Events from the last year have communities around the world thinking more than ever about serious international issues of climate change, rising migration, inequality, faltering economies, and so much more. The future is uncertain and the speed and scale of change grow with every day. More and more, we find ourselves negotiating the balancing act between a global mindset and local approaches. Like the world around us, the international education landscape is changing.

The international education environment in Canada has always been a vibrant one. Our Government recently launched a second International Education Strategy and we are fortunate to have a large pool of practitioners examining critical questions and exploring unseen avenues through which to innovate and ultimately improve the sector. CBIE 2020 will be a space for creative leaders and collaborators to expose the issues that institutions are facing, explore the possibilities when it comes to design, delivery and impact, and forge the way for the innovative pathways of the future.

What role should our sector be playing within a complex global environment? How can we work together to shape the future of international education in Canada?

CBIE 2020 Pre-Conference Workshops

CBIE invites workshop proposals on a variety of subjects that demonstrate practical knowledge, expertise and innovative ideas in the field of international education. Below are important considerations:

- Workshops may have a maximum of two (2) presenters.
- Sessions will take place from 8:30 – 4:00pm EST, with a one (1) hour lunch break, and two (2) fifteen minute breaks. Meals are provided.
- Workshop presenters must be available to present on Sunday, November 15, 2020 at the Sheraton Centre Hotel in Toronto.
- A total of five workshops will be selected from the pool of submissions.
- Due to the limited number of workshops we can accept, proposals will also be considered for other professional development opportunities such as webinars, podcasts, etc.
- Ensure your proposal is detailed and thoughtful.
- Proposals encouraging product promotion will not be accepted.
- Accepted workshops must have a minimum of 15 registered participants to move forward. Should registration fall below 15 participants, it will be subject to cancellation.
- Workshop presenters will be compensated for their time with a non-transferable full conference pass, excluding the gala evening.
Session materials, such as: pens, paper, coloured markers and sticky notes will be provided. Flip chart and markers are available upon request.

Workshop presenters are responsible for printing and shipping all workshop materials and guaranteeing their safe arrival at the hotel.

Proposals will be evaluated by an external selection committee using the guidelines in Table 1 and 2.

Each workshop must identify a primary contact who will correspond with CBIE and liaise with their co-presenter.

Workshop presenters are welcome to also submit session proposals for the regular conference schedule from Monday to Wednesday.

CBIE will provide all laptops, projectors, screens, and Wi-Fi. Personal laptops cannot be used during the presentation.

A presenter from each workshop must check-into the speaker ready room prior to their presentation so that a technician may upload the slides.

Proposal Submission

To submit your proposal, use the following online form:

Submission link: [https://surveys.cbie.ca/s3/Workshop-Call-for-Proposals-2020](https://surveys.cbie.ca/s3/Workshop-Call-for-Proposals-2020)

Note the following submission information:

- Table 1 outlines the information that you will be asked to submit.
- Table 2 outlines the areas against which your proposal will be evaluated. Please be detailed and thorough in your descriptions.
- Sessions which pertain to marketing products or services will not be accepted.
- You may save your submission and return to make edits up until the submission deadline.
- Clicking ‘Submit’ will finish and lock your submission.
- **Keep a copy of your proposal (as submitted) for reference.**
- Email submissions will not be accepted. Incomplete submissions, or submissions with missing information will be disqualified and deleted.

**The submission deadline is Friday, March 6, 2020 at 11:59 EDT.**

Proposal outcome notifications will be available April 2020.
### Table 1: Required information for proposal submission

**Language of Presentation** (choose 1) If you wish to submit this workshop in French and English, you will be required to complete a separate workshop proposal submission in the second language.
- English
- French

**Title of Session** (80 characters including spaces)
- Brief yet impactful. Reflects the session content.

**Full Session Description**
- Detailed and clear articulation of the session content, topics and relevance to the field of international education (IE).

**Learning Outcomes**
- Identify expected takeaways and learning outcomes of workshop participants.

**Agenda**
- Provide a brief overview of the workshop agenda.
- Provide insight into the delivery style of session content.

**Abstract** *(used to promote the workshop on our website and app)*
- Maximum 500 characters, including spaces. Provide a summary of the workshop content, learning outcomes and relevance to international education professionals.

**Criteria**
- Briefly summarize how the content, delivery, and presenter’s experience intends to meet the evaluation criteria outlined in Table 2.

**Target Audience – Focus Area**
- Indicate the focus area(s) as it relates to international education professionals.
- *Example: Mental Health and Risk Management*

**Target Audience – Level of Experience** (choose all that apply)
- Beginner: 0–3 years of experience
  - Participants are new to the field of international education
  - Workshop will foster learning and support for new international education professionals
- Intermediate: 4–9 years of experience
  - Participants are experienced and looking to develop further skills and knowledge
  - Workshop will build upon participants’ experience and understanding
- Advanced: 10+ years of experience
  - Participants are expected to have a strong professional foundation that will aid their participation in the workshop
  - Workshop will advance knowledge and understanding of experienced practitioners

**Workshop Primary Contact and Presenter Information**
- First and last name
- Job title, organization
- City and country
- Email and telephone number
- Brief biography of expertise
<table>
<thead>
<tr>
<th>Table 2: Evaluation Criteria</th>
<th>Rating Scale</th>
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<tr>
<td>The content is relevant to the field, informative and useful to international education professionals and/or stakeholders.</td>
<td>Up to 15 points</td>
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<tr>
<td>The proposal is thoughtful, well structured, and interesting to the field of international education. The proposal is not focused on marketing or sales of services.</td>
<td>Up to 15 points</td>
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<td>The session agenda is well organized. The proposal implies an interactive presentation delivery.</td>
<td>Up to 10 points</td>
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<tr>
<td>The proposal is professionally and clearly articulated, and implies a quality presentation.</td>
<td>Up to 15 points</td>
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<tr>
<td>The learning outcomes are meaningful, clearly identified, and imply professional development for delegates.</td>
<td>Up to 15 points</td>
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<td>The presenters' qualifications and experience demonstrate knowledge and expertise on the subject matter.</td>
<td>Up to 15 points</td>
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<td>The session content is innovative and brings new ideas and insights to the sector.</td>
<td>Up to 10 points</td>
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<tr>
<td>The title and abstract accurately reflect the proposal content.</td>
<td>Up to 5 points</td>
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<td><strong>Bonus points:</strong> The session focuses on inclusive internationalization and collaboration across sectors.</td>
<td>Up to 10 points</td>
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<td><strong>Total Maximum of 110</strong></td>
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