



Asia-Pacific Association for International Education 2018

25 - 29 March 2018

Marina Bay Sands, Singapore

Call for Pre-Conference Workshop Proposals

Pre-Conference Workshops are master classes offering opportunities for participants to benefit from the expertise of fellow colleagues in the field of international higher education. The variety of high quality workshops will offer intensive and focused sessions for collaborative, hands-on experiences centered on a topic related to the APAIE 2018 Conference & Exhibition theme. The workshops are open to full-conference participants for an additional fee. Participants can expect a stimulating session with opportunities to interact with like-minded participants on an emerging issue.

Pre-Conference Workshops will be held on **Sunday, 25 March 2018**.

Please read through the guide thoroughly before developing your abstract proposal and submitting it online.

Key Dates

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

** Confirmed facilitators 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)

Theme

The theme for the APAIE 2018 Conference & Exhibition is:

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

Submission Guidelines

Pre-Conference Workshop proposals accepted for the APAIE 2018 Conference & Exhibition will be presented as 3-hour sessions on Sunday, 25 March 2018.

Due to the large number of proposals received each year, the APAIE 2018 Review Committee will consider each submission carefully with reference to its relevance to the overarching theme of the conference.

Please prepare the following information for online submission.

1. Workshop title

The title itself should give the audience a clear idea of the content covered in the proposed workshop.

2. Learning Objectives

List up to four (4) learning objectives.

3. Rationale

Explain the rationale for proposing a Pre-Conference Workshop (max. 300 words).

4. Detailed description of workshop

Include the workshop format, delivery methods and agenda.

5. Facilitators

Each Pre-Conference Workshop may have a maximum of four (4) facilitators. Each facilitator will need to provide the following information:

- Name
- Organisation
- Designation
- Contact details
- Brief biography detailing experience in the field (maximum 150 words)

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

6. Abstract

The abstract should have a maximum of 200 words. Consider the following when developing the abstract(s):

- Learning objectives
- How the objectives will be met
- Format of the workshop

7. Target Workshop Audience

Indicate if the workshop is suitable for Beginner, Intermediate or Advanced professionals in the higher education field.

8. Maximum number of participants

Please indicate the maximum number of participants you can accept for the workshop to be effective and optimised.

9. Equipment and Room Set-up

Standard provisions in Pre-Conference Workshop venues include an overhead projector and projection screen, basic audio set-up, microphone and writing materials. Facilitators will need to provide their own equipment beyond what is made available.

The rooms will be set up with round tables and chairs to facilitate group work and discussions.

Proposal Review and Acceptance

After the deadline of 15 August 2017, the APAIE 2018 Review Committee will review and score the proposals based on the following criteria:

- Overall quality of the proposal
- Clarity of the proposed objectives and the methods by which the objectives will be met
- Relevance to the overall conference theme
- Capacity to create a hands-on, collaborative and interactive learning environment for attendees

Proposals which best meet these 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 Facilitators may be contacted to refine their proposals, if needed.
- Presentation title and descriptions may be edited by APAIE 2018 Review Committee.
- All communications will be sent to the Lead Facilitator who will be responsible for disseminating the information to the fellow facilitators.
- Facilitators are requested to accept **within 2 weeks** of being notified of their success proposal submission.
- Upon the facilitators' acceptance, the Pre-Conference Workshop will be open for registration.

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

- You are committed to delivering the workshop in person and are responsible for your own travel and accommodation costs.
- Facilitators are entitled to two (2) complimentary conference registrations per workshop. Any workshop facilitators in excess of the two (2) complimentary registrations may register at the speakers' rate by

1 December 2017.

For more information regarding proposal submissions, please email enquiries@apaie2018.org.