# NAFSA 2025
# ANNUAL CONFERENCE & EXPO
# PROPOSAL SUBMISSION GUIDE

# NAFSA 2025 ANNUAL CONFERENCE & EXPO PROPOSAL SUBMISSION GUIDE

## Overview

This guide is designed to help you navigate the proposal submission process for 50-minute sessions, 25-minute sessions, and workshops. If you have submitted a proposal previously, please note that we have streamlined the process for adding presenters to your proposal. There is no longer a presenter 'Lookup' button that you must use to invite presenters to fill out their profiles.

As the proposal submitter, you are responsible for collecting and inputting all biographical information, including name, email, role, university/organization, and biography, for yourself (if you are on the panel) and/or your co-presenters/trainers. However, all presenters must sign the presenter agreement form within the proposal system.

## Deadlines for submissions

- Sessions and workshops proposals are due August 28, 5:00 p.m. ET
- Posters proposals are due December 5, 5:00 p.m. ET.

## Quick Tips

1. Give yourself time to complete your proposal submission. Don't wait until the last minute.
2. Make sure to talk to your copresenters before you start filling out the online form.
3. Get bios and titles for each of your presenters so you can copy those in the form.
4. Get a second pair of eyes to review before submitting your proposal.

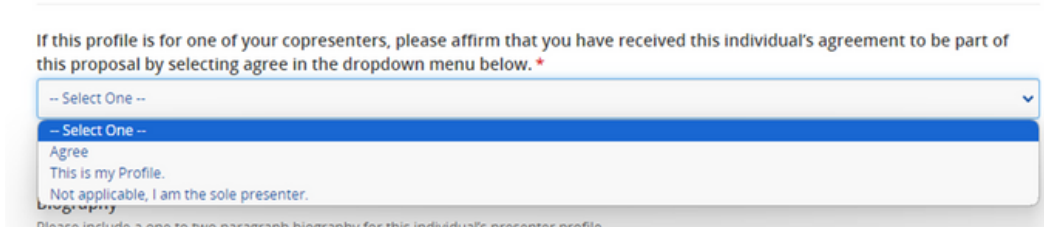https://www.nafsa.org/conferences/nafsa-2025-annual-conference-expo

## How to Add Presenters and  Complete the Presenter Profiles

- One of the criteria for the peer review of proposals is the demonstrated expertise of the presenters. Be sure to include the biographies of each presenter for your proposal.
- Remember to add yourself to the proposal if you are on the panel.
- Each proposal submission needs a chair. You select "Chair and Presenter" option for that individual under Roles in the dropdown option. Everyone else included in the proposal will just be a presenter.



- Don't forget to hit the "Add Presenter" button.
- You then will have an option to edit the presenter profile. This where you can add the presenter's title, organization, and biography.



- There are going to be some fields you will not be able to fill out. You do not need this information for your submission. Information like mailing address and middle name are not necessary. Please do not forget to get co-presenters' biographies beforehand.

- You will need to affirm that you have received this individual's agreement to be part of the proposal. You will need to do this for all your co-presenters (if applicable), including yourself.



If this profile is for one of your copresenters, please affirm that you have received this individual's agreement to be part of this proposal by selecting agree in the dropdown menu below. *

-- Select One --

-- Select One --
Agree
This is my Profile.
Not applicable, I am the sole presenter.

- Please note if you are submitting multiple submissions (either 50-minutes, 25-minutes and/or workshops), a presenter bio might autofill. And any changes you make on your second proposal will automatically change on the first proposal.
  - For example, suppose I am submitting proposals for both a 50-minute session and a workshop with the same co-presenters. After successfully submitting the 50-minute session, I move on to the workshop submission. I notice that I left out one of my certifications in my bio, so I add it during the workshop submission. If I go back to review my 50-minute session submission, I will see that the change has automatically updated there as well.

## Abstract and Audience

- A strong abstract will convey clearly what the proposed session or workshop is about, will show impact and learning value, and present innovative concepts and new ideas for the field that will be covered in the session or workshop.
- Target Audience:  Target Audience will be either one of NAFSA's Knowledge Communities or Shared Interest. What's Shared Interest? These are proposals with topics relevant to 3 or more of the Knowledge Communities (KCs).  These could be career development-related sessions or other more general topic sessions.
  - For example:
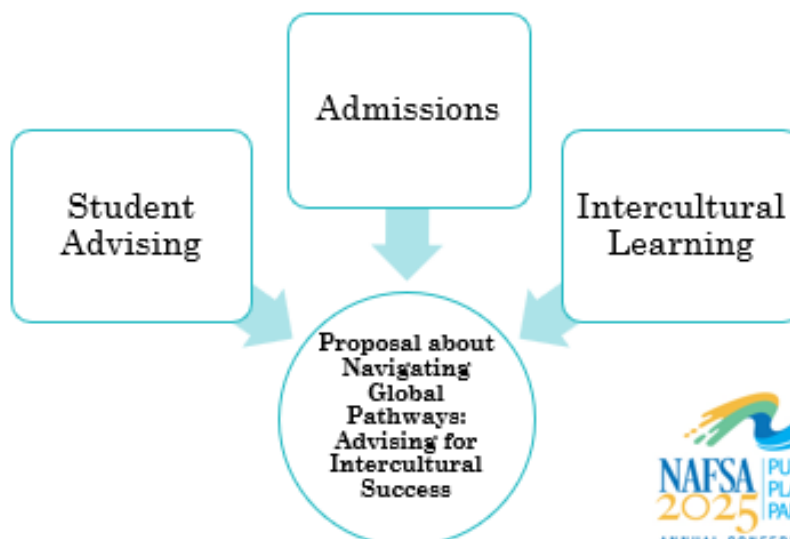
## Learning Objectives

- Please note the following:
    - 25-minute sessions must have two learning objectives.
    - 50-minute sessions must have three learning objectives.
    - Workshops must have three to four learning objectives.

