CBIE 2021 Session Proposal Guide

November 15 – 19, 2021 | Virtual

The world has changed in profound ways over the last year. The global disruption that we are living through brings an opportunity to reshape lives, institutions, and communities while taking action on access, inclusion, and social justice issues. What does this look like from the lens of international education in Canada?

CBIE2021 will be a space for dialogue to reimagine community on a global scale. What does belonging and connection look like within our interconnected global community? As international education leaders and practitioners, how do we navigate the complexities within and across our global and local communities, towards a sustainable and inclusive future of education for all? In considering the broad dimensions of internationalization, how do we responsibly create transformational educational experiences, connections, and partnerships that serve to enrich our, classrooms, campuses, and communities?

CBIE2021 will again take place virtually with greater breadth in session formats to encourage broader participation and perspectives. Through this call for proposals, we invite international education leaders and practitioners to contribute to this conversation and share their lived experiences, research, and insights.

Key Dates

Call for Proposals Information Session	May 19, 2021
Call for Proposals Closes (5:00 pm EST)	June 15, 2021
Decision Notifications	July 15, 2021
Presenters to confirm participation	July 30, 2021
Final Update to upload presenter information	October 15, 2021

Session Themes

CBIE invites proposals that will contribute to a thought-provoking dialogue about how we rewrite the future of international education (IE) anchored by the following themes.

- Leading Internationalization
- Equity, Diversity and Inclusion in Internationalization
- Innovation & the Future of IE
- Internationalization at Home
- Learning Abroad
- IE & Online Learning
- IE & Career Pathways
- Student Advising & Services
- International Student Recruitment & Admissions
- Mental Health for Students & Practitioners
- Risk Mitigation & Management
- IE & Climate Change
- IE & the SDGs
- International Partnerships

Submission Formats

Please note all sessions will be recorded and made available on-demand at CBIE2021.

Sessions | LIVE: 45 minutes

Sessions must have a minimum of two and up to four presenters in the presentation. Concurrent sessions are 45-minutes in length and should ensure at least 15 minutes of attendee engagement in the form of Q&A, breakout rooms or interactive activities.

Hot Topic Discussions | LIVE: 45 minutes

Hot Topic sessions must have no more than two facilitators. Hot Topic sessions explore critical issues or challenges that face international education today. Hot Topic sessions are 45- minutes in length and should ensure at least 30 minutes of attendee engagement in the form of Q&A, group discussion or breakout rooms.

Workshop | LIVE: 1.5 – 2 hours

Workshops must have a minimum of two and up to four facilitators. Workshops are 1.5 – 2 hours in length and provide an opportunity for the facilitators(s) to involve participants in deeper interaction through immersive activities, breakout rooms and discussion. Workshop submissions are expected to include learning outcomes that have practical takeaways.

***NEW E-Posters | RECORDED ON DEMAND: 5 - 10 minute videos or slideshows**

E-Posters are intended to encourage attendees to explore the conference themes through visual representations (video, infographics, pictures, graphics, etc.). Presenters will have the opportunity to submit a 5-10 minute video presentation of a project, program, service or research that will be accessible to attendees throughout the conference. Live engagement with attendees will be limited.

Important Notes

- Presenters are encouraged to collaborate with colleagues and professionals from outside their institutions on session proposals.
- Individuals may participate in a maximum of two (2) sessions as a speaker.
- Where possible, presenters are encouraged to offer tools, resources or frameworks that can be shared with attendees.
- Sessions will be delivered live on Zoom. All presenters must be available on the day and time of their scheduled session.
- Presenters will receive training but must have a stable internet connection, webcam, and microphone. CBIE does not provide a computer, webcam, or microphone.
- The session PowerPoint must be submitted to CBIE before the start of the conference in case of technical issues.
- Proposals will be evaluated by an external selection committee using the guidelines outlined below.
- Accepted presenters must register for the conference and pay the applicable conference fee to secure their session slot. A deadline and registration link will be provided.
- Sessions that pertain to marketing products or services will not be accepted.
- Email Submissions will not be accepted. Incomplete submissions will be disqualified and deleted.

