

## NAFSA 2026 Annual Conference Proposal Form Template

### Session/Workshop Abstract and Audience

#### Title

Titles should clearly identify the focus and the audience for the session or workshop.

Max 100 Characters

#### Audience

Please select a target audience for your proposal. Be sure to review international education's [target audiences](#) to select the most appropriate group for your proposal.

#### Advance Audience Knowledge Level

Participants of advanced-level sessions will have a strong knowledge of topics, practices, and resources being presented. Advanced-level sessions do not cover foundational information but support strategic-level decision-making and solutions. Is this proposal intended for an advanced audience? Participants of these sessions are expected to have a strong knowledge of the topics, practices, and resources being discussed. Proposals will be reviewed equally regardless of your response to this question. Enter Yes or No.

If yes, please provide a brief explanation of what makes the content advanced. If no, please write N/A.

## Session Abstract

Please enter your session abstract, which will appear in promotional material if your proposal is selected. Abstracts should clearly and concisely describe an overview and goals of the session, as well as which audience will benefit most from the session. Please write abstracts in the present tense and in third person.

(Max 350 characters)

## Learning Objectives

What will attendees learn and be able to do as a result of your session? Good learning objectives are short and action-oriented. We suggest words that are clear, measurable, and achievable.

We recommend:

- 25-minute sessions must have two learning objectives
- 50-minute sessions must have three learning objectives
- Workshops must have three to four learning objectives

### Learning Objective 1

Start your learning objectives with a strong action verb, such as "implement", "analyze", "apply", "define", "develop", etc.

### Learning Objective 2

Start your learning objectives with a strong action verb, such as "implement", "analyze", "apply", define", "develop", etc.

#### Learning Objective 3

Start your learning objectives with a strong action verb, such as "implement", "analyze", "apply", define", "develop", etc.

#### Learning Objective 4

Start your learning objectives with a strong action verb, such as "implement", "analyze", "apply", define", "develop", etc.

#### **Presentation Delivery Information**

The following questions are important to help the Annual Conference Committee (ACC) and reviewers understand the plans and details around your presentation.

1. Please describe the overall design and delivery method including how the time will be used, how the audience will be engaged, and any creative presentation approaches that you plan to incorporate.

2. Please provide a statement on the value and the impact of the knowledge gained when attendees return to the office or workplace. *This should be one or two sentences that will define the overall value of your session or workshop.*

3. Choose one of [NAFSA International Education Professional Competencies 2.0](#) that aligns with your session or workshop. Learn more about the NAFSA International Education Competencies (opens new window).

What particular expertise does your team bring to this topic? *Please describe how the presenters on the panel developed their expertise in the topic(s) proposed. (e.g., study, seminars, or conferences attended, or research on the proposed topic(s).)*

***ONLY COMPLETE IF YOU ARE SUBMITTING a 25-minute Session:*** *The number of 25-minute session slots is limited, and most sessions will be assigned a 50-minute slot. Please indicate the value of this proposal in this shorter format.*

3. Is there anything else that you would like the Annual Conference Committee to know?

(i.e., note here if you have presented this session or on this topic at another conference. If you plan to invite a government representative that is not included in the proposal, please indicate that here.)

4. Which room setup for your audience will be most effective for your session?

Theater (chairs only) or Round Tables (Circle one)

## Workshops ONLY Additional Details

1. Please select a time frame based on the length of your proposed content. *The schedules of workshops are based on overall programming needs and providing a balance of topics at varying times.*

*Two hours or 4 hours*

2. *How do you plan to utilize the time together with your participants? Describe the learning activities and tangible takeaways that you plan to incorporate throughout the training plan.*

3. Workshop Value Statement. Please describe the value of this workshop to the attendees of the workshop.

4. Relevant Experience. Please describe how you developed your expertise in the topic(s) proposed. (e.g., study, seminars, or conferences attended, or research)

### Add CoPresenters

First Name

Last Name

Email

Role (Chair Presenter or CoPresenter)

Job Position/Title

Institution / Organization

Biography

First Name

Last Name

Email

Role (Chair Presenter or CoPresenter)

Job Position/Title

Institution / Organization

Biography

First Name

Last Name

Email

Role (Chair Presenter or CoPresenter)

Job Position/Title

Institution / Organization

Biography

First Name

Last Name

Email

Role (Chair Presenter or CoPresenter)

Job Position/Title

Institution / Organization

Biography