

AIEC 2018 Call for Proposals Guidelines

Invitation

You are invited to submit a proposal for the 32nd Australian International Education Conference (AIEC) 2018.

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 2018 call for proposals close on 23 February 2018.

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

Theme:

Empowering a new generation

AIEC 2018 will focus on the potential of international education to empower a new generation of students and international educators to have a positive impact in challenging and uncertain times. Technological innovation, socioeconomic shifts and geopolitical changes are occurring on a global scale and at an accelerated pace. We are more hyper-connected and yet disconnected; the world as we know it is rapidly evolving. A dynamic is building that will shape a new generation and the challenges and opportunities will be enormous.

As the emerging social, economic, technological and geopolitical changes play out, a new generation of students and international educators and professionals will need to gain insights and apply expert knowledge and skills if they are to manage potential disruption, achieve positive influence and become adept global citizens.

What does this all mean for international education? How do we ensure that our industry continues to be relevant and meaningful? What are the key disruptions already occurring and how is international education responding and adapting? How might international education best orient itself to support a new generation of students, educators and professionals? How can we look up and out beyond our own profession to learn from and engage with the broader community and other industries? How can we work collaboratively to ensure that we empower future generations and prepare them for this new world?

AIEC 2018 will address these questions, and more, as it contemplates how international education will empower its next generation.

Key dates

Key dates	
16 January	Online submissions open
23 February	Online submissions close
22 May	Notification of acceptance/rejection (primary contacts notified)
1 June	Registration opens
1 August	Speaker 'early bird' registration ends
9-12 October	Conference

How to submit your proposal online

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

Proposal submissions are limited to two (2) per person.

<http://aiec.idp.com/cfp-xcd>

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 Word version of the proposal preparation form and speaker profile form to draft your proposal offline and share it with your co-speakers before you enter all the information in the X-CD online system.

Speaker registration fees

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 e-poster.

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.

Speakers for accepted proposals are entitled to attend at the speaker registration fee rates.

Speaker registration fees	Early-bird (by 1 August)	Standard (after 1 August)
Full conference	\$835	\$1085
One day only	\$400	\$535

Enquiries

Think Business Events

Email: aiec@thinkbusinessevents.com.au

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

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, app and collateral (if accepted).

In some cases your proposal may cover multiple areas and topics. If this is the case, please select the **MAIN TRACK** that best applies to your proposal. It is acceptable for proposals to cover more than one interest area, 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 and compliance (A&C)



Learning and teaching (L&T)



Schools (SCH)



Business development and strategy (BD&S)



Marketing and recruitment (M&R)



Students (STU)



Employability (EMP)



Mobility (MOB)



Transnational education (TNE)



English language (ELT)



Pathways (PATH)



Vocational education and training (VET)

Topics of interest for 2018

The following list gives a few examples of the topics the committee is interested in receiving proposals on. **The list is by no means exhaustive.**

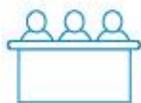
- Emerging markets for Australia's education and training services
- Emerging careers – ensuring Australia's study options are relevant for future generations
- The rise of artificial intelligence and the impact on traditional careers
- Possible applications of augmented reality, virtual reality and other new technologies on mobility, admissions, marketing and recruitment
- TNE reimagined
- Teaching and learning in a changing world – impact of technology, access and equity, etc.
- International education in the context of achieving UN Sustainable Development Goals
- Impacts of international education on the broader community and other industries
- Case studies on insights and lessons learned from other industries
- Implementation of the National Code
- New ELICOS and Foundation standards
- International education and regional communities
- Innovations in student recruitment for regional institutions
- New and emerging forms of international education – beyond students
- Impact of global geo-political shifts on international education
- Trends and challenges in visas and compliance
- The future of work and the changing nature of the workforce
- Risk management in mobility
- Diversity in mobility
- Non-traditional/virtual mobility
- Innovations in and relevance of pathways in the 21st century
- Research and case studies designed around success and needs of pathway students
- Pathways to study destination – managing relationships, progress, communication and content.

Session 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 options you select.**

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

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



Panel (90 minutes)

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

Duration: 90 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.**



Café session (90 minutes)

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

Duration: 90 minutes.

Format: 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 (or discussants) move between a series of tables where they continue the discussion in response to a set of questions, which are focused on the specific goals of each café sessions.



[Watch video](#)



Presentation (25 minutes)

No. of speakers: one or two per presentation.

Duration: 25 minutes, including presentation time, Q&A and chair speaker introduction.

Format: We recommend 10 to 15 minutes of presentation and 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 (5 minutes)

No. of speakers: one per e-poster.

E-poster specifications: The e-poster comprises five slides (including the title slide), which can also include audio and video components.

A presenter portal and help desk will be available to all e-poster presenters in the lead-up to the conference.

Interactive touchscreens: Several interactive touchscreen terminals will be available throughout the Poster Lounge, Exhibition Hall and/or foyer areas. Delegates will be able to search e-posters by title, speaker, date, etc.

Poster sessions: All e-posters will be grouped by key interest area into poster sessions that will be scheduled into the program, concurrently with other sessions. At the start of the session, each e-poster presenter will have approximately five minutes to introduce the topic of the e-poster (1 minute per slide). The rest of the session will be dedicated to smaller group discussions.



[Watch video](#)

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/who-attends

Helpful tips

The conference committee has put together some helpful tips to help you prepare your proposal.

Please see www.aiec.idp.com/cfp-tips



Think of the best format for your presentation



Clearly articulate the learning outcomes of your presentation or session



Think of your target audience



Prepare your proposal offline



Go straight to the point



Don't give us a sales pitch



Ensure your title can stand alone



Make sure you complete all speaker profiles



Ensure the title and abstract accurately reflect what you will present in your session



Avoid common reasons for rejection



Read session abstracts from previous conferences

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.

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: Empowering a new generation**
- 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 evidence-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 'empowering a new generation'
- 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
- learning outcomes for audience are not clearly articulated.

Terms and conditions

Submitting a proposal

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

- gain 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, code of conduct and registration fees applicable
- inform all speakers of any communications and information regarding the conference.

Speaker registration

All speakers in a scheduled session agree to:

- register for the conference by **1 August 2018**
- pay the speaker registration fee
- be available to present on any of the three main days of the conference.

Speakers who do not register and pay to attend by **1 August 2018** 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 2018**, the presentation or poster may be completely withdrawn from the program at the discretion of the committee.

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.

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.

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.

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.

Audiovisual equipment available at the conference

A Speakers' Preparation Room is available throughout the conference, along with audiovisual assistance.

Standard equipment in session rooms includes:

- lectern and microphone
- data projector, projection screen/plasma display (16:9 aspect ratio - widescreen) and LCD preview monitor
- handheld roving microphone/s for Q&A
- head table with table microphones.

Special audiovisual requests will be considered by the committee but are not guaranteed.

Please note any specific requirements in the Additional information section of your proposal.

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.

Code of conduct

AIEC is dedicated to providing safe, friendly, enjoyable and harassment-free conference experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, nationality, race, age or religion.

Read more at www.aiec.idp.com/info-code-of-conduct