



Canadian Bureau for  
International Education

# SESSION PROPOSAL GUIDE

# CBIE 2018

**November 18 - 21, 2018**

The Westin  
Ottawa, Ontario, Canada

**Deadline to submit: April 6, 2018**

[cbieconference.ca](http://cbieconference.ca)

The Canadian meeting place for international education professionals  
from across Canada and around the world.

# CBIE'S ANNUAL CONFERENCE

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CBIE's Annual Conference is the Canadian meeting place for international educators and stakeholders from across Canada and around the world. This annual event attracts 850+ participants, 40+ exhibitors, and renowned thought leaders from over thirty countries. It offers dozens of sessions for new professionals, experienced practitioners and internationalization decision-makers and strategists featuring the latest trends, knowledge and tools in the sector.

The Conference benefits from CBIE's 50-year experience working across the full spectrum of education, bridging the interests of all learning levels, from K-12 to postgraduate, and engaging both the public and private sectors.

## THEME

This year CBIE welcomes session proposals on a variety of topics as they relate to international education; however, if you are looking for a direction to focus your session proposal, we encourage you to consider the questions below on the future evolution of international education.

### **International Education 2.0**

The rise of international education compels us to move and think beyond traditional ideas and benefits of integrating an international and intercultural dimension in learning, research and service. We must anticipate changing needs in the profession, leverage new platforms for scaling up effectively and efficiently, and operate with the expectation that international education will be a core strategy in developing human capital, spurring economic growth and fostering social well-being.

CBIE 2018 encourages proposals on how we might guide these changes now in order to enhance the quality and integrity of international education while maximizing its value to students, faculty, institutions and other stakeholders. How should we rethink, refresh and retool our practices and approaches in the sector to capture its full potential and to keep us at the forefront of the future of international education?

**Please read through the Call for Proposals 2018 Guide thoroughly before developing and submitting your session proposal.**

## GUIDELINES

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Proposals accepted for CBIE 2018 will be presented as a concurrent session. Each concurrent session will be **one (1) hour** in length. These will be equally distributed throughout the Conference in seven (7) series.

### 2+2+2

- Each individual may submit a maximum of two (2) proposals as a main presenter.
- A maximum of two (2) presentations per speaker will be allowed.
- Sessions must include at least two (2) presenters.

### Proposal Guidelines

- Sessions may focus on programming concepts, problems, solutions or controversies, but should not be a description of programs at a single institution.
- Sessions organized jointly with an international partner are particularly welcome.
- Proposals for bilingual presentations are strongly encouraged.
- Various delivery and presentation models are encouraged within the time and facilities provided.
- Presenters' names, titles, and organizations will be used to promote the session.
- Submitting authors certify that all co-authors have reviewed the proposal and agree to participate if accepted.
- Please write your abstract in the present tense.
- Be sure to save a copy of your proposal.

### Audio-Visual

- Each session room will come equipped with one podium and one screen and projector (two screens and projectors will be equipped for bilingual presentations).
- Microphones will be equipped where required.
- Presenters must provide their own laptop. (If using a Mac laptop, please be sure to bring the necessary cables to connect to the projector.)
- Presenters are responsible for bringing session materials and the electronic copy of their presentation to their session.
- On-site printing is to be done at the venue's business centre.
- Wireless internet is available throughout the Conference space.
- Accepted proposals will be posted on the CBIE Conference website.

## PROPOSAL PREPARATION

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Successful proposals are those that capture the essence of your initiative, research or seminal ideas in very few words while succinctly explaining how you plan to engage session participants in exploring core concepts and new information. CBIE 2018's Conference Selection Committee will accept proposals that achieve balance across the Conference

program on a range of topics and perspectives that represent the depth and breadth of our organization's membership, emerging issues, regional and national interests, and institutional demographics.

- Plan ahead. Take advantage of the early call period to develop your ideas and engage with co-presenters.
- Write your program proposal in advance and copy it to the online submission form. This will allow you to work through the details of your proposal before submitting.
- Engaging your audience is one of the most critical aspects of a successful presentation; be sure to include specific strategies for building interactivity during your session.
- As you think about the best format to propose, remember that all sessions should be designed for both attendees and presenters to learn from interactive exchange.
- It is important to clearly articulate intended takeaways – the specific knowledge to be acquired as a result of attending your session.

Here are some tips that can aid in developing a successful proposal.

- Ask yourself a few basic questions:
  - What are the major themes and focus of the Conference?
  - Who might attend your session?
  - Which format might best serve to highlight key themes, engage participants, and convey meaningful new information?
  - What are the core outcomes that you are hoping to achieve? Do you want to gain new insights from participants that will inform further development of an idea or new approach? Do you want to share lessons learned and key learning with attendees? Are you grappling with a new concept or idea that you would like to share with others?
- Brainstorm with potential co-presenters or colleagues.
  - Determine the three to five key messages that you want participants to learn and comprehend.
  - Identify creative strategies for accomplishing the communication of these key messages.
  - Think about how you might effectively involve participants in your session.
  - Consider how you might continue the conversation after the conference.
- Ask an experienced presenter and/or colleague to provide feedback on your draft.

## SPECIAL REQUESTS

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It is best to include special requests (e.g., session time slot) in your proposal submission. While special requests are subject to logistical and financial consideration, CBIE will do its best to accommodate.

## PROPOSAL REVIEW AND ACCEPTANCE

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After the deadline of **April 6, 2018**, CBIE's Conference Selection Committee, which is made up of CBIE Conference Advisory Committee members and CBIE staff, will review and score the proposals based on pre-determined criteria. Proposals that best meet the criteria, and contribute to a balanced and comprehensive Conference program, will be selected.

