

**CALL FOR EXPRESSION OF INTEREST
TO HOST THE 2022 HELTASA
NATIONAL EXTENDED CURRICULUM
PROGRAMME (ECP) COLLOQUIUM**

HELTASA hereby invites all interested South African public Universities willing to host the 2022 HELTASA National ECP Colloquium in **August/September 2022** (tbc) to submit a proposal by **10th December 2021** to Mrs. Lauren Davids (davidsla@cput.ac.za).

Proposal Outline must include the following:

1. **Introduction**
2. **Proposed date of Colloquium** (Between August to September 2022 with 2 – 3 days in duration)
3. **Format of the Colloquium** (options include: fully online, blended and in-person)
 - i. If an in-person event is suggested; include details of the proposed venue (venue location, venue capacity)
 - ii. If a fully-online event is suggested; include details of the proposed virtual platform to be used.
 - iii. If a blended event is suggested; include details of both the in-person and online components.
4. **Suggested theme for the Colloquium** (include suggested sub-themes)
5. **Proposed keynote speaker/s** (include a mini bio on each speaker)
6. **Organisation**
 - i. Academic committee - Specify full names of individuals who will assist with the reviewing of abstracts, programme etc.
 - ii. Logistics committee – Specify full names of individuals and/or external company who will assist with the execution of the Colloquium.
7. **Proposed Time Frames**
 - i. Save the date message and opening of website: provide proposed date
 - ii. Invitation to submit abstracts: provide proposed date
 - iii. Deadline for abstracts (500 words): provide proposed date
 - iv. Acceptance and feedback of abstracts: provide proposed date
8. **Specify any pre-conference events** (if suggested)
9. **Exemplar of a programme for the Colloquium**
10. **Proposed budget including suggested delegate fee**
11. **Research Output** (indicate whether the Colloquium will be linked to a publication)