

PROPOSAL GUIDELINES IN DETAIL

Please follow the format outlined below for your proposal. Due to the logistical challenge of handling a large amount of proposals, we ask you to please make sure all the information requested is provided upon submission.

1. TITLE OF PRESENTATION

Choose a title that accurately reflects the content of the proposed session. Clever or catchy titles are acceptable, but make sure that they are not misleading.

2. 250 word abstract of the presentation

These short abstracts of the chosen papers will be published in the conference program to assist participants in selecting the presentations they will attend.

3. PRESENTER(S) INFORMATION

Please provide the following information for every presenter. If there is more than one presenter, please start with the one who is designated as a contact person for the group. All proposal related communication will be between the conference committee and this one person.

1. First/given and last/family name
2. Primary affiliation (institution, business, government agency, etc.)
3. E-mail Address
4. Website (If available)
5. Phone(s) including Skype address if you have one (www.skype.com)
6. SIETAR membership (yes/no) and the name of the SIETAR to which you belong.
7. Previous SIETAR presentations. (What, when, where?)

4. SESSION LENGTH AND FORMAT

You may choose from among the following formats:

A. Workshop: 90 minutes. A workshop features a combination of presentation/lecture and interaction with the audience. It should have a well-defined structure and include handouts and

visual aids. Within this format a simulation or set of exercises is conducted to teach participants how these methodologies can be used in training and education.

B. Facilitated Discussion: 60 minutes. The presenter(s) will lead participants in discussing a proposed topic. While this format permits considerable audience participation, the presenter(s) should propose and follow an outline to permit as thorough and in-depth an examination of all aspects of the topic as permitted in the time allowed.

C. Formal Paper/Research Presentation: 60 minutes. This more formal, academic format consists of the presenter describing the results of a research project and discussing the study. Attendees can expect a minimum 15 minute question and answer period during this session. Presenters are encouraged to provide copies of their paper.

D. Artistic Expression/Performance: 90 minutes. This format invites presentations other than the traditional style, which places a primary emphasis on the spoken word. Presentations in this format may rely more on music, visual arts, theatre or physical movement to deliver their messages.

F. Film/Video Sessions: 60 or 90 minutes. The presentation and debriefing of a video or film/film segment should include the following: an introduction which prepares participants to see how the film increases one's knowledge of another culture, a cultural concept, or some other dimension of the intercultural experience and a debrief that will enhance their ability to convey such knowledge to others. Please specify the length of film/video as total session length including introduction and debrief is scheduled as either 60 or 90 minutes.

G. Ted talk: 20 minutes of a presentation supported by a slide deck on the presenter's subject of expertise followed by a 10 minute Q& A with the audience.

Regardless of format, interactive sessions are encouraged.

5. A 150 WORD BIOGRAPHICAL NOTE ABOUT THE/EACH PRESENTER

These short bios of presenters will be published in the conference programme to assist participants in selecting the presentations they will attend.

6. TARGET AUDIENCE:

Please describe who will most benefit from attending your session.

- Level of experience: (Check All That Apply)*
- Intermediate (1-5 years of experience)
- Advanced (5+ years of experience)
- All

Areas of professional interest: (Check All That Apply)

- Education
- Higher education
- Elementary or secondary education
- Training
- Research
- Simulations
- Business/corporate
- Non-profit/NGO
- Domestic diversity
- Global diversity
- Cultural transitions
- Culture/country specific
- Peace, conflict resolution
- Communication/dialogue
- Intrapersonal dimensions
- Politics
- Religion
- Government
- Social Service
- Other (please specify):

7. EQUIPMENT & AUDIO VISUAL REQUIREMENTS

Please specify what equipment you will need for your presentation. The following will be provided if requested with the proposal:

- Flip chart
- LCD projector
- Screen
- Other (please let us know now what you have in mind and we will tell you if it is possible)

PRESENTERS ARE RESPONSIBLE FOR ALL MATERIALS INCLUDING PHOTOCOPYING OF HANDOUTS.

We recommend wherever possible that you bring handouts with you as there are no facilities to copy on-site.

8. ROOM SIZE & SET-UP

Please specify the following:

- Desired number of participants
- Maximum number of participants
- Your preferred room set-up:
 - Classroom Style
 - Theater Style
 - Other (please specify):

9. SESSION DESCRIPTION

Please provide a 1000 to 1500 word description of the presentation you will be making. This should include a description of the content, methodology, sequence of activities along with the theoretical and practical context of the work, including the relationship of your work to the theme of the conference: **Intercultural competence 4.0**

10. PRESENTER(S) BIOGRAPHY OR CURRICULUM VITAE

Please provide a one page biography for each presenter that emphasizes the background, work or experience that makes him or her competent to make this presentation.

11. PRESENTER(S) REFERENCES

Please provide two references of individuals who are qualified to speak about the presenter's professional competence as an interculturalist. Please include their background, nature of the relationship with the presenter and full contact information including email ids.

SUBMISSION GUIDELINES

Please submit your proposal via email to sietarindia@gmail.com
Please write in the subject line of your message: **SIETAR India 2018 Proposal**.

Final deadline submission is 1st September 2017
Proposals received after this date will not be considered.

EVALUATION PROCEDURES

SIETAR-India Conference Committee is a group of SIETAR members who are volunteering their efforts to organize the conference. The quality of their work in reading and choosing proposals depends upon having sufficient amount of time. Sending your proposal in earlier rather than later will help us perform this task thoughtfully and efficiently.

After submitting the proposal, you will receive an acknowledgement of receipt. You will be notified of acceptance in time to pre-register for the conference. Notification of decisions on proposals will be sent as soon as possible.

Presenters are kindly requested to pre-register for the conference by **1st November 2017**. This will allow you to take advantage of the early-bird registration fee and will signify your commitment to present at the conference.

The conference organizing committee is looking forward to receiving your proposal in a timely fashion and enjoying your presentation.

If you have any questions or need any clarifications, please contact sietarindia@gmail.com.
Please state on the e-mail subject line: **SIETAR India 2018 Proposal Question?**

All the best,
SIETAR India Team