Proposal submission guidelines

University of Toronto community members are invited to submit a presentation proposal aligned to the IT@UofT 2024 conference theme: *Better Together*.

As the world shifts, the IT@UofT community rises to many challenges to meet the University's teaching, learning and research objectives. The IT@UofT 2024 conference offers a forum for information technology professionals to come together and discuss emerging technologies and working together to understand how they shape our futures.

Join us May 8 and May 9 as IT@UofT people share their stories and experiences with AI, collaboration and teamwork and information security.

The deadline to submit a proposal is Thursday, March 21 at 5 p.m.

Presentation streams

Applicants are required to select one of three streams that best aligns with their presentation:

Artificial intelligence

In this stream, step into the realm of AI to explore how machine learning algorithms can revolutionize collaboration and workflows in teaching, learning and research at the University. Presenters will share insights on AI-driven innovations, ethical considerations and practical applications that allow and empower us to work better together.

Types of presentations might include:

- Ethical use of AI in teaching, learning and research
- AI in research: Projects and insights
- Strategies for AI integration
- AI governance: Policies and regulation

- The future of AI: Trends and applications

Collaboration and teamwork

In this stream, unlock the power of effective collaboration within the University. Presenters will discuss strategies and success stories for fostering inclusive teamwork and leveraging interdisciplinary collaboration and diverse perspectives. Through examples of methodologies or collaboration tools, attendees will leave with inspiration and best practices that align with the IT@UofT Strategic Plan.

Types of presentations might include:

- Fostering diversity, equity and inclusion in teams and leadership
- Project management tools and techniques
- Hybrid collaboration: Navigating teamwork in a digital world
- Collaboration across departments and campuses

Information security

This stream focuses on safeguarding data, privacy and intellectual property at the University. Presenters will dive into cyber security challenges, risk management and compliance, guided by U of T's Information Security Strategic Plan. Attendees will leave with an understanding of how information security flourishes in a culture of trust and collaboration — we are *secure together*.

Types of presentations might include:

- Best practices for protecting personal and institutional data
- Navigating risk: Governance and risk management strategies
- Strategic alignment: Information Security Strategic Plan
- Cyber security awareness and training
- Managing threats: Incident response and management

Requirements
- Only current University of Toronto staff and faculty are eligible to submit presentation proposals.
- Presentations are in-person, so all presenters are required to be on-site to present.
- Presentations must not exceed 50 minutes total, including engagement elements such as Q&A sessions.
- Presentations must fall under one of the above proposal streams.
- Submit your presentation title and speaker name(s) and title(s) as you would like it to appear on the program schedule. Please note:

- o The designated primary speaker will be the main contact for proposal submissions.
  - o The presentation title and description for accepted presentations may need to be shortened for the conference program.
- Determine the format of your presentation (i.e., lecture, workshop, etc.) and any video/audio tools you plan to use, as these details are required for the submission form.
- If you are using PowerPoint for your presentation, you must use the IT@UofT 2024 conference template, which will be emailed to you if your proposal is selected.

Tips

- Use common categories to organize your presentation, such as background information, research, dilemma/research questions, methodology, statistics, results, analysis and conclusion.
- Consider using virtual engagement elements, such as surveys, polls and Q&As to add meaningful interaction to your presentation.
- Make sure to register for the conference once registration opens – all presenters must register.

Submission

To submit a presentation proposal, [complete the submission form](#).

Key dates

- **Proposal submission deadline: March 21**
- **Review period: March 22 – April 12**
- **Notice of decision: Week of April 15**

The program committee will inform applicants of their decision via email.

Contact

If you have questions about your proposal submission, please contact its.eda@utoronto.ca.