



CBIE 2022 Session Proposal Guide

Presenter guidelines

- Presenters are encouraged to collaborate with colleagues and professionals from outside their institutions on session proposals.
- Where possible, presenters are encouraged to offer tools, resources or frameworks that can be shared with attendees.
- Accepted presenters must register for the conference and pay the applicable conference fee to secure their session slot. A deadline and registration link with a \$60 discount code will be provided.
- Proposals will be evaluated by an external selection committee using the guidelines in the proposal submission below.
- You must identify a presenter to be a primary contact who will correspond with CBIE and liaise with their co-presenters.
- CBIE will provide all laptops, projectors, screens, and Wi-Fi. Personal laptops cannot be used during the presentation.
- A presenter from each session must check-into the speaker ready room prior to their presentation so that a technician may upload the slides.

Submission Guidelines

- 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.
- You may make edits to your submission after you have submitted up until the submission deadline.
- Email submissions will not be accepted. Incomplete submissions, or submissions with missing information will be disqualified and deleted.

Evaluation Criteria

The Evaluation Grid outlines the areas against which your proposal will be marked. Please be detailed and thorough in your descriptions.

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