



## CBIE 2022 Session Proposal Guide

This year's conference theme is **Finding Balance**. Join us at CBIE2022 as we explore the dynamic and transformative challenge of balancing the opportunities and responsibilities that are imperative to a prosperous, equitable and sustainable future for international education in Canada and globally.

### Presenter and Submission Guidelines

- Presenters are encouraged to collaborate with colleagues and professionals from outside their institutions on session proposals.
- Where possible, presenters are encouraged to offer tools, resources or frameworks that can be shared with attendees.
- Accepted presenters must register for the conference and pay the applicable conference fee to secure their session slot. A deadline and registration link with a \$60 discount code will be provided.
- Proposals will be evaluated by an external selection committee using the guidelines in the proposal submission below.
- You must identify a presenter to be a primary contact who will correspond with CBIE and liaise with their co-presenters.
- CBIE will provide all laptops, projectors, screens, and Wi-Fi. Personal laptops cannot be used during the presentation.
- A presenter from each session must check-into the speaker ready room prior to their presentation so that a technician may upload the slides.
- Sessions which pertain to marketing products or services will not be accepted.
- You may make edits to your submission even after you have submitted it up until the deadline.
- Email submissions will not be accepted. Incomplete submissions, or submissions with missing information will be disqualified and deleted.

## Required Information for Proposal Submission

This table outlines the information that you will be asked to submit.

<b>Session title</b> (max 150 characters) Enter a concise and descriptive title, as it should appear in the event program. If you are submitting a bilingual session, please include the title in both languages.
<b>Session description</b> (max 500 characters) Enter a summary of your session, as it should appear in the event program. If your session is bilingual, please add in both languages.
<b>Learning objectives</b> Enter up to three (3) learning objectives for your session.
<b>Select relevant theme</b> Admissions & Recruitment   Internationalization at Home   International Partnership Justice, Equity, Diversity & Inclusion   Leadership & Strategy   Learning Abroad   Student Advising & Success
<b>Select relevant format</b> Concurrent Session   Hot Topic Discussion Session   Virtual Presentation Session   Workshop
<b>Select relevant audience type(s)</b> CEGEP   College   Government (Canadian/Foreign)   K-12/School Board   Language School Non-governmental Organization   Polytechnic/Institute   Private Sector   University
<b>Will your session have any co-presenters?</b> Name   Job title   Organization   Email address   Telephone number   City   Country
<b>Language of Presentation</b> English   French   Bilingual ( <i>will require a title, abstract, and description in both English and French</i> )
<b>Session relevance</b> (max 5000 characters) Provide a session outline and briefly summarize how the session content and delivery intends to meet the evaluation criteria.
<b>Presenters' qualifications</b> (max 5000 characters) Briefly describe how the presenter's qualifications meet the evaluation criteria.
<b>I acknowledge that:</b> <ul style="list-style-type: none"><li>▶ CBIE may use my name, photograph and biographical information for publicity, promotion and advertising in connection with my presentation at CBIE2022.</li><li>▶ Health and safety of all conference participants is a priority for CBIE. In the event that public health guidelines evolve, CBIE may need to offer sessions virtually. CBIE will communicate any changes to the program to all presenters if necessary.</li></ul>

## Evaluation Criteria

The Evaluation Grid outlines the areas against which your proposal will be marked. Please be detailed and thorough in your descriptions.

The content is relevant to the field, informative and useful to international education professionals and/or stakeholders.	Up to <b>15 points</b>
The proposal is thoughtful, well structured, and interesting to the field of international education. The proposal is not focused on marketing or sales of services.	Up to <b>15 points</b>
The session agenda is well organized. The proposal implies an interactive presentation delivery.	Up to <b>10 points</b>
The proposal is articulated professionally and clearly and implies a quality presentation.	Up to <b>15 points</b>
The learning outcomes are meaningful, clearly identified, and imply professional development for delegates.	Up to <b>15 points</b>
The presenters' qualifications and experience demonstrate knowledge and expertise on the subject matter.	Up to <b>15 points</b>
The session content is innovative and brings new ideas and insights to the sector.	Up to <b>10 points</b>
The title and abstract accurately reflects the proposal content.	Up to <b>5 points</b>
<b>Bonus points:</b> The session focuses on inclusive internationalization and collaboration across sectors.	Up to <b>10 points</b>
	Total of <b>110</b>