Good learning objectives start with action verbs.

## Presentation Delivery Information

- It is key to consider how attendees will be engaged in the presentation. This can be provided through real-life examples, inspiration, humor, and/or the practical delivery of information.
- Spend time with your co-presenters (if applicable) to think through your presentation delivery. Make sure everyone understands the flow of information.

## Presenter Policies or Trainer Policies

- Each presenter or trainer must complete an agreement form to submit the proposal, BEFORE the deadline. Click the "Invite" button to send an email to any co-presenters or fellow trainers. The email will come from proposals@nafsa.org and may go to their spam folder. Inform your co-presenters/trainers to check both their inbox and spam folder for this email, which will prompt them to log in and submit their proposal. If a presenter's university, college, or governmental agency has a strong firewall, the email might get stuck. In such cases, try using a personal email address instead.

## Review Process and Notifications

- All proposals are peer reviewed by several reviewers as well as by the Annual Conference Committee. Notifications will be sent by late November.

**\*Please note this is not the exact format on the online version .**
**ALL PROPOSAL SUBMISSION MUST BE SUBMITED ONLINE THROUGH THE**
**FORM. This is only a sample form and cannot be used as your official**
**proposal submission.**

Use this section of the guide to draft your answers and share with your copresnters.

### Title (Max 100 characters) (Max 10 words)

### Submission Type

**50-Minute Sessions**
50-minute sessions are an in-depth exploration of topics and concepts. Up to 4 presenters, including the Chair, are allowed in this type of session. If you need more than 50 minutes to present your topic, consider submitting a proposal for a workshop instead. Any questions can be directed to proposals@nafsa.org.

**25-Minute To the Point Sessions**
25-minute sessions should focus on a single topic or concept that can be covered in short amount of time. They are a unique opportunity to propose a topic that is engaging and fast-paced. Please note, To the Point Session proposals can only have up to two presenters, including the Chair. Any questions can be directed to proposals@nafsa.org.

**Workshops**
As NAFSA's longest proposal type, all Current Topics Workshops (CTWs) are scheduled as two- or four-hour interactive trainings. Workshop proposals cannot duplicate exisiting NAFSA Core Education Program Workshops. Any questions can be directed to professionallearning@nafsa.org.

### Add Presenters

| First Name | Last Name | Email | Roles |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*Don't forget to connect position/title(s), institution / organization and  bios of your copresenters.**

SAMPLE PROPOSAL

**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.

Visit https://www.nafsa.org/connect-and-network/networking-with-nafsa/knowledge-communities to learn more.

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

**Advanced Audience Knowledge Level**

Participants of advanced-level sessions will have a strong knowledge of topics, practices, and resources being presented. Advanced-level sessions do not cover foundational information but support strategic-level decision making and solutions. 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.*

- Yes
- No

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

**Sessions Abstract (Max 350 characters)  (Max 50 words)**

Please enter your session abstract, which will appear in promotional material if your proposal is selected. Abstracts should clearly and concisely describe key goals of the session that may include challenges and solutions that will be covered, and which audience will benefit most from the session. Please write abstracts in the present tense and in third person.

- 25-minute sessions must have two learning objectives
- 50-minute sessions must have three learning objectives
- Workshops must have three to four learning objectives

**Learning Objective 1 (Max 450 characters)**

**Learning Objective 2 (Max 450 characters)**

**Learning Objective 3 (Max 450 characters)**

**Learning Objective 4 (Max 450 characters)**

**Presentation Delivery Information**

Please describe the overall design and delivery method including how the time will be used, how the audience will be engaged, and any creative presentation approaches that you plan to incorporate.

```
[blank text box]
```

Please provide a statement on the value and the impact of the knowledge gained when attendees return to the office or workplace.
*This should be one or two sentences that will define the overall value of your session or workshop.*

```
[blank text box]
```

If applicable, choose one of NAFSA International Education Professional Competencies 2.0 that aligns with your session or workshop. *Learn more about the https://www.nafsa.org/sites/default/files/media/document/IE%20Competencies%20Descriptions _0.pdf*

```
[blank text box]
```

**Additional Details**

What particular expertise does your team bring to this topic?

*Please describe how the presenters on the panel developed their expertise in the topic(s) proposed. (e.g., study, seminars, or conferences attended, or research on the proposed topic(s).)*

Is there anything else that you would like the Annual Conference Committee to know?

*(i.e., note here if you have presented this session or on this topic at another conference. If you plan to invite a government representative that is not included in the proposal, please indicate that here.)*

Which room setup for your audience will be most effective for your session?

- Theater (chairs only)
- Round tables

**\*Please note this is not the exact format on the online version . ALL PROPOSAL SUBMISSION MUST BE SUBMITED ONLINE THROUGH THE FORM. This is only a sample form and cannot be used as your official proposal submission.**