- Final decisions regarding acceptance of proposals and presentations format will be made by CBIE's Conference Selection Committee.
- Proposal submitters may be contacted to refine their proposals.
- CBIE reserves the right to combine themed presentations in a group session when appropriate and will advise session organizers in advance.
- Session titles and descriptions may be edited by CBIE.
- All communications will be sent to the session organizer who will be responsible to communicate the information to their fellow presenters.
- Submitters will be notified of proposal selection by **May 11, 2018**.
- If your proposal is accepted, the information you have provided during the online submission process will be used to populate the program.

Should your proposal be accepted and you agree to participate in CBIE 2018:

- You are confirming that each of your session's presenters commits to delivering the presentation in person and is responsible for their own travel and accommodation costs and registration to the Conference.
- You are agreeing to have your session scheduled during any of the planned concurrent session time slots.
- You acknowledge that all presenters must register on or before the speaker registration deadline of **September 28, 2018**.
- You acknowledge that all presenters **must register for the Conference and pay the applicable Conference registration fee**.

## PROMOTION

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CBIE will promote accepted concurrent sessions via its social media during the Conference registration period. This will help to increase the visibility of each session. Please provide a statement about your session using up to 120 characters (including spaces). Be sure to use language that will capture attention and create a call to action. Remember to include applicable hashtags and social media handles. CBIE will add the Conference hashtag and link the post to your session on the Conference's website.

Not sure what to write? Have a look at [CBIE's twitter feed](#) for inspiration. Accepted sessions will have until **July 31, 2018** to submit their social media post.

## ONLINE SUBMISSION SITE

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- All proposals must be submitted electronically by completing the online submission form at <https://surveys.cbie.ca/s3/Call-for-Proposals>.

\*\*\*submissions sent via email will not be accepted\*\*\*

- See Table 1 on the next page for required information for submission.
- Ensure that your proposal is fully prepared before copying it to the online submission site.
- You may save your submission and return to make edits. Clicking the submit button will finish and lock your submission.
- You will only be able to edit your proposal up until the submission deadline of April 6.
- Keep a copy of your proposal (as it was submitted).
- Deadline for proposal submissions is **Friday, April 6, 2018 at 11:59 EDT**.

For questions about proposal submissions, please contact: [conference-congrès@cbie.ca](mailto:conference-congrès@cbie.ca).

<b>Important Dates</b>	
Online submission opens	March 1
Deadline for online submission	April 6 at 11:59 pm EDT
Notification of acceptance or rejection	By May 11
Deadline to submit social media promo	July 31
Deadline for speaker registration	September 28

THANK YOU FOR YOUR INTEREST IN  
PRESENTING AT CBIE 2018!

<b>Table 1: Required information for proposal submission</b>	
<b>Language of Presentation</b> (choose 1)	
<ul style="list-style-type: none"> <li>• English</li> <li>• French</li> <li>• Bilingual (will require a title, abstract, and description in both English and French)</li> </ul>	
<b>Title of Session</b> (up to 100 characters, including spaces)	
<b>Abstract</b> (up to 500 characters, including spaces - abstract for accepted proposals will appear in the program)	
<b>Full description</b> (include methodology, outline, and expected outcomes)	
<b>Target Audience – Type of Organization</b> (choose all that apply)	
<ul style="list-style-type: none"> <li>• CEGEP</li> <li>• College</li> <li>• Government (Canadian/Foreign)</li> <li>• K-12/School Board</li> <li>• Language School</li> </ul>	<ul style="list-style-type: none"> <li>• Non-governmental Organization</li> <li>• Polytechnic</li> <li>• Test Centre</li> <li>• University</li> <li>• Other</li> </ul>
<b>Target Audience – Focus Area</b> (1 <sup>st</sup> and 2 <sup>nd</sup> choice)	
<ul style="list-style-type: none"> <li>• Immigration</li> <li>• Internationalization at Home</li> <li>• Leadership and Strategic Planning</li> <li>• Learning Abroad</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing and Recruitment</li> <li>• Projects, Partnerships, and Programs</li> <li>• Student Services</li> </ul>
<b>Target Audience – Level of Experience</b> (choose all that apply)	
<ul style="list-style-type: none"> <li>• Beginner: 0-3 years of experience <ul style="list-style-type: none"> <li>○ Participants are new to the field of international education</li> <li>○ Session will foster learning and support for new international education professionals</li> </ul> </li> <li>• Intermediate: 4-9 years of experience <ul style="list-style-type: none"> <li>○ Participants are experienced and looking to develop further skills and knowledge</li> <li>○ Session will build upon participants' experience and understanding</li> </ul> </li> <li>• Advanced: 10+ years of experience <ul style="list-style-type: none"> <li>○ Participants are expected to have a strong professional foundation that will aid their participation in the session</li> <li>○ Session will advance knowledge and understanding of experienced practitioners</li> </ul> </li> </ul>	
<b>Session Organizer and Presenters</b>	
<ul style="list-style-type: none"> <li>• Salutation (Mr., Mrs., Miss, Ms., Dr.)</li> <li>• First Name</li> <li>• Last Name</li> <li>• Job Title</li> <li>• Organization</li> </ul>	<ul style="list-style-type: none"> <li>• City</li> <li>• Country</li> <li>• Telephone number</li> <li>• Email</li> <li>• Biography</li> </ul>
<b>Preferred room setup</b>	
<ul style="list-style-type: none"> <li>• Theatre (chairs only)</li> <li>• Round tables</li> </ul>	
<b>Social Media Promotion</b> (Up to 120 characters including spaces – include your handle and/or hashtag)	
<b>Special Request(s)</b>	