

# NAFSA 2020 Annual Conference Current Topics Workshop Proposal Form

**All proposal submissions MUST be submitted through the online proposal system by 1:59 p.m. EST on August 21, 2019 in order to be considered for the NAFSA 2020 Annual Conference Program.**

Thank you for preparing a proposal for the NAFSA 2020 Annual Conference & Expo in St. Louis, Missouri. As part of your proposal submission, you will be asked to provide a detailed outline of your proposed workshop, as well as some information about the audience the proposal would attract.

Before submitting your Current Topics Workshop proposal, review the current NAFSA Core Education Program (CEP) Workshop portfolio at [www.nafsa.org/workshops](http://www.nafsa.org/workshops). Please note that your Current Topics Workshop proposal must distinguish itself from the workshops in the NAFSA CEP portfolio to be considered for the NAFSA 2020 Annual Conference.

After the August 21 deadline, review teams will review the proposals based on the rubric, which is available at [www.nafsa.org/proposals](http://www.nafsa.org/proposals). After the review period, the Annual Conference Committee (ACC) will study the reviews and select highly rated proposals that contribute to a balanced and comprehensive conference program. Notifications regarding your proposal status will be sent by late November. The ACC thanks you in advance for contributing your time and knowledge to craft this proposal.

\*Indicates a required field.

## Workshop Title

1. \* Workshop Title (100 character maximum - no more than 10 words)

*Titles should briefly identify the content and audience and should be able to stand alone and give a clear idea of what will happen in the workshop.*

**Title:**

## Workshop Trainer(s)

2. \* It is recommended that workshop training teams consist of 2-3 trainers (including the lead trainer). Please note that each trainer will need to access the proposal (via a link that will be sent by the submitter as a the proposal “task”) to add biographical information, including evidence of topic expertise. **It is important that you plan your proposal submission to allow your trainers time to complete their tasks.** You will be unable to submit your proposal without complete profiles from all listed trainers.

To add a trainer:

- Type in the trainer's first name, last name, and email address.
- Click Add Trainer.
- Once all trainers are added, click Save Trainers.

*The space below is provided for you to plan your trainer team:*

1. CTW Lead Trainer:
2. CTW Trainer:
3. CTW Trainer:
4. CTW Trainer:

### **Workshop Audience**

3. \* Please select a Target Audience for your proposal. Descriptions of the target audiences can be found in the [Call for Proposals](#). **You may select only one.**

- Education Abroad
- International Education Leadership
- International Enrollment Management
- International Student and Scholar Services
- Teaching, Learning, and Scholarship
- Shared Interest

4. \* Please give a detailed description of the participants you will target in your workshop delivery. What types of job responsibilities will they have or be seeking? How long have they been in the field (beginners, mid-level/manager, or advanced)? What types of institutions or organizations will they represent? For whom will these skills and knowledge appeal to and/or be necessary training?

*For example, participants might include: Mid-career U.S. university-based administrators who want to establish or enhance a sponsored student program.*

Answer:

5. \* Select the Content Focus Area which is most applicable to your topic. Descriptions of the Content Focus Areas can be found in the [Call for Proposals](#). **You may select only one.**

- **Advising and Enrollment in International Education:** Information, tools, and training that showcase good practice, developments in the field, research, knowledge, and the use of emerging technologies, as it applies to advising and enrollment in all areas of international education.
- **Advocacy:** Strategies and tactics for advocating the value of international education on campus, locally and nationally within the U.S. and abroad.
- **Comprehensive Internationalization:** Infusion and assessment of international and comparative perspectives throughout the teaching, research and service missions of higher education. Strategies and tactics for articulating the value of international education on campus.

