



Proposal Submission PDF Preparation Form

AIEC 2016 Proposals

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.

To submit your proposal online, please go to:

<https://www.xcdsystem.com/aiec/>

Fields marked with a Red Asterisk (*) are required.

Session proposals must be submitted by 28 February 2016 at AET 11:59 pm.

TERMS AND CONDITIONS

Before you submit, please ensure:

- you and all speakers related to this proposal are aware of the speaker **registration fees, terms and conditions** and **privacy policy**
- you have the consent from any co-speakers to submit this proposal and provide their contact details and biodata on their behalf.
- you and all speakers related to this proposal complete the X-CD **speaker profile** by the call for proposals deadline (28 February); failure to do so may affect the review of the proposal negatively.
- you and all speakers related to this proposal are aware that presentations will be posted in the conference proceedings after the conference, unless otherwise advised
- this proposal is in accordance with AIEC's non-commercial policy

I have read and understood the terms and conditions of the proposal submission for AIEC 2016

PROGRAM INFORMATION

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

Proposal type *

For more information about **proposal types**, please visit the website.

- Panel (75 min)
- Café session (75 min)
- Presentation (30 min)
- Poster (includes a 5 min presentation)
- Presentation or Poster

Key interest area (KIA) *

Please visit the website for more information about **key interest areas**.

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

- admissions and recruitment [A&R]
- business development and strategy [BD&S]
- graduates, skills and employment [GS&E]
- learning and teaching [L&T]
- marketing and communication [M&C]
- mobility [Mob]
- pathways [Path]
- policy and regulatory environment [P&RE]
- students [Stu]
- transnational education [TNE]

Title *

Abstract titles must be no more than 15 words and be able to stand alone; and be written in sentence case (only the first word of the title and proper nouns in capital letters).

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

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 undertaken
- 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.

Sectors *

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

- English language (ELICOS)
- Higher education / university
- Schools
- Vocational education and training (VET)



Additional Information

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

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 experience.)

Maximum 150 words

Learning objectives and/or key takeaways for the audience *

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

