

Contributions to UnBoxed 2025 are due May 30th 2025.  
Submissions happens through a typeform survey  
available at <https://conference.dfgn.org>

# Author instructions

We recommend that you prepare and save your submission in advance in a document for easy reference and spell checking. Accepted submissions will be printed as submitted (pending minor editorial edits) as a public proceedings, so now is the time to check everything is good to go!

## What you will need to prepare:

### **Basic Information of your contribution proposal**

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- ▶ **A descriptive title** for the contribution (5–15 words).
- ▶ **Which theme are you contributing to:** effective collaboration in higher education, impactful design- and project-based learning for innovation, or shaping technology for impact).
- ▶ **Which format do you wish to present your contribution** in UnBoxed, if accepted: a fishbowl discussion, a demonstration or sharing in a poster session.
- ▶ **The names, institutions, pictures and 2-sentence bios** for all authors of the contribution.
- ▶ **Contact e-mail** (this will not be published).

### **Contribution description for the UnBoxed booklet**

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**Your practice, tool, or method in one sentence** (max 200 characters).

This will be the teaser sentence displayed after the contribution title you have provided.

**The challenge or opportunity** (max 100 words).

Explain what challenge or opportunity related to the chosen Unboxed theme does your teaching practice, method, tool or exercise tackle and how?.

**The practice in a nutshell** (max 300 words).

What is your teaching practice, method, tool or exercise about? Explain what happens or is done in the practice/method/tool/exercise in a concrete manner. Mention also by whom, where and/or in which context has this teaching practice, method, tool or exercise been used so far.

### **Lessons learned** (max 100 words) -

Share lessons learned and development notes - what are your key takeaways from this teaching practice, method, tool or exercise? For example, you can describe how the teaching practice, method, tool or exercise has worked and what kind of results or feedback have you gained from it. Do you have some development plans you intend to pursue or some recommendations to share to others considering using this kind of an approach in their teaching?

### **Optional materials**

Links to further information related to your practice, method, tool or exercise that you would like to include in the contribution

Pictures or photos related to your practice, method, tool or exercise that you like to

- ▶ be proposed to be included in your contribution (make sure you have the right to give UnBoxed permission to use these in the public booklet and provide a caption
- ▶ for each proposed image)

### **Required file for presenting your contribution at UnBoxed**

If you submit a Demonstration or Fishbowl PowerPoint slide deck, please submit your files as .pptx **and** .pdf. If you are submitting a poster, please submit your final file as a .pdf. If your contribution is accepted, your submitted materials will be shared digitally with all participants as received. This is the time to double-check your spelling and make sure you have the image rights for included visuals. Please download the [font Blauer Nue](#) and install it before creating your PowerPoint presentation. Feel free to use the font for any headings or titles in your poster.

**For demonstrations**, fill in the template slide deck (submitted as a .pptx), with

- ▶ Slide 1 including the title of the contribution and author names & affiliations.
- ▶ Slide 2 onwards will be the content you need to run the 20-minute demonstration, in as many slides as you need for the demonstration.

**For fishbowl discussions**, fill in the template slide deck of 2 slides (submitted as a .pptx), with

- ▶ Slide 1 includes the title of the contribution and author names & affiliations.
- ▶ Slide 2 should be the key information, graphic, image, or visual you want to display during the fishbowl discussion. This will function as a stimulus or reference for the audience (eg the teaching practice, method, tool or exercise being discussed or something else you would find helpful)

**For the poster session**, submit your final poster as a .pdf file. Posters need to be A1 sized (841×594 mm), horizontal, minimum 300dpi resolution, with the UnBoxed, DFGN and conference theme logos in the upper right or left corner of the poster.