aiec 2019 ■ Perth
Leading the way

Australian International
Education Conference
15 – 18 October 2019
Perth Convention and
Exhibition Centre

aiec.idp.com #aiec2019

AIEC 2019 Call for proposals

Invitation

You are invited to submit a proposal for the 33rd Australian International Education Conference (AIEC) 2019.

AIEC is the foremost opportunity each year for international education practitioners, teaching staff, researchers, policy makers 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 2019 call for proposals close on Friday 1 March 2019.

Further information about submitting a proposal can be found in these guidelines and on the conference website at aiec.idp.com/call-for-proposals

Theme: Leading the way

IDP Education and the International Education Association of Australia have long set the standard for leadership in the Australian international education industry. AIEC 2019 coincides with the 50th anniversary of IDP and the 15th anniversary of IEAA – milestones to be celebrated, but also to pause, reflect and prepare for the future.

As we navigate increasing disruption, dramatic technological developments, and increasing policy changes and demands, sectoral and industry leadership has never been more important. AIEC 2019 is where the international education industry will connect to discuss, debate and define what leadership means in this new context.

AIEC 2019 will explore:

• Who are the leaders and innovators in our industry and how can we learn from them?
• What qualities and skills do leaders in international education need in this new era?
• How can we support each other across all components of this diverse profession?
• How can we best equip our students and colleagues to become leaders?

AIEC 2019 is your opportunity to table ideas, collaborate and innovate. It is an occasion to learn from the best examples of good practice across our industry. International education encompasses many sectors and professions, from institutions to governments, from marketing and recruitment to internationalisation strategies, from language instruction to capacity development – it is complex and highly varied and hugely exciting industry.

We are fortunate to be part of an industry that nurtures our global leaders of tomorrow. AIEC 2019 is a unique moment for us to unite to discuss who we see as our leaders and what they can show us about how best to lead the way.

Let's come together to develop our skills, unlock potential and get ready to play our part in leading our industry into the future.

Key dates

21 January	**Online submissions open**
1 March	Online submissions close
May	Notification of acceptance/rejection (primary contacts notified)
4 June	Registration opens Deadline to update speaker profile
1 August	Speaker 'early bird' registration ends
15-18 October	AIEC 2019 in Perth

Online submission instructions

How to submit your proposal online

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

Login here

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

1. Submit the proposal information – fill out proposal fields
2. Link speaker profiles to your submission by adding existing speaker profiles from the dropdown menu, or creating a new speaker profile

TIP: Use the Word submission preparation form and Word speaker profile forms to prepare your proposal offline and share it with your co-speakers before you enter all the information in the X-CD system.

Proposal preparation form (Word)

Speaker profile form (Word)

How to create or update a speaker profile (X-CD Contact)

It is important to ensure that all speakers profiles linked to a submission are correct and up-to-date.

When you create a new submission, X-CD will automatically assign you as a main presenter. Once you have completed the proposal fields, you will then be able to add co-speakers by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile) Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. You will not be able to view their full contact information. Co-speaker/s will be added to your proposal and will be sent an automated email with login instructions and details of the proposal.
  OR
- **Adding a new contact** (someone who does NOT have a user profile, or may work for a different organisation than listed) You must enter their email address and other required contact information. Please note that you will not be able to edit the information once you hit 'Add Co-Speaker' button. Co-speaker/s will be sent an automated email with login instructions and details of the proposal.

Follow-up with your co-speakers!

For privacy reasons, you will NOT have access to view an existing speaker profile in X-CD. If you select someone from the dropdown menu, please follow-up with this person to ensure they have received the email with instructions on how to log in and check/update their own speaker profile.

Speaker registration fee

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.

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 of 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	$865	$1,120
One day only	$410	$550

Complimentary Speaker Day Registration

In **exceptional** cases, the program committee may waive the registration fee of a speaker if your proposal is deemed strong and relevant to our audience.

For example, the speaker is an international student, or the speaker has expertise and experience outside of the international education sector.

To apply for a 'Complimentary Speaker Day Registration' for one of your speakers, please list the details in your submission. Requests received after 1 March will not be considered.

