

2026 NAFSA Annual Conference & Expo Proposal Submission Guide

Overview

This guide is designed to help you navigate the proposal submission process for 50-minute sessions, 25-minute sessions, and workshops. If you have previously submitted a proposal, please note that we have streamlined the process for adding presenters to your proposal. There's no longer a presenter 'Lookup' button that you must use to invite presenters to fill out their profiles. As the proposal submitter, you are responsible for collecting and inputting all biographical information, including name, email, role, university/organization, and biography, for yourself (if you are on the panel) and/or your co-presenters/trainers. However, all presenters must sign the presenter agreement form emailed to them as part of the proposal's final task.

Deadlines for Submissions

- Workshop and session proposals due August 27, 5:00 p.m. ET
- Poster proposals due November 21, 5:00 p.m. ET

Quick Tips

1. Give yourself time to complete your proposal submission. Don't wait until the last minute.
2. Make sure to talk to your co-presenters before you start filling out the online form. Use the template available to start drafting your proposal outside of the online system.
3. Get biographies and titles for each of your presenters beforehand so you can copy those in the form.
4. Have someone else review the proposal before submitting your proposal.



How to Add Presenters and Complete the Presenter Profiles

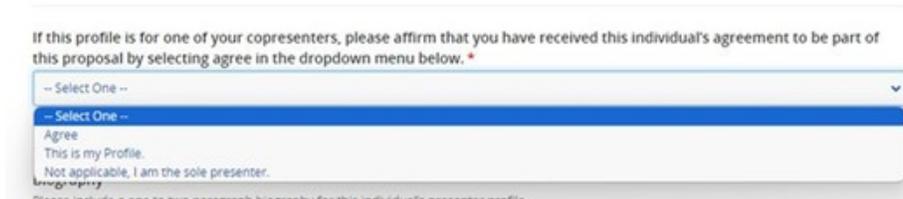
- One of the criteria for the proposal peer review is the demonstrated expertise of the presenters. Be sure to include the biographies of each presenter for your proposal.
- If you are the submitter, remember to add yourself to the proposal if you are on the panel.
- Each proposal submission needs a Chair. You select “Chair and Presenter” option for that individual under Roles in the dropdown option. Everyone else included in the proposal will just be a presenter.

- **Important:** Don't forget to hit the blue “Add Presenter” button!
- You then will have an option to edit the presenter profile. This is where you can add the presenter's title, organization, biography, and country of residence.

Personal Information Updates

- This year, personal information fields will be editable. You will be able to update your own details as well as those of your co-presenters. There is also a new section for assistants who are completing the form on behalf of someone else. If you are an assistant, please enter the presenter's email address, select their role, and include your own email address where indicated.

- You will need to confirm that you have received this individual's agreement to be part of the proposal. You will need to do this for all your co-presenters (if applicable), including yourself.



- Please note if you are submitting multiple submissions (either 50-minutes, 25-minutes, and/or workshops), a presenter biography might autofill in following proposals. Any changes you make on your second proposal will automatically change on the first proposal.
 - For example, suppose I am submitting proposals for both a 50-minute session and a workshop with the same co-presenters. After successfully submitting the 50-minute session, I move on to the workshop submission. I notice that I left out one of my certifications in my bio, so I add it during the workshop submission. If I go back to review my 50-minute session submission, I will see that the change automatically updated there as well.

Abstract and Audience

A strong abstract will convey clearly what the proposed session or workshop is about, will show impact and learning value, and present innovative concepts and new ideas for the field that will be covered in the session or workshop.

Target Audience: Target Audience will be either one of NAFSA's Knowledge Communities or Shared Interest. What's Shared Interest? These are proposals with topics relevant to 3 or more of the Knowledge Communities (KCs). These could be career development-related sessions or other more general topic sessions.

Learning Objectives

Write strong learning objectives that begin with clear, measurable action verbs. Focus on what participants should be able to do, know, or apply after attending your session or workshop. Avoid vague or passive verbs like "understand," "discuss," or "consider," which are difficult to measure.

- Please note the following:
 - 25-minute sessions must have two learning objectives.
 - 50-minute sessions must have three learning objectives.
 - Workshops must have three to four learning objectives.

Presentation Delivery Information

- It is key to consider how attendees will be engaged in the presentation. This can be provided through real-life examples, inspiration, humor, and/or the practical delivery of information.
- Spend time with with your co-presenters (if any) to think through presentation delivery. Make sure everyone understands the flow of information.

Presenters/Trainer Policies

- Each presenter/trainer **MUST** complete an agreement form for the proposal to be considered complete. Click the "Invite" button to send an email to any co-presenters or fellow trainers. Please inform them that the email will come from proposals@nafsa.org and may go to their spam folder.
- Inform your co-presenters/trainers to check both their inbox and spam folder for this email, which will prompt them to log in and submit their proposal. If a presenter's university, college, or governmental agency has a strong firewall, the email might get stuck. In such cases, try using a personal email address instead.

Final Step Reminder

- Completing this step does not mean your proposal has been submitted. You must click the Submit button to complete your proposal submission.

Review Process and Notifications

All proposals are peer-reviewed by several reviewers as well as by the Annual Conference Committee. Notifications will be sent by mid-late November.