



# AIEC 2017 Proposal Preparation Form

## INSTRUCTIONS

- All proposals must be submitted online via the X-CD online submission form.
- This PDF form is provided only for the purpose of preparing your submission offline before you submit online.
- Fields marked with a Red Asterisk (\*) are required.
- To undo a checked box, Control z (PC) Command z (Mac)
- Session proposals must be submitted by 1 March 2016 at AET 5 pm.

## BEFORE YOU SUBMIT...

- **If you are submitting a proposal on behalf of someone else**, please ensure ALL speakers are aware of the speaker registration fee, privacy policy and terms and conditions.
- **If you have co-speakers**, please ensure ALL speakers in this proposal have an X-CD user profile and have been linked to this proposal. You will be prompted to "Add speakers" after you click "Submit".

### Speaker registration rates \*

I agree and confirm that all speakers agree to register and pay the speaker rate by 1 August 2017

### Privacy \*

I have the consent from any co-speakers to submit this proposal and provide their contact details and biodata on their behalf

### Non-commercial policy \*

I and all speakers acknowledge AIEC's non-commercial policy

### Terms and conditions \*

I and all speakers have read and understood the terms and conditions of the proposal submission for AIEC 2017

## PROGRAM INFORMATION

The information provided in this section will be published in the conference program, app and website if the proposal is accepted.

### Title \*

The title of your presentation should briefly but clearly identify the topic and how it appeals to your target audience. It should be clear enough to be able to stand alone.

**Maximum: 15 words**



## Abstract \*

Abstracts will be published in the conference program, website and app. Delegates attending will decide whether or not to attend your session based on the abstract.

To see samples of suitable abstracts, please visit [www.aiec.idp.com/past-conferences](http://www.aiec.idp.com/past-conferences)

Abstracts must:

- be written in the context of international education
- be concise yet informative and contain an outline of the aims, methods, relevance, results and conclusions of the work under taken
- indicate what the outcomes or takeaways are for the audience
- not be no longer than 150 words and summarise the important points of the proposed presentation
- highlight the original content to be communicated
- not include author/speaker details
- not include tables, figures or references
- must be written in paragraph form, and avoid the use of bullets, numbered lists of other formatting such as bold and italic fonts

**Maximum: 150 words**

## Conference track (key interest area) \*

Abstracts will be published in the conference program, website and app. Delegates attending will decide whether or not to attend your session based on the abstract.

For details, please visit <http://aiec.idp.com/cfp-kias>

Pick the track that most represents the content of your proposal.

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)

Pathways (PATH)

Policy and regulatory environment (PR&E)

Professional development (PD)

Students (STU)

Transnational education (TNE)



### Proposal type \*

For more information about proposal types, please visit [www.aiec.idp.com/cfp-proposal-types](http://www.aiec.idp.com/cfp-proposal-types)

Panel (75 min)

Café session (75 min)

Presentation (30 min)

E-poster

Presentation or E-poster

Workshop

### Sectors \*

Please indicate which sector(s) your presentation will appeal to:

English language (ELICOS)

Higher education/university

Schools

Vocational education & training (VET)

## ADDITIONAL INFORMATION

The following information is intended to assist reviewers and the committee in assessing your proposal.

### Number of speakers \*

How many speakers will there be in this session?

For panel proposals, please include the "chair" in the total count of speakers.

One

Two

Three

Four

Five

### Target audience \*

Please use this section to provide further information on the intended audience. E.g. (e.g. This session is particularly relevant to ... senior managers; this session will be of value to delegates with less than 3 years in international education; this session is of general interest and will be relevant to delegates who are new to international education as well as those with several years of experience.)

**Maximum: 150 words**



### Learning objectives and/or key takeaways \*

Please specify what the delegates attending this session walk away with? E.g. Delegates attending this session will receive a toolkit to ..., will obtain ideas to solve ..., will be able to apply this strategy in...

**Maximum: 150 words**

### Other information

This section is intended for you to provide any further details that is not already included in the sections above, and that may assist reviewers to assess your proposal.

**Maximum: 350 words**