Topics of interest for 2019 – Leading the way

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. Please visit aiec.idp.com/cfp-theme-and-topics for other suggestions.
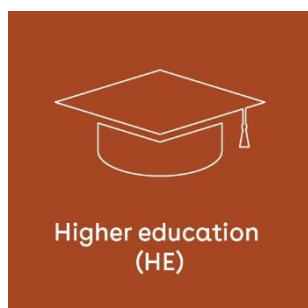
- Leveraging ELICOS promotion as an effective lead generator in the pathway context
- Onshore packaged English programs delivering more than English Skills
- English TNE delivery in the articulation pathway context - case studies
- mental health of international students, including identification, services & trends.
- innovative practices in student support services
- innovations in appropriate and affordable accommodation
- innovative practices/insights in health and welfare
- innovative practices in social inclusion and community engagement

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).

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. aiec.idp.com/program-kias

Admissions and compliance (A&C)	Business development and strategy (BD&S)	Employability (EMP)	English language (ELT)
Government policy (GOV)	Higher education (HE)	Learning abroad (LA)	Learning and teaching (L&T)
Marketing and recruitment (M&R)	Pathways (PATH)	Professional development (PD)	Scholarships and fellowships (S&F)
Schools (SCH)	Students (STU)	Transnational education (TNE)	Vocational education and training (VET)

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 option you select.**

Panel (75 minutes)

No. of speakers: Two to five speakers (including a nominated chair or facilitator, who may also be a speaker).

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

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

Café session (75 minutes)

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

Duration: 75 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 (30 minutes)

No. of speakers: One or two per presentation.

Duration: 30 minutes, including presentation time, Q&A and chair speaker introduction. We recommend 15-20 minutes of presentation and 10-15 minutes for Q&A.

Format: 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'.

Lightning presentation (5 minutes, followed by group discussion)

Lightning presentations build upon the very popular e-poster format at pasts AIEC.

No. of speakers: One. Please note only the main presenter will be listed in the program.

Duration: 5 minutes, followed by smaller breakout group discussions.

Format: Five or six lightning presentations will be grouped by key interest area into a "lightning session". At the start of the session, each presenter will have approximately five minutes to introduce the topic (1 minute per slide). The rest of the session will be dedicated to smaller breakout group discussions.

The presentation comprises five slides (including the title slide), which can also include audio and video components. Lightning presentations take place on a dedicate stage in the Lightning Lounge, located in the venue foyer. For the breakout discussions following the presentations, several interactive touchscreen terminals will be available throughout the Lightning Lounge.

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

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.

aiec.idp.com/who-attends

Helpful tips

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

Please see aiec.idp.com/cfp-tips

Think of the best format for your presentation

Clearly articulate the learning outcomes of your presentation or session

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

Ensure your title can stand alone

Think of your target audience

Prepare your proposal offline

Avoid common reasons for rejection

Make sure you complete all speaker profiles

Go straight to the point

Don't give us a sales pitch

Read session abstracts from previous conferences

Audiovisual

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

Standard equipment in session rooms includes:

- lectern and microphone
- data projector, projection screen/plasma display and LCD preview monitor
- handheld roving microphone/s for Q&A
- head table with table microphones

Please note the conference will NOT support video teleconferencing.

Special audio visual requests will be considered by the committee but are not guaranteed. Please note any specific requirements in the 'additional information' section of your proposal.

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: Leading the way.**
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 of use

All speakers, whether invited or accepted via the call for proposals and all persons submitting or coordinating a proposal on behalf of a speaker, must be aware of, and agree with AIEC:

- terms and conditions
- speaker registration fees
- privacy policy
- code of conduct

For further details, please visit aiec.idp.com/info-terms-and-conditions

Submitting a proposal

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

- receive consent from their co-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 their co-speakers are aware of the terms and conditions, privacy policy and registration fees applicable should their proposal be accepted into the program
- be the main point of contact in the pre-planning of the conference program if their proposal is accepted and inform all speakers of any communications and information regarding the conference
- advise the committee in writing of any changes as soon as they are known.

Withdrawing a proposal or a session

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.

Speaker registration

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.

All speakers agree to:

- register for the conference by 1 August 2019
- pay the speaker registration fee
- be available to present on any of the main three days of the conference
- Speakers who fail to notify the committee and/or who do not pay and register to attend by 1 August 2019 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 2019, the presentation may be completely withdrawn from the program at the discretion of the committee.

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 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 may 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 or to use to promote future conferences.

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.

Read more at aiec.idp.com/info-privacy-policy

Code of conduct

AIEC is dedicated to providing a 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 aiec.idp.com/info-code-of-conduct

Enquiries

Email: aiec.program@idp.com .

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