

NAFSA 2021 Annual Conference & Expo

Workshop 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 workshop, as well as some information about the audience the proposal would attract.

Before submitting your Current Topics Workshop proposal, review the current NAFSA Core Education Program (CEP) Workshops: www.nafsa.org/workshops. Please note that your Current Topics Workshop proposal must distinguish itself from the workshops in the NAFSA CEP portfolio to be considered.

After the August 26 deadline, review teams will review the proposals based on the rubric, which is available at www.nafsa.org/proposals. 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 to craft this proposal.

Helpful Links:

[Calls for Proposals](#)

[Evaluation Rubric](#)

Proposal Template

Red fields are required

Workshop 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. If you are looking for the sessions template, please download this from www.nafsa.org/proposals.

Workshop Trainers

It is recommended that workshop training teams consist of 2-3 trainers (including the lead trainer). Each trainer 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 trainer 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 trainers time to complete their tasks. You cannot submit your proposal without complete profiles from all listed trainers.**

Each trainer should be prepared to:

- Confirm contact information
- Write a short biography detailing their experience in the field
- Accept all trainer policies

Presenter Names:

1. Lead Trainer:
2. Trainer:
3. Trainer:
4. Trainer:
5. Trainer:

Workshop 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.

Workshop 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

Learning Objective #4

Session Outline

Use the boxes below to create an outline of your workshop training plan. For each main topic/section, list the main points, explain how the content will be delivered by clearly stating what your participants will be doing, and how much time will be allotted for that topic. The ACC will be reviewing your proposal for a variety of approaches to delivering your content to ensure that participants are actively engaged in creating the workshop learning experience.

Only fill in as many topics as needed to deliver your content. Only fill in as many topics as needed to deliver your content. As a guide, a half day workshop may include 4-5 topics/sections. A full day workshop may include 5-6 topics/sections. You do not have to fill in every topic box below.

Topic/Section 1

Main Points for Topic/Section 1

Delivery Method for Topic/Section 1

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

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

Presenter(s) for Topic/Section 3

Amount of Time Dedicated to Topic/Section 3

Topic/Section 4

Main Points for Topic/Section 4

Delivery Method for Topic/Section 4

Presenter(s) for Topic/Section 4

Amount of Time Dedicated to Topic/Section 4

Topic/Section 5

Main Points for Topic/Section 5

Delivery Method for Topic/Section 5

Presenter(s) for Topic/Section 5

Amount of Time Dedicated to Topic/Section 5

Topic/Section 6

Main Points for Topic/Section 6

Delivery Method for Topic/Section 6

Presenter(s) for Topic/Section 6

Amount of Time Dedicated to Topic/Section 6

Additional Workshop Details and Logistics

Please select a time frame based on the length of your proposed content.

Be sure to factor in breaks, including lunch. The schedules of preconference workshops are based on overall programming needs and providing a balance of topics at varying times.

- Half-day, four hours: 8:30 a.m.-12:30 p.m. or 1:00 p.m.-5:00 p.m.
- Full-day, eight hours: 8:30 a.m.-5:30 p.m.
- Other. Please explain in detail in the next question.

If you selected 'other' as the time frame for your proposal, please describe your time frame in detail.

Workshop Value

Relevant Experience

Please describe how you developed your expertise in the topic(s) proposed. (For example, study, seminars, or conferences attended, or research)

Trainer Policies

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

Room Set Up

Each workshop room will be set with round tables for 8-10, a podium, one flipchart on an easel and set of markers, and LCD projector with screen (trainers must provide their own laptops). Lavalier microphones will be provided for trainers and use of microphones is required. Trainers should not rely on the use of internet to meet their learning objectives.

Member Leader Notice

NAFSA member leaders on national teams, committees, and subcommittees and regional teams have meetings during the preconference period. In order to focus fully on their leadership responsibilities and to be most respectful of their fellow member leaders, those who hold leadership roles are strongly discouraged from being part of a preconference workshop team. (Preconference workshops are held the Sunday, Monday, and Tuesday preceding the NAFSA Annual Conference.)

Workshop participants invest both money and time in this special learning opportunity and expect to benefit from access to the whole workshop team for the duration of the workshop.

Reimbursement Policy

Trainers may be eligible for reimbursement for costs of printing and shipping materials; and you are not responsible for any of the A/V and room set-up costs; however, you may be asked to modify any special requests if costs are prohibitive. Current Topics Workshop trainers are not eligible for per diem.

Publication Materials

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

Trainer Limits

You may submit as many workshop proposals as you would like; however, it is the policy of the Annual Conference Committee that individuals serve on only one workshop training team per conference. This includes Core Education Program workshops.

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 workshop proposals demonstrate understanding of the varied conference attendee experiences, backgrounds, and learning needs.

Before You Submit

- Does the information listed in the trainer profile(s) support the proposal and demonstrate expertise in the topic?
- Does the title clearly communicate what the workshop is about and who should attend?
- Does the abstract and learning objectives support the outline proposed?

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.