



AIEC 2017 Call for proposals

Invitation

You are invited to submit a proposal for the 31st Australian International Education Conference (AIEC) 2017.

AIEC is the foremost opportunity each year for international education practitioners, teaching staff, researchers, policymakers and other stakeholders to learn about developing trends, gain insights and discover best practices and innovative approaches to international education issues.

The AIEC program comprises core sessions, panels and plenaries designed and built by the AIEC Committee. Proposals selected through the call for proposals (CFP) process complement and enhance these core sessions.

AIEC 2017 call for proposals closes on Wednesday 1 March 2017.

Further information about submitting a proposal can be found in these guidelines and on the conference website at

www.aiec.idp.com/call-for-proposals

Key dates

16 January	Online submissions open
1 March	Online submissions close
22 May	Notification of acceptance/rejection (primary contacts notified)
1 June	Speakers acknowledge receipt of notification and confirm response
1 June	Deadline to submit or update title/abstract and speaker profiles (bios, photos)
1 June	Registration opens
1 August	Speaker 'early bird' registration ends
10 October	Conference starts

Enquiries

Josephine Williams
AIEC Conference Manager

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For easy reference, please always include the reference number and title of your proposal in your email.

Theme: Embracing Diversity

Few sectors reflect the excitement and the challenges of diversity in the way that international education does. In international education, diversity is already the norm. It is what we do.

Our industry provides the opportunity for people to better their lives through an international education. We do this by facilitating the movement of diverse peoples across national borders to engage with diverse ideas and foster meaningful and productive encounters between 'strangers'. We are at the forefront of global geographies of encounter; this benefits our students, institutions and communities in both destination and home countries.

We seek to nurture skilled and committed global citizens, who understand, embrace and successfully navigate differences in the workplace and their communities, who will solve global challenges and who, most importantly, will forge a global civic culture of mutual respect and partnership out of difference.

Today, however, the global and political environment is shifting, with different national agendas, clash of ideologies, the rise of nationalism, new migration policies, refugee crises and increasing social inequalities. In this new environment, how do we navigate the new realities and socio-political landscapes? How can we continue to communicate the positive and important contribution of diversity to the wider community?

AIEC 2017 will explore this landscape in all its variety by embracing our 'diversities'. Whether it be people, cultures, languages, places, partnerships, education sectors, pathways, delivery models, approaches to learning and teaching or careers and employment, we will look critically at what we are achieving. Crucially, we will also look at what more we can do to sustain diversity as a core value and maintain our diverse and thriving international education sector.

Online submission

www.aiec.idp.com/call-for-proposals

All proposals must be submitted via the online submission form (X-CD).

The online proposal form will require you to submit your proposals in two steps:

1. Submit the proposal information.
2. Submit/update speaker profiles.

TIP: Use the editable PDF version of the proposal form and speaker profile from the website, which will help you prepare your proposal offline and share it with your co-speakers before you enter all the information in the X-CD system.

Speaker registration fees

www.aiec.idp.com/cfp-speaker-registration

IMPORTANT: If you are submitting a proposal on behalf of someone else, please ensure ALL speakers are aware of the speaker registration fees and terms and conditions of speaking at AIEC.

The acceptance of a proposal does NOT include registration or any costs associated with attendance at the conference (such as travel and accommodation), or any other costs associated with the preparation or delivery of the presentation or poster.

Speakers for accepted proposals are entitled to attend at the speaker registration fee rates (see table).

Speaker registration fees	Early-bird (by 1 August)	Standard (after 1 August)
Full conference	\$815	\$1055
One day only	\$390	\$520

Conference tracks: key interest areas (KIA)

The key interest area is the general heading – or track – under which the proposal will be reviewed and later published on the conference website and collateral (if accepted).

In some cases your proposal may cover multiple areas and topics. If this is the case, please select the MAIN topic that best applies to your proposal. It is acceptable for proposals to cover more than one of the interest areas, but there should be one KEY area that is the focus of the proposal.

Please refer to the website for detailed descriptions and topics that are usually covered under each key interest area.

www.aiec.idp.com/cfp-kias



Admissions (ADM)



Business development and strategy (BD&S)



Graduates, skills and employment (GS&E)



Learning and teaching (L&T)



Marketing and communications (M&C)



Mobility (MOB)



Professional development (PD)



Pathways (PATH)



Policy and regulatory environment (P&RE)



Students (STU)



Transnational education (TNE)

Formats

For each proposal, you must indicate the session format for which it is being submitted from the following options. Note that your proposal will only be considered for the option you select.

Please refer to the website for detailed descriptions of each proposal type.

www.aiec.idp.com/cfp-proposal-types

Panel presentation (75 minutes)

No. of speakers: two to five speakers (including a nominated chair).

Duration: 75 minutes, including presentation time, Q&A and chair opening and closing remarks.

A 'panel presentation' is a group of presentations proposed as a 'package' through the call for proposals. As the panel presentation is submitted as a package, the proposal is therefore accepted or rejected as a whole.

Presentation (30 minutes)

No. of speakers: one or two per presentation.

Duration: 30 minutes, including presentation time and Q&A.

Format: We recommend 10 to 15 minutes of presentation and at least 10 minutes for Q&A.

Presentations will be grouped with one other presentation, each on a common key interest area or representing different perspectives on a similar issue. These sessions of grouped presentations are referred to as 'thematic sessions'.

E-poster

No. of speakers: one or two per presentation.

E-poster specifications: The e-poster comprises four slides, which can also include audio and video components. Templates and support will be provided to accepted posters.