- **Diversity and Inclusion:** Research and applied practice on social justice, equity, civil society, and/or ethical practice related to diversity and inclusion and the work of international educators.
- **Global Issues and Trends:** Global trends and international developments that have an impact on international education, including developments in such areas as national interests, politics, economics, security, higher educational policy, society, the environment, or workforce development.
- **Innovations in Recruitment and Marketing:** Innovations in recruitment and marketing including, digital recruitment, use of social media, return on investment, communication strategies, branding, public relations and/or market trends, data and analysis.
- **Management and Strategy:** Models, policies, and practices for management of an office or program in international education, or principles, methods, and leadership strategies for strategic planning and policymaking in order to achieve the goals and mission of international education within an institution or organization.
- **Peace and Justice:** Innovative and influential efforts by international educators across the globe to advance issues related to strengthening social justice and promoting peaceful international cooperation in all spheres of common human endeavor.
- **Professional Development:** Development of skills and strategies that will help international educators achieve career goals, reach leadership potential, and find balance between personal and professional life.
- **Promoting Safety, Mitigating Risk, Responding to Crisis:** Tools, communication processes, compliance, strategies, and planning that campuses and international offices use when faced with a crisis, health emergency (mental or physical), or safety concern in international education.
- **Regulatory Complexities:** Guidance and information on government regulations in the United States and abroad that impact international education, employment, and exchange.
- **Student Preparation and Career Development:** Career readiness of both international and domestic education abroad students; skill and language acquisition; development of intercultural competencies; transition to workforce; employer expectations.
- **Teaching and Learning in International Education:** Development of curriculum for and integration of global learning pedagogy into teaching and learning. Research, theory, and model practices that support the development of global competence across all disciplines.

6. \*Preconference workshops require additional investment of time and money from participants and their institutions and must distinguish themselves from a conference session. Please articulate the value this workshop will provide the target audience and why individuals and institutions would wish to invest additional funds to participate. If selected, a workshop abstract for promotional purposes will be developed from your value statement, learning objectives, and training outline.

Answer:

## Learning Objectives

Using bullet points, list your learning objectives for the workshop. This should be no more than three to four very specific points participants will know and be able to do after the workshop.

View [tips](#) on creating learning objectives

*Please note that if your proposal is accepted, participants will be asked to evaluate the workshop on how well the workshop delivery achieved the stated learning objectives.*

7. \* Complete the sentence, "Upon completion, participants will be able to..." Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Answer:

- 1.
- 2.
- 3.
- 4.

## Workshop Training Outline

Use the boxes below to create an outline of your workshop training plan. For each main topic/section, list the main points, explain how the content will be delivered by clearly stating what your participants will be doing, and provide how much time will be allotted for that topic. The ACC will be reviewing your proposal for a variety of approaches to delivering your content to ensure that participants are actively engaged in creating the workshop learning experience.

Only fill in as many topics as needed to deliver your content. As a guide, a half-day workshop may include 4-5 topics/sections. A full-day workshop may include 5-6 topics/sections. You do not have to fill in every topic box below.

8. \* Select a time frame based on the length of your proposed content. (Be sure to factor in breaks, including lunch.) The schedules of preconference workshops are based on overall programming needs and providing a balance of topics at varying times.

- Half day: 8:00 a.m.-12:00 p.m. or 1:00 p.m.-5:00 p.m.
- Full day: 9:00 a.m.-5:00 p.m.
- Other. (i.e. 2 hours) Please explain in detail.

9. \* Topic/Section 1

Answer:

Main Points for Topic/Section 1

Answer:
Delivery Method for Topic/Section 1 Participants will...
Amount of Time Dedicated to Topic/Section 1 Answer:

10. * Topic/Section 2 Answer:
Main Points for Topic/Section 2 Answer:
Delivery Method for Topic/Section 2 Participants will...
Amount of Time Dedicated to Topic/Section 2 Answer:

11. * Topic/Section 3 Answer:
Main Points for Topic/Section 3 Answer:
Delivery Method for Topic/Section 3 Participants will...
Amount of Time Dedicated to Topic/Section 3 Answer:

12. Topic/Section 4 Answer:
Main Points for Topic/Section 4 Answer:
Delivery Method for Topic/Section 4 Participant will...
Amount of Time Dedicated to Topic/Section 4 Answer:

13. Topic/Section 5 Answer:
Main Points for Topic/Section 5 Answer:

Delivery Method for Topic/Section 5 Participants will...
Amount of Time Dedicated to Topic/Section 5 Answer:

**Workshop Outline (Continued)**

Use the boxes below to create an outline of your workshop training plan. For each main topic/section, list the main points, explain how the content will be delivered by clearly stating what your participants will be doing, and provide how much time will be allotted for that topic. The ACC will be reviewing your proposal for a variety of interactive and engaging approaches to delivering your content.

