



## 18<sup>th</sup> ANNUAL CONFERENCE CALL FOR PROPOSALS

### SUBMISSION GUIDELINES

#### Introduction

The Forum's events are known for high quality educational content, and offerings which are interactive and stimulate discussion, providing opportunities for learning, sharing, and networking among attendees. We are now accepting proposals for our Annual Conference along with a variety of in-person, hybrid and online events occurring between July 1, 2021 – June 30, 2022. All proposals must be submitted electronically through The Forum's [Proposal Submission Form](#). Please review the Annual Conference page or email [conference@forumea.org](mailto:conference@forumea.org) with any questions regarding the Call for Proposals.

#### [Annual Conference](#)

[Globally Interconnected: New Opportunities and the Challenge of Change](#)

[March 21-25, 2022](#)

The Forum is planning a hybrid Annual Conference for 2022. The tentative schedule includes numerous session formats for both the in-person and virtual components. Please indicate whether you are willing to give your presentation online, in person, or both.

For in-person sessions, all presenters must be on site in Chicago. For virtual sessions, presenters are encouraged to utilize multiple methods to engage attendees. Breakout rooms can be excellent tools to enable small group discussions, but consider other options for engagement as well, such as using Mentimeter.com or similar platforms for polls, quizzes, word clouds, etc. Check to be sure that any such platform will be accessible to colleagues around the world.

- Concurrent Session (in-person and/or virtual, 75 minutes)
  - Round-table: highly interactive, discussion-based, and involves small group activities or break-out groups.
  - Panel Presentation: consists of a panel of experts, each approaching the topic from a different perspective, and includes ample time for Q&A and discussion.
  - Town Hall Meeting: facilitated discussion on a significant or emerging topic in education abroad.

- Critical Dialogue Session (in-person only, 120 minutes): highly interactive, discussion-based, with extended time for deep dialogue on timely topics in both small and large groups.
- Lunchtime Conversation (in-person only, 75 minutes): topical discussion of key issues in a collegial atmosphere over lunch
- Community Connection (virtual only, 45 minutes)

**Submitters may also indicate their willingness to have their proposal considered for other Forum events held between July 1, 2021 and June 30, 2022:**

### Institute Sessions

The Forum's [Institutes](#) are small-scale, one-day conferences with plenary and concurrent sessions that focus on a specific topic or area within education abroad. The primary purpose of an Institute is to offer participants the opportunity to deepen their knowledge and understanding of The Forum's *Standards of Good Practice* and to engage with other colleagues with expertise in the topic area.

### Webinars (45-60 minutes)

[Webinars](#) offer concise, practical, (timely) professional development content on a variety of topics. Forum webinar panelists share best practices, innovative ideas, or important informational updates, with time for questions from the audience at the end.

*The hallmark of Forum events is dialogue. Regardless of format, it is expected that all submissions will use different methods to engage attendees in discussion and stimulate the exchange of ideas through robust conversation and opportunities to share.*

### **Area of Focus**

You will be required to select one primary area of focus, and up to two secondary areas of focus.

- Environmental, Social, and Economic Sustainability
- Ethics, Collaboration, and Transparency
- Equity, Diversity, and Inclusion
- Health, Safety, and Well-Being
- Mission, Goals, Strategy, and Advocacy
- Online Global Learning
- Professional Development and Training
- Program Development and Management
- Research and Data Collection
- Student Learning and Development

## Tips for Preparing a Successful Proposal

- Innovate! Ensure that your proposal adds something new to existing dialogue in the field of education abroad.
- Tie your proposal to the conference theme and suggested topics from the Call for Proposals. Attendees appreciate a variety of unique session topics but appreciate when there is a unifying thread between them.
- The Forum is committed to making sure diverse perspectives are represented in all of our events. We recommend assembling a diverse panel that includes different points of view and multiple voices. We are especially interested in proposals that include underrepresented institution and organization types from around the world. Proposals that include multiple institutions and organizations are typically well-received. Proposals that focus on the accomplishments of a single institution, organization, or program are rarely accepted.
- Consider your audience. Attendees of Forum events represent a variety of diverse perspectives, who perform different roles at different types of institutions and organizations. Be sensitive to this diversity of needs and perspectives. There will be colleagues in the audience whose institutions don't have the same resources as yours. Highly rated proposals are applicable to various institution/organization types around the world.
- Avoid sales pitches. Proposals that read like advertisements of a program or a service will not be accepted. Be sure that your proposal is educational and focuses on a relevant idea or concept.
- Engage your audience. For in-person and virtual events, describe how you will offer opportunities for audience interaction beyond simple presentation and Q&A.
- Avoid sales pitches. Proposals that read like advertisements of a program or a service will not be accepted. Be sure that your proposal is educational and focuses on a relevant idea or concept.
- Balance theory and practice.
- Offer concrete conclusions: our attendees love sessions that offer specific tips, tools, and takeaways.
- Read the proposal review criteria carefully.

## Resources for Virtual Presentations

[7 Ways to Crush Your Next Virtual Presentation \(from Go Skills\)](#)

[Chat Storms](#)

[Zoom Whiteboards](#)

[Google Jamboard](#)

[Mural](#)

[Mentimeter.com](#) (polling, word cloud generation)

## Proposal Review Criteria

The Conference Committee will score each proposal based on the following criteria, on a scale of 0-5.

1. The proposal adds something new to the existing dialogue in the field.
2. The presenters represent diverse perspectives.
3. The proposal provides broadly applicable ideas, tools, and takeaways.
4. The proposal clearly articulates learning objectives.
5. The proposal promotes active learning and audience engagement, creating a forum for dialogue.
6. The proposal relates to the conference theme.

The Forum reserves the right to accept proposals for alternative session formats or events as they see fit.

## Presenter Acknowledgement

If your proposal is accepted, you will need to agree to presenter policies when confirming your participation. These policies include:

- Conference and Institute registration costs are the responsibility of each presenter. Presenters must register for the Annual Conference by the early-bird deadline of December 10, 2021.
- Dates for institutes and webinars are forthcoming. Presenters will have the opportunity to confirm their availability to attend and present at the particular event for which their proposal is accepted.
- By presenting at any of The Forum's virtual events, you grant The Forum on Education Abroad permission to broadcast, reproduce, distribute, and sell the session recording and all session materials. Presenters also agree not to share session recordings on other platforms.
- Presenters defend and hold The Forum on Education Abroad harmless from and against any and all claims, damages, suits, causes of action, liabilities or expenses (including, without limitation, reasonable attorneys' fees) arising from any allegation or claim that their presentation content infringes the intellectual property rights of any third party.

## Annual Conference Dates and Deadlines\*

- May 20, 2021 [Call for Proposals](#) is announced.
- September 3, 2021 at 11:59 EDT: Proposal submission deadline
- For Annual Conference Proposals:
  - Mid-October: Proposal notifications will be sent
  - October 22: Presenters are required to confirm participation
  - October 28: Conference Registration Opens
  - December 10: Early-Bird Registration Deadline; deadline for presenters to register for the conference
  - Late January: Virtual Presenter Training Materials published
  - February 28: Deadline to submit accessible conference materials.

*\*Schedule and deadlines subject to change.*

Thank you for your interest in sharing your knowledge with The Forum's audience! We look forward to receiving your submission.