



Canadian Bureau for  
International Education

# CBIE 2018 PRE-CONFERENCE WORKSHOP PROPOSAL GUIDE



Pre-Conference: November 17 – 18, 2018  
The Westin | Ottawa, Ontario, Canada  
Deadline to submit: April 6, 2018, 11:59 pm EDT

## CBIE 2018

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CBIE's Annual Conference, CBIE 2018, 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 workshops for new professionals, experienced practitioners and internationalization decision-makers and strategists featuring the latest trends, knowledge and tools in the sector.

CBIE 2018 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.

## Pre-Conference Workshops

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Workshops at CBIE 2018 are in addition to the conference agenda and will take place **pre-conference on Saturday, November 17th and Sunday, November 18, 2018.**

Workshops are intended for participants to engage in deeper discussion and learning about a specific topic relevant to international education and achieve learning outcomes that include enhanced skills, knowledge and understanding.

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

## International Education 2.0

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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 workshop proposal.

## Details

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In addition to the conference, CBIE 2018 will feature a series of half and full-day pre-conference workshops and invites interested parties to submit proposals.

- Pre-conference workshops will take place in the afternoon on Saturday, November 17th and all day on Sunday, November 18, 2018.
- Pre-conference workshops must be full-day (6 hours) or half-day (3.5 hours) in length.
- Each pre-conference workshop should be planned for a minimum of 20 participants.
- Facilitators are responsible for their own travel and related conference expenses, however as an honorarium, workshop facilitators will receive a discount on the conference pass.

## Proposal Guidelines

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- Pre-conference workshops must offer a high quality learning experience that has clear learning outcomes for the professional development of participants.
- Content of pre-conference workshops must be applicable across the post-secondary level; the K-12 level; or both.
- Pre-conference workshops organized jointly with an international partners are particularly welcomed.
- Proposals can be submitted in English, French or bilingual format.
- Facilitators' names, titles and institutions will be used to promote pre-conference workshops.
- Submitting facilitators certify that all co-facilitators 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

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- Each workshop 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.
- Speakers are not equipped in each workshop room and must be requested in advance.
- Facilitators must provide their own laptop. (If using a Mac laptop, please be sure to bring the necessary cables to connect to the projector.)
- Facilitators are responsible for bringing workshop materials and the electronic copy of their presentation to their workshop.
- On-site printing is to be done at the venue's business centre.
- Wireless internet is available throughout the Conference space.
- Accepted workshop proposals will be posted on the CBIE Conference website.

## Special Requests

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

## Proposal Preparation

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Successful proposals are those that capture the essence of your workshop idea in very few words while succinctly explaining how you plan to engage participants in exploring core concepts and new information. CBIE 2018's Selection Committee will accept proposals that achieve balance across 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-facilitators.
- Write your 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 workshop; be sure to include specific strategies for building interactivity during your workshop.
- As you think about the best format to propose, remember that all workshops should be designed for both attendees and facilitators to learn from interactive exchange.
- It is important to clearly articulate intended takeaways or learning outcomes – the specific knowledge to be acquired as a result of attending your workshop.

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

- Ask yourself a few basic questions:
  - Who might attend your workshop?
  - 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?
- Brainstorm with potential co-facilitators 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 workshop.
- Consider how you might continue the conversation after the workshop and the conference.
- Ask an experienced facilitator and/or colleague to provide feedback on your draft.

## Proposal Review and Acceptance

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After the deadline of April 6, 2018, CBIE's Selection Committee will review and score the proposals based on pre-determined criteria. Proposals that best meet the criteria, and contribute to a balanced and comprehensive workshop program, will be selected.

- Final decisions regarding acceptance of proposals and presentations format will be made by CBIE.
- Proposal submitters may be contacted to refine their proposals.
- Workshop titles and descriptions may be edited by CBIE.
- All communications will be sent to the workshop organizer who will be responsible to communicate the information to their fellow facilitators.
- Submitters will be notified of proposal selection by May 18, 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 workshop facilitators commits to delivering the workshop in person and is responsible for their own travel and accommodation costs.
- You are agreeing to have your workshop scheduled during any of the pre-conference time slots on Saturday, November 17th and on Sunday, November 18, 2018.
- You acknowledge that all facilitators must register on or before the speaker registration deadline of September 28, 2018.
- You acknowledge that all facilitators must register for the Conference and pay the applicable discounted Conference registration fee.

## Promotion

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CBIE will promote accepted concurrent workshops via its social media during the Conference registration period. This will help to increase the visibility of each workshop. Please provide a statement about your workshop 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 workshop on the Conference's website.

Not sure what to write? Have a look at CBIE's twitter feed for inspiration. Accepted workshops will have until July 31, 2018 to submit their social media post.

## Online Submission Site

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- All workshop proposals must be submitted electronically by completing the online submission form at <http://ca.surveygizmo.com/s3/50019451/Workshop-Proposals>.
- See below 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, 2018.
- 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: [learning@cbie.ca](mailto:learning@cbie.ca).

## Required Information for Proposal Submission

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- Workshop facilitator's contact and bio info (including co-facilitators bios).
- Language of presentation.
- Title, abstract and full description of the workshop.
- Target Themes (1st and 2nd choice)
  - Immigration
  - Internationalization at Home
  - Leadership and Strategic Planning
  - Learning Abroad
  - Marketing and Recruitment
  - Projects, Partnerships, and Programs
  - Student Services
- Target Audience – Level of Experience
- Target Audience – Type of Organization
- Special Requests

## Important Dates for CBIE 2018

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Online submission opens	March 1
Deadline for online submission	April 6 at 11:59 pm EDT
Notification of acceptance or rejection	By May 18
Deadline to submit social media promo	July 31
Deadline for speaker registration	September 28

[Submit a workshop proposal now!](#)