

# NAFSA 2023 Annual Conference & Expo

## Workshop Proposal Template

**All proposal submissions MUST be submitted through the online proposal system by 5:00 p.m. EDT on August 24, 2022 to be considered for the NAFSA annual conference program.**

[Click here to submit a workshop online](#)

Thank you for preparing a proposal for the NAFSA 2023 Annual Conference & Expo in Washington, DC. 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) Workshops: [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.

After the August 24 deadline, review teams will evaluate 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.

**Helpful Links:**

[Calls for Proposals](#)

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## Proposal Template

Red fields are required

### Workshop Title (100 characters 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. *(Note: At this point in the process online, you will be asked to choose the category: 25-minute (express) session, 50-minute session, or workshop. If you are looking for the sessions template, please download this from [www.nafsa.org/proposals](http://www.nafsa.org/proposals).)*

### Workshop Trainers

It is recommended that workshop training teams consist of two to three trainers, including the lead trainer. Workshops can have no more than five trainers total. Each trainer will need to access the proposal (via a link that will be sent to their email by the submitter as a proposal “task”) to add biographical information. Each trainer will need a MyNAFSA account; if they do not have one yet, [they can create one](#). **It is important that you plan your proposal submission to allow your trainers time to complete their tasks. You cannot submit your proposal without complete profiles from all listed trainers.**

Each trainer should be prepared to (by logging into the in the submission portal):

- Confirm contact information
- Write a short biography detailing their experience in the field
- Accept all trainer policies

Presenter Names:

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

### Workshop Abstract and Audience

Target Audience

Please select a target audience for your proposal. Be sure to [review international education's target audiences](#) to select the most appropriate group for your proposal.

Content Focus Areas

Please select the Content Focus Area which is most applicable to your topic. Be sure to [read the descriptions of the Content Focus Areas](#).

### Advanced Audience Knowledge Level

Is this proposal intended for an advanced audience? Participants of these sessions are expected to have a strong knowledge of the topics, practices, and resources being discussed. *Proposals will be reviewed equally regardless of your response to this question.*

If yes, please provide a brief explanation of what makes the content advanced. If no, please write N/A.

### Workshop Abstract

Please enter your workshop abstract. Abstracts should clearly and concisely identify what will be presented, who the audience should be, and the delivery format. Please write your abstract in the present tense. Note: If selected, this abstract for your proposal will be used along with your value statement and learning objectives to develop an abstract for promotional use.

(350 characters, 60 words maximum)

## Learning Objectives

What will attendees learn and be able to do as a result of your session? Good learning objectives are short and action-oriented. We suggest words that are clear, measurable, and achievable. We recommend workshops have three to four learning objectives.

Start your learning objectives with a strong action word, such as “list”, “conduct”, “define”, “demonstrate”, “describe”, etc.

Learning Objective #1

Learning Objective #2

Learning Objective #3

Learning Objective #4

How will you achieve the stated learning objectives in your presentation?

Presentation Methods #1

Presentation Methods #2

Presentation Methods #3

Presentation Methods #4

## Presentation Delivery Information

The following questions are important to help the Annual Conference Committee (ACC) and reviewers understand how you plan to share your presentation.

Please describe the delivery methods and audience engagement strategies that you plan on incorporating into your presentation.

Innovative and new engagement strategies are encouraged.

Using the delivery methods and learning objectives above, provide a general outline for your workshop.

Please share how you plan to utilize the time provided. We do not need exact timings but expect to see an overview and methods for the main topics of your main presentation.

## Additional Workshop Details and Logistics

Please select a time frame based on the length of your proposed content.

The schedules of workshops are based on overall programming needs and providing a balance of topics at varying times.

- Two Hours
- Four Hours

How do you plan to utilize the time together with your participants?

Describe the learning activities and tangible takeaways that you plan to incorporate throughout the training plan.

## Workshop Value Statement

Please describe the value of this workshop to the attendees of the workshop.

## Relevant Experience

*Please describe how you developed your expertise in the topic(s) proposed. (e.g., study, seminars, or conferences attended, or research)*

## Trainer Policies

Each presenter will be asked to review and agree to the following:

### Publication Materials

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

### Trainer Limits

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 Noncommercial Policy

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

### Commitment to Diverse Perspectives

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

### Hybrid or Virtual Event Release

NAFSA recognizes that there may be instances where an in-person event may not be possible. If your workshop proposal is accepted, you may be to present in either a hybrid or virtual format.

Digital signature required of each trainer added to the submission

## Deadline

Save a copy of your proposal for your personal records. Session proposals **MUST** be submitted by 5:00 p.m. EDT on Wednesday, August 24, 2022.

[Click here to submit a workshop online](#)