Proposal Submission

To submit your proposal, use the following online form:

https://surveys.cbie.ca/s3/Call-for-Proposals-2021

Table 1 outlines the information that you will be asked to submit. The Evaluation Grid outlines the areas against which your proposal will be evaluated. Please be detailed and thorough in your descriptions.

Please Note:

- Sessions which pertain to marketing products or services will not be accepted.
- 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. Incomplete submissions, or submissions with missing information will be disqualified and deleted.

Table 1: Required Information for Proposal Submission

Language of Presentation (choose 1)
- English
- French
- Bilingual *(will require a title, abstract, and description in both English and French)*

Title of Session (80 characters including spaces)
- Brief yet impactful. Reflects the session content.

Full Session Description
- Detailed and clear articulation of the session content, topics of discussion, and relevance to the field of international education.

Learning Outcomes
- Clearly identify and explain the expected learning outcomes.

Presentation Structure and Agenda
- Provide a brief overview of the session agenda.
- Provide an explanation of the presentation structure and delivery (i.e., panel session, lecture, collaborative group work, etc.)

Abstract *(used to promote the session on our website and app)*
- Maximum 500 characters, including spaces. Include a summary of the session content and learning outcomes.

Criteria
- Briefly summarize how the session content, delivery, and presenter's experience intends to meet the evaluation criteria.

Target Audience – Type of Organization (choose all that apply)
- CEGEP
- College
- Government (Canadian/Foreign)
- K-12/School Board
- Language School
- Non-governmental Organization
- Polytechnic/Institute
- Private Sector
- University
- Other

Focus Area(s)
- Learning Internationalization
- Equity, Diversity and Inclusion in Internationalization
- Innovation & the Future of IE
- Internationalization at Home
- Learning Abroad
- Mental Health for Students & Practitioners
- IE & Online Learning
- IE & Career Pathways
- International Student Recruitment & Admissions
- Student Advising & Services
- Risk Mitigation & Management
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- International Partnerships

Session Organizer and Presenters
- First name, last name
- Job title, organization
- City, country
- Email, telephone number

I acknowledge that:

- all sessions at CBIE2021 will be delivered virtually and recorded.
- the recording will be made available for conference participants on-demand during .and for up to one month after the event ends
- CBIE may use my name, photograph and biographical information, publicity, promotion and advertising in connection with my presentation at CBIE2021.
- that sessions at CBIE2021 will be available for sponsorship, and that sponsor branding may be present during my presentation however sponsors do not have rights to speak during sessions or alter session content.
- as a requirement to present at CBIE2021, that I will be required to sign a form of Presenter Agreement prior to CBIE2021 in relation to the use of my image and recording, and that I will be given an opportunity to review this agreement and discuss with CBIE prior to signing.

Evaluation Criteria

The content is relevant to the field, informative and useful to international education professionals and/or stakeholders.	Up to **15 points**
The proposal is thoughtful, well structured, and interesting to the field of international education. The proposal is not focused on marketing or sales of services.	Up to **15 points**
The session agenda is well organized. The proposal implies an interactive presentation delivery.	Up to **10 points**
The proposal is articulated professionally and clearly and implies a quality presentation.	Up to **15 points**
The learning outcomes are meaningful, clearly identified, and imply professional development for delegates.	Up to **15 points**
The presenters' qualifications and experience demonstrate knowledge and expertise on the subject matter.	Up to **15 points**
The session content is innovative and brings new ideas and insights to the sector.	Up to **10 points**
The title and abstract accurately reflects the proposal content.	Up to **5 points**
Bonus points: The session focuses on inclusive internationalization and collaboration across sectors.	Up to **10 points**
	Total of 110