Only fill in as many topics as needed to deliver your content. As a guide, a half-day workshop will include 4-5 topics/sections. A full-day workshop will include 5-6 topics/sections. You do not have to fill in every topic box below.

14. Topic/Section 6 Answer:
Main Points for Topic/Section 6 Answer:
Delivery Method for Topic/Section 6 Participants will...
Amount of Time Dedicated to Topic/Section 6 Answer:

15. Topic/Section 7 Answer:
Main Points for Topic/Section 7 Answer:
Delivery Method for Topic/Section 7 Participants will...
Amount of Time Dedicated to Topic/Section 7 Answer:

16. Optional: Please provide any additional information you feel may be necessary to describe your workshop outline or training plan. Answer:
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**Additional Details and Logistics**

17. \* Each workshop room will be set with round tables for 8-10, a podium and microphone, one wireless mic, one flipchart and set of markers, and an LCD projector with screen (trainers must provide their own laptops). Trainers should not rely on the use of Internet to meet their learning objectives. [View](#) a sample room set up. (5kb )

I have read and understood the workshop room set up.

**Yes No**

### **Trainer Policies and Expectations**

18. Trainers may be eligible for reimbursement for costs of printing and shipping materials; and you are not responsible for any of the A/V and room set-up costs; however, you may be asked to modify any special requests if costs are prohibitive. Participant fees must cover all costs.

Publication Materials: If your workshop proposal is accepted, your workshop title may be edited by the Annual Conference Committee and/or NAFSA staff for publication purposes.

You may submit as many workshop proposals as you would like; however, **it is the policy of the Annual Conference Committee that individuals serve on only one workshop training team per conference. This includes Core Education Program workshops.**

### **NAFSA Member Leaders**

19. \* NAFSA member leaders on national teams, committees and subcommittees and regional teams have meetings during the preconference period. In order to focus fully on their leadership responsibilities and to be most respectful of their fellow member leaders, **those who hold leadership roles within NAFSA are strongly discouraged from being part of a preconference workshop team.** (Preconference workshops are held the Sunday, Monday, and Tuesday preceding the NAFSA Annual Conference.) Workshop participants invest both money and time in this special learning opportunity and expect to benefit from access to the whole workshop team for the duration of the workshop.

I acknowledge that I have read and understand the policies and expectations regarding NAFSA Annual Conference Workshop trainers. As the Lead Trainer, it is my responsibility to ensure no member of my training team is involved in another preconference workshop training team or part of a NAFSA member leader group who has preconference meetings.

**Yes or No?**

### **Commitment to Diverse Perspectives**

20. \*The Annual Conference Committee expects that workshop proposals demonstrate understanding of the varied conference attendee experiences, backgrounds, and learning needs.

- I acknowledge that this proposal reflects attention to diverse perspectives as appropriate to the target audience.

## **Noncommercial Policy**

21. \*NAFSA education programs at the annual conference are learning experiences and are noncommercial. Under no circumstances should a preconference workshop, general conference session, or poster presentation be used for direct promotion of a speaker's product, service, or other self-interest.

- I acknowledge NAFSA's noncommercial policy and verify that this proposal is in accordance with that policy.

## **Before You Submit**

- Does the information listed in the trainer profile(s) support the proposal and demonstrate expertise in the topic?
- Does the title clearly communicate what the workshop is about and who should attend?
- Does the abstract and learning objectives support the outline proposed?

## **Deadline**

Save a copy of your proposal for your personal records. Workshop proposals **MUST** be submitted by 1:59 p.m. ET on Wednesday, August 21, 2019.