



CBIE 2019 Session Proposal Guide

RBC Convention Centre, Winnipeg

November 17 – 20, 2019

CBIE 2019

The Canadian Bureau for International Education (CBIE) has proudly delivered our annual conference for over 50 years; creating the space, convening the stakeholders, and leading the conversation of Canadian international education. CBIE 2019 is the Canadian meeting place for over 900 new professionals, experienced practitioners, decision-makers and strategists in the sector. Featuring dozens of sessions on the latest trends, knowledge and tools, the conference spans across the education sector – representing, engaging, and bridging the interests of K-12 to postgraduate educators, as well as public and private stakeholders.

General Information

CBIE invites concurrent session proposals on a variety of subjects that highlight knowledge, expertise and innovative ideas in the field of international education. Proposals need not be tailored to a specific theme. Topics of particular interest to our delegates are outlined under **Focus Areas** in **Table 1** (see page 2). Below are additional important considerations:

- Sessions will be **one (1) hour** in length, with a maximum of three (3) presenters, and should allot time for a question and answer period.
- Video conferencing is not accepted, nor are sessions encouraging product promotion.
- Individuals may participate as a presenter in a maximum of two (2) sessions.
- Proposals will be evaluated by an external selection committee using the guidelines in Table 1. A total of 64 proposals will be accepted.
- **Accepted presenters must register for the conference and pay the applicable conference fee to secure their session.**
- **Presenters must be available to present on any day of the conference (Nov. 18-20).**
- Each session must identify a **primary contact who will correspond with CBIE** and who will liaise with session presenters.
- CBIE will provide all laptops, projectors, screens, microphones (as required) and Wi-Fi. Personal laptops cannot be used during the presentation.

Proposal Submission

To submit your proposal, use the following online form:

Submission link: [Click here](#)

Note the following submission information and tips:

- Table 1 outlines the information that you will be asked to submit as your proposal.
- Table 2 outlines the areas against which your proposal will be evaluated.
- You may save your submission and return to make edits up until the submission deadline.



- Clicking ‘Submit’ will finish and lock your submission.
- Keep a copy of your proposal (as submitted) for reference.
- Email submissions will not be accepted.

The submission deadline is Friday, March 8, 2019 at 11:59 EDT.

Proposal outcome notifications will be available May 2019.

| Table 1: Required information for proposal submission | |
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| Language of Presentation (choose 1) | |
| <ul style="list-style-type: none"> • English • French • Bilingual (<i>will require a title, abstract, and description in both English and French</i>) | |
| Title of Session (80 characters including spaces) | |
| <ul style="list-style-type: none"> • Brief yet impactful. Reflects the session content. | |
| Full Session Description | |
| <ul style="list-style-type: none"> • Detailed and clear articulation of session content, topics and relevance to the field of IE. • Presentation delivery and structure (e.g. panel discussions, live polling). • Identify expected takeaways and session outcomes. | |
| Abstract (<i>used to promote the session on our website and app</i>) | |
| <ul style="list-style-type: none"> • Maximum 500 characters, including spaces. Brief summary of session content and outcomes. | |
| Target Audience – Type of Organization (choose all that apply) | |
| <ul style="list-style-type: none"> • CEGEP • College • Government (Canadian/Foreign) • K-12/School Board • Language School | <ul style="list-style-type: none"> • Non-governmental Organization • Polytechnic/Institute • Private Sector • University • Other |
| Target Audience – Focus Area (1 st and 2 nd choice) | |
| <ul style="list-style-type: none"> • Innovation and the future of IE • Internationalization at Home • Leadership and Strategic Planning • Learning Abroad | <ul style="list-style-type: none"> • Indigenization and Internationalization • Marketing and Recruitment • Projects, Partnerships, and Programs • Student Advising and Services |
| Target Audience – Level of Experience (choose all that apply) | |
| <ul style="list-style-type: none"> • Beginner: 0-3 years of experience <ul style="list-style-type: none"> ○ Participants are new to the field of international education ○ Session will foster learning and support for new international education professionals • Intermediate: 4-9 years of experience <ul style="list-style-type: none"> ○ Participants are experienced and looking to develop further skills and knowledge ○ Session will build upon participants’ experience and understanding • Advanced: 10+ years of experience <ul style="list-style-type: none"> ○ Participants are expected to have a strong professional foundation that will aid their participation in the session ○ Session will advance knowledge and understanding of experienced practitioners | |
| Session Organizer and Presenters | |
| <ul style="list-style-type: none"> • Salutation (Mr., Mrs., Miss, Ms., Dr.) • First name, last name • Job title, organization | <ul style="list-style-type: none"> • City, country • Email, telephone number |



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| Preferred room setup | |
| <ul style="list-style-type: none"> Theatre (chairs only) or round tables | |
| Table 2: Evaluation Criteria | Rating Scale |
| The session content is relevant to the field and is useful to international education professionals and/or stakeholders. | Up to 25 points |
| The session is thoughtful, well-organized and engaging for the audience. | Up to 15 points |
| The proposal is clearly articulated and implies a quality presentation. | Up to 15 points |
| The session outcomes and takeaways are meaningful and clearly identified. | Up to 15 points |
| The presenters' qualifications and experience demonstrate knowledge on the subject matter. | Up to 15 points |
| The session content is innovative and brings new ideas and concepts to the sector. | Up to 10 points |
| The title and abstract accurately reflect the proposal content. | Up to 5 points |
| | Total Maximum of 100 |

Questions?

Please contact: conference-congres@cbie.ca

Thank you for your interest in CBIE 2019!