

NAFSA 2021 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 26, 2020, in order to be considered for the NAFSA annual conference program.

Thank you for preparing a proposal for the NAFSA 2021 Annual Conference & Expo in Orlando, Florida. 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 60-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 set-up, including theatre, rounds or circle set.

After the August 26 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/Evaluation 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, 60-minute session, Career Center session, or workshop. The first three have different questions, each of which are expanded upon later in this document. Workshops use a slightly different template.

Session Presenters

60-minute and Career Center Sessions 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. [Read about NAFSA's target audiences](#), including Knowledge Communities.

Content Focus Area

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 only? 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 you said yes, please provide a brief explanation of what makes the content advanced (350 characters, 50 words maximum.)

Session Abstract

Please enter your session abstract (350 characters, 50 words maximum), 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. (i.e. Presenters discuss current trends in international education).

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. Learning objectives will be published in the online planner and conference app along with your session title and abstract. *Please note: a 60-minute session should have no more than three learning objectives, and sessions 25 minutes long should have no more than two.*

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

Learning Objective #1

Learning Objective #2

Learning Objective #3

Session Outline

Use the boxes below to describe the outline of your session. For each topic/section, list the main content points, explain how this content will be delivered, how much time will be allotted for it, and which presenter(s) will lead this topic/section.

Base your outline on your respective session length.

Only fill in as many topics as needed to deliver your content. You do not have to fill in every topic box below (only Topic/Section 1 is required).

Topic/Section 1

Main Points for Topic/Section 1

Delivery Method for Topic/Section 1 (e.g. case study, lecturette, group discussion, demonstration)

Please also explain all interactive tools you will use, if applicable (e.g. hands-on activities, Q&A, etc.)

Presenter(s) for Topic/Section 1

Amount of Time Dedicated to Topic/Section 1

Topic/Section 2

Main Points for Topic/Section 2

Delivery Method for Topic/Section 2 (e.g. case study, lecturette, group discussion, demonstration)

Please also explain all interactive tools you will use, if applicable (e.g. hands-on activities, Q&A, etc.)

Presenter(s) for Topic/Section 2

Amount of Time Dedicated to Topic/Section 2

Topic/Section 3

Main Points for Topic/Section 3

Delivery Method for Topic/Section 3 (e.g. case study, lecturette, group discussion, demonstration)

Please also explain all interactive tools you will use, if applicable (e.g. hands-on activities, Q&A, etc.)

Presenter(s) for Topic/Section 3

Amount of Time Dedicated to Topic/Section 3

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.

[60-Minute Sessions](#)

[25-Minute \(Express\) Sessions](#)

[Career Center Sessions](#)

Presenter Policies

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

Travel and Conference Registration:

All presenters, including session presenters, are required to register for the NAFSA Annual Conference. The cost associated with attending the NAFSA Annual Conference, including registration, is the responsibility of the individual presenters. Presenters are not provided with honoraria or registration discounts. All presenters are required to be on-site and may not participate remotely. Presenters who will participate remotely require written permission from NAFSA. 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 60-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 preconference 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.

Virtual Event Release:

If selected, I am willing to offer my presentation in a virtual format if necessary.

Before You Submit

- Does the information listed in the presenter profile(s) support the proposal and demonstrate expertise in the topic?
- Does the title clearly communicate what the session is about and who should attend?
- Does the abstract support the outline proposed?
- Is the timeline submitted realistic?

Deadline

Save a copy of your proposal for your personal records. Session proposals **MUST** be submitted by 5:00 p.m. p.m. EDT on Wednesday, August 26, 2020.

60-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. (For example, 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 Center 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? (For example, 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?

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. (For example, 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 60-minute slot. If you feel your session will benefit from a shorter time slot, please indicate the value of this proposal in this shorter format.

I understand that my session may be considered for a Career Center 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? (For example, 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?

If you answered yes, please explain why internet is integral to your presentation.

If you answered no, please put N/A.

Career Center 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. (For example, study, seminars, or conferences attended, or research on the proposed topic(s)).

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

For example, note here if you have presented this session or on this topic at another conference.

If you would prefer to be considered for a 25-minute Career Center session, please indicate the value of this proposal as a shorter session.

If not applicable, please write N/A.

I understand that my session may be considered for the following based on the needs of the annual conference program:

- a 25-minute session in the Career Center
- a general session (not in the Career Center), either 60 minutes or 25 minutes in length
- an open meeting in the Career Center

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

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)
- hardwired internet

I understand the room set-up of the Career Center