the proposal form provided and return it to the CHEAD Director of Membership and Operations, Anna Maloney via anna@chead.ac.uk by **Friday 10th March 2023** for consideration by the CHEAD's Board of Trustees. The successful institution will be announced at the Annual General Meeting on **Wednesday 15th March 2023**.

Please download an application form via www.chead.ac.uk . Any questions or queries regarding the application process can be addressed to the Council for Higher Education in Art and Designs Director of Membership and Operations, Anna Maloney: anna.maloney@chead.ac.uk