



**ForumEA Week in Milan: October 17-21, 2022**

## **CALL FOR PROPOSALS**

### **SUBMISSION GUIDELINES**

**EUROPE, AFRICA, AND THE MIDDLE EAST (EMEA) CONFERENCE:**

***OPEN TO EACH OTHER: ELEVATING VOICES AND EXPANDING GLOBAL DIALOGUES***

**&**

**CAREER-INTEGRATED GLOBAL LEARNING (CIGL) CONFERENCE**

#### **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 two events in Milan, Italy:

1. Europe, Middle East, and Africa (EMEA) Conference, *Open to Each Other: Elevating Voices and Expanding Global Dialogues*, October 19-21, 2022
2. NEW! Career-Integrated Global Learning (CIGL) Conference, October 17-19, 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.

All presenters must be on site in Milan. Remote presentation will not be possible for these events.

## Session Formats:

- Round-table: highly interactive, discussion-based, and involves small group activities or break-out groups (75 minutes).
- 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 (75 minutes).
- Town Hall Meeting: facilitated discussion on a significant or emerging topic in education abroad (75 minutes).
- Critical Dialogue Session: highly interactive, discussion-based, with extended time for deep dialogue on timely topics in both small and large groups (120 minutes).
- Program or Practice Showcase: Overview of a model program or best practice, will be incorporated into a session curated around a theme (10 minutes).

**Submitters may also indicate their willingness to have their proposal considered for these other Forum events.**

### 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.
- Balance theory and practice.
- Offer concrete conclusions: our attendees love sessions that offer specific tips, tools, and takeaways.
- Read the proposal review criteria carefully.

### **Proposal Review Criteria**

The Conference Committees 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:

- Presenters must present on-site in Milan. Remote presentation is not possible for these events.
- Conference registration costs are the responsibility of each presenter. Presenters must register for the conference at which they will present by the early-bird deadline of June 24, 2022.
- 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.
- 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.

### **EMEA Conference Dates and Deadlines\***

- January 13, 2022 [Call for Proposals](#) is announced.
- March 4, 2022 at 11:59 EST: Proposal submission deadline
- Mid-April: Proposal notifications will be sent
- Late April: Presenters are required to confirm participation
- May 5: Conference Registration Opens
- June 24: Early-Bird Registration Deadline; deadline for presenters to register for the conference
- September 30: 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.