E-poster terminals: E-posters will be made available online, and delegates will be able to browse e-posters (by title, speaker name, session time, etc.) either directly on their phone or tablet, or at the interactive e-poster terminals located in the Poster Lounge. Speakers can also opt to be contacted by delegates via email or social media.

E-poster sessions (five-minute presentation): E-posters will be grouped by key interest area into poster sessions that will take place in the Poster Lounge and scheduled concurrently with other sessions. Each e-poster presenter will have approximately five minutes to introduce the topic of the e-poster. The rest of the session will be dedicated to smaller group discussions.

Café session (75 minutes)

A café session is a structured conversational process intended to facilitate open and intimate discussion and to link ideas within a larger group to access the 'collective intelligence' or collective wisdom in the room. Participants move between a series of tables where they continue the discussion in response to a set of questions, which are predetermined and focused on the specific goals of each café sessions.

No. of facilitators: As determined by the person submitting the proposal.

Duration: 75 minutes,

Review and selection criteria

The selection process for the AIEC program is very competitive. Only a few proposals are selected for inclusion. While we understand that it can be disappointing to miss out, the aim is to provide the most comprehensive, innovative and diverse program possible.

Decisions of the committee are final.

TIP: Read 'Tips on how to craft a good proposal' from the conference website. www.aiec.idp.com/cfp-tips

Review criteria

1. Relevance to international education. The proposal appeals specifically to people working in international education, not just 'education'. The topic is clear, relevant and addresses one of the AIEC key interest areas and appeals to one or more of the AIEC education sectors.
2. Alignment with the conference theme (diversity).
3. Innovation and originality. The presentation will introduce new information or ideas, not merely repeat information already widely known or accessible.
4. Applicability. The presentation will cover the latest concepts, techniques and tools. It will be illustrated by practical applications relevant to the topic and it will showcase good practice, solution-based approaches and practical examples.
5. Analysis and insightfulness. The presentation will provide more than a description of a program or service; it will draw out insights, what was learnt, and recommend new policies and/or actions.
6. Quality of research/methodology. The data presented will come from evidenced-based research.
7. Speakers' expertise. Speakers have demonstrated experience in the key interest area and topic of the presentation.
8. Non-commercial policy adherence. The presentation will not be a direct promotion of a company product, service or other self-interest.

Proposals that stand out

To make your proposal stand out, include one or more of the following aspects:

- align with the theme of 'diversity'
- provide opportunity for engagement, discussion and dialogue
- provide clear learning takeaways
- provide a global perspective to Australian delegates
- include the voice of international students
- in the case of panels, include diversity of backgrounds (e.g. people from different sectors, different organisations).

Common reasons for rejection

The most common reasons for rejection of a proposal include:

- it is not relevant to international education
- not all speakers are confirmed at the time of submission (i.e. incomplete proposal)
- speaker profiles are not completed (e.g. speaker bio has not been provided)
- there is not enough new information
- a clear objective and/or hypothesis are missing
- the linkages between different parts of the abstract are incomprehensible
- there is duplicate or overlap of topics with another submitted proposal
- the study/project/program/policy is too preliminary or insufficient to draw conclusions
- the study/project/program/policy lacks originality
- the abstract is poorly written.

Target audience

In your submission, you must indicate the likely target audience (i.e. who is this session intended for). Please refer to the website for more information about 'Who attends AIEC?', which defines the different education sectors, occupational backgrounds and types of organisations that attend.

www.aiec.idp.com/cfp-target-audience

Terms and conditions

Privacy policy

IDP Education Ltd (ACN 117 676 463) ('IDP') is the owner of the Australian International Education Conference ('AIEC' or 'Conference'). IDP respects your privacy. AIEC is subject to the Australian Privacy Principles (APPs) under the Privacy Act 1988. Please ensure you have read and understood the AIEC privacy policy, detailing how AIEC collects, uses and stores information pertaining to AIEC.

Speaker registration

All speakers in a scheduled session agree to:

- register for the conference by 1 August 2017
- pay the speaker registration fee
- be available to present on any of the main three days of the conference.

Submitting a proposal

All persons who submit a proposal ('primary contacts') agree to:

- receive consent from all speakers to submit their personal details such as name, organisation and contact details via the X-CD online submission form and to have their details stored in the X-CD database
- ensure that all speakers are aware of the terms and conditions, privacy policy and registration fees applicable
- inform all speakers of any communications and information regarding the conference.

Non-registered speakers

Speakers who do not pay and register to attend by 1 August 2017 may be withdrawn from the program at the discretion of the committee.

If none of the speakers of an accepted proposal have registered by 1 August 2017, the presentation or poster may be completely withdrawn from the program at the discretion of the committee.

Non-commercial policy

All persons who submit a new proposal ('primary contacts') and all speakers understand and agree that AIEC is a forum for learning and networking and as such is non-commercial. Under no circumstances should a programmed session be used for direct promotion of a presenter's product, service or other self-interest.

Conference proceedings

PowerPoint or Prezi presentations and videos will be collected and made available on the AIEC website after the conference either as PDF documents or in SlideShare.

Speakers who do not want their presentations to be shared must inform the conference organisers (Think Business Events) during the conference or provide an updated/revised version for publication within one week of the conference finish.

Video and photography

Sessions will be photographed, filmed or webcasted (live or on demand) at the conference for publication on the conference website, CD-ROM, in hard copy and/or online and may be used to promote future conferences.

Withdrawing a proposal

Withdrawals need to be communicated in writing by the person who originally submitted the proposal ('primary contact'). In doing so, the committee assumes that all other co-speakers have been informed of the withdrawal.

Once a proposal is withdrawn, it will not be reinstated.

