NAFSA 2023 Annual Conference & Expo
Session Proposal Template

All proposal submissions MUST be submitted through the online proposal system by 5:00 p.m. EDT on August 24, 2022, in order to be considered for the NAFSA annual conference program.

[Click here to submit a session online](#)

Thank you for preparing a proposal for the NAFSA 2023 Annual Conference & Expo in Washington, DC. As part of your proposal submission, you will be asked to provide a detailed outline of your proposed session, as well as some information about the audience the proposal would attract.

In addition to the most common 50-minute session, the conference will offer a limited number of 25-minute slots. Before starting, you will be asked to indicate if you would like to present in one of the longer or shorter time slots. You will also have an opportunity to express interest in a preferred room setup, including theater, round tables, or circle set.

After the August 24 deadline, the review team will evaluate all proposals based on the rubric. After the review period, the Annual Conference Committee (ACC) will study the reviews and select highly rated proposals that contribute to a balanced and comprehensive conference program. Notifications regarding your proposal status will be sent by late November. The ACC thanks you in advance for contributing your time and knowledge.

Helpful Links:
Calls for Proposals
Room Set-Up Options
Review Rubric

Proposal Template
Red fields are required

Session Title (100 characters maximum, no more than 10 words)
Titles should briefly identify the content and audience and should be able to stand alone and give a clear idea of what will happen in the session.

Note: At this point in the process online, you will be asked to choose the category: 25-minute (express) session, 50-minute session, or workshop. The first two have different questions, each of which are expanded upon later in this document. Workshops use a slightly different template.

Session Presenters
50-minute sessions may have a maximum of four presenters, including the session chair, whereas 25-minute (express) sessions are allowed a maximum of two presenters, including the chair. Each presenter will need to access the proposal (via a link that will be sent to their email by the submitter as a proposal "task") to add biographical information. Each presenter will need a MyNAFSA account; if they do not

have one yet, [they can create one](). **It is important that you plan your proposal submission to allow your presenters time to complete their tasks. You cannot submit your proposal without complete profiles from all listed presenters.**

Each presenter should be prepared to:

- Confirm contact information
- Write a short biography detailing their experience in the field
- Pay for conference registration should their proposal be selected
- Accept all presenter policies

Presenter Names:
1. Chair:
2. Presenter:
3. Presenter:
4. Presenter

Session Abstract and Audience

Target 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.

Content Focus Areas
Please select the Content Focus Area which is most applicable to your topic. Be sure to read the [descriptions of the Content Focus Areas]().

Advanced Audience Knowledge Level
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.*

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 the promotional material if your proposal is selected. Abstracts should clearly and concisely identify what will be presented, who the audience should be, and the delivery format. Please write your abstract in the present tense and in third person. (e.g. Presenters discuss current trends in international education).
(350 characters, 50 words maximum)

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 have two learning objectives
- 50-minute sessions have three learning objectives

Start your learning objectives with a strong action word, such as "list", "conduct", "define", "demonstrate", "describe", etc.

Learning Objective #1

Learning Objective #2

Learning Objective #3

Learning Objective #4

How will you achieve the stated learning objectives in your presentation?

Presentation Methods #1

Presentation Methods #2

Presentation Methods #3

Presentation Methods #4

Presentation Delivery Information

The following questions are important to help the Annual Conference Committee (ACC) and reviewers understand how you plan to share your presentation.

Please describe the delivery methods and audience engagement strategies that you plan on incorporating into your presentation.

Innovative and new engagement strategies are encouraged.

Using the delivery methods and learning objectives above, provide a general outline for your session.

Please share how you plan to utilize the time provided. We do not need exact timings but expect to see an overview and methods for the main topics of your main presentation.

Additional Details and Logistics

This varies by proposal category. Click the hyperlinks below to be brought to the section of the PDF that includes the category-specific questions.

50-Minute Sessions
25-Minute (Express) Sessions

Presenter Policies

Each presenter will be asked to review and agree to the following:

Attendance and Conference Registration:

All presenters, including session presenters, are required to register and attend the NAFSA Annual Conference. The cost associated with attending the NAFSA Annual Conference, including registration, is the responsibility of individual presenters. Contact proposals@nafsa.org for more information.

Publication Materials:

If your session proposal is accepted, your session title and abstract may be edited by the Annual Conference Committee and/or NAFSA staff for publication purposes.

Presenter Limits:

An individual may be listed in any number of proposals; however, it is NAFSA's policy that an individual, regardless of role, may present in no more than two conference sessions. The number of presenters listed in a proposal should reflect the needs of the format selected. For 50-minute session presentations, a maximum of four individuals (including the Chair) are permitted. For 25-minute session presentations, a maximum of two individuals (including the Chair) are permitted.

NAFSA Noncommercial Policy:

NAFSA education programs at the annual conference are learning experiences and are noncommercial. Under no circumstances should a workshop, general conference session, or poster presentation be used for direct promotion of a speaker's product, service, or other self-interest.

Commitment to Diverse Perspectives:

The Annual Conference Committee expects that session proposals demonstrate understanding of the varied conference attendee experiences, backgrounds, and learning needs.

Hybrid or Virtual Event Release:

NAFSA recognizes that there may be instances where an in-person event may not be possible. If your session proposal is accepted, you may be asked to present in either a hybrid or virtual format.

Digital signature required of each presenter added to the submission

Deadline

Save a copy of your proposal for your personal records. Session proposals MUST be submitted by 5:00 p.m. EDT on Wednesday, August 24, 2022.

Click here to submit a session online

50-Minute Session Additional Details and Logistics

Given the limited number of session slots available during the annual conference, please articulate the value and need for this topic on the overall conference program.

What particular expertise does your team bring 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).)

I understand that my session may be considered for a 25-minute session or a career-focused session based on the needs of the annual conference program.
I understand and am willing to present in a different format, if needed.

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.)

Which room setup for your audience will be most effective for your session?
Please review the room set-up options.

Each session room will be set with:
- a head table for presenters with microphones and table stands
- a podium and microphone
- an LCD projector with screen (presenters must provide their own laptops)

Will you require hardwired internet for your presentation?
Wireless internet should be available throughout the convention center, but we strongly discourage you from relying on this for your session. Please answer yes if you wish to use internet for your session. We will not be able to accommodate internet requests after your session is accepted.

If you answered yes, please explain why internet is integral to your presentation.
If you answered no, please put N/A.

25-Minute Session Additional Details and Logistics

Given the limited number of session slots available during the annual conference, please articulate the value and need for this topic on the overall conference program.

What particular expertise does your team bring 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).)

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.

I understand that my session may be considered for a career-focused session based on the needs of the annual conference program.

I understand and am willing to present in a different format, if needed.

Is there anything else that you would like the Annual Conference Committee to know?
(e.g., note here if you have presented this session or on this topic at another conference.)

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