Call for Parallel Session or Poster Session Proposals

Delegates who are interested in presenting a paper for one of the parallel sessions or poster sessions are encouraged to submit an abstract via our online portal.

Please read the following guide thoroughly before developing your abstract and submitting it.

Please submit each abstract only once. The proposal will be considered for the most suitable sub-theme. Each individual may submit multiple abstracts for consideration.

Key Dates

Abstract Submission Opens	15 June 2017
Abstract Submission Closes	15 August 2017
Notification of acceptance of abstracts	31 October 2017
Speaker Registration Closes	1 December 2017 *

* Confirmed speakers will be informed via email. A discount code will be provided for registration at the speakers' rate.

Note: All dates shown are reflected in Singapore Standard Time (GMT+8)

Themes

The theme for the APAIE 2018 Conference & Exhibition is:

The Impact of the Fourth Industrial Revolution on Higher Education in the Asia-Pacific

Sub-themes:

- Technological Advances Impacting Internationalisation in Higher Education
- Empowering Future-Ready Graduates
- New Modalities in Global Engagement and Mobility
- International Research Competition and Collaboration
- Regional Reports (by invitation only)

Submission Guidelines

Proposals accepted for the APAIE 2018 Conference & Exhibition will be presented as parallel sessions or poster sessions. Each parallel session will be **90 minutes** in length with at least two (2) presentations per session and will be distributed throughout the conference in **five (5) sub-themes**. There will be informal poster sessions during the conference where there will be opportunities to discuss your presentation with delegates.

Due to the large number of proposals received each year, the APAIE 2018 Review Committee will consider each submission carefully with reference to the overarching theme and relevance to the sub-themes. The APAIE 2018 Review Committee will endeavour to assign successful proposals to their desired presentation mode (i.e. parallel or poster session) but may not be able to accommodate every submission. The APAIE 2018 Review Committee reserves the right to assign proposed submissions to a different presentation mode than the one indicated on the initial submission.

Please prepare the following information for online submission.

1. **Session title**
   The session title should be no more than ten (10) words. The title itself should give the audience a clear idea of the content covered in the session.

2. **Mode of Presentation**
   Indicate if the preferred mode of presentation is parallel session or poster session.

3. **Presenters**

   Each parallel session presentation may have a maximum of three (3) presenters. Each poster presentation may have a maximum of two (2) presenters. Joint presentations with international partners are encouraged. Each presenter will need to provide the following information:
   - Name
   - Organisation
   - Designation
   - Contact details
   - Brief biography detailing experience in the field (maximum 50 words)

   Please indicate who the lead facilitator will be. Correspondence regarding the proposal will be with the lead facilitator.

4. **Abstract**

   Abstracts should have a maximum of 200 words. Consider the following when developing an abstract:
   - Does the presentation contribute to the overarching theme and sub-themes of the conference?
   - Who is the target audience for the session?
   - Which format would better engage the audience and convey the key learning points more effectively?
   - What are the desired deliverables from the session? Do you want to share ideas and lessons learned with the audience? Are you hoping that the audience will be able to contribute to an idea/concept that you may have?

5. **Learning Objectives**

   State up to four (4) brief points with a maximum of 200 words in total.

6. **Relevant Sub-themes**

   Indicate the most suitable sub-theme for your submission:
   - Technological Advances Impacting Internationalisation in Higher Education
   - Empowering Future-Ready Graduates
   - New Modalities in Global Engagement and Mobility
   - International Research Competition and Collaboration
   - Regional Reports (by invitation only)

7. Preferred length of presentation (for parallel sessions only)

Presentations with more than one presenter will be given a total of 45 minutes, including 15 minutes for Q&A and/or audience participation.

Presentations with one presenter will be given a total of 20 minutes, including 5 minutes for Q&A.

Abstract Review and Acceptance

After the deadline of 15 August 2017, the APAIE 2018 Review Committee will review and score the proposals based on the pre-determined criteria such as connection between the proposal and the conference theme and sub-theme, appeal to a diverse and international audience, novel or interesting perspective on the issue, and lastly overall quality. Proposals which best meet the criteria will be selected.

- Delegates submitting proposals will be notified of the review outcome by **31 October 2017.**
- Decisions regarding the acceptance of proposals will be made by APAIE 2018 Review Committee and are final.
- Lead Presenters may be contacted to refine their proposals, if needed.
- The Review Committee will appoint the Session Chairs.
- Presentation title and descriptions may be edited by the APAIE 2018 Review Committee
- The Review Committee reserves the right to schedule your presentation in the parallel session of the theme that is best aligned with the proposal.
- All communications will be sent to the Lead Presenter who will be responsible for disseminating the information to the fellow presenters.
- Presenters are requested to accept **within 2 weeks** of being notified of their successful proposal submission.
- The information provided for successful proposal submissions will be used to populate the conference programme.

Should your proposal be accepted and you agree to participate in the APAIE 2018 Conference & Exhibition:

- You are committed to delivering the parallel session or poster session in person and are responsible for your own travel and accommodation costs.
- You are agreeing to have your session scheduled during any of the planned parallel or poster session time slots.
- All presenters must register by the speaker registration deadline of **1 December 2017**.
- All presenters must pay the applicable conference registration fee (speakers' rate).

For more information regarding abstract submission for parallel and poster sessions, please email enquiries@apaie2018.org.