



GLOBAL INCLUSION 2024

GENERAL GUIDELINES

- **Proposal submissions will be accepted through Friday, April 19, 2024 at 11:59 PM Pacific Standard Time.**
- **Character limits.** The Planning Committee may reject a submission without review if the abstract or description exceeds the word limits specified in the application.
- **Participation limits.** To promote broad participation in the Global Inclusion Conference, an individual may not appear as primary presenter or chair on more than two submissions. An individual may not appear as a participating presenter on more than three submissions.
- Presenters are encouraged to review the guidelines available in the [Global Equity & Inclusion Guidelines](#) when developing proposals.
- Presenters are encouraged to develop a comprehensive resource handout including: theoretical frameworks, authors of significance, seminal readings, news platforms, etc.
- All participants whose proposals are accepted for a session (chairs and panelists where applicable) are required to register for the Global Inclusion Conference by the early bird deadline and attend the Conference to present their scheduled session. Presenters will receive a 10% discount on early bird pricing.
- Please review the [Call for Proposals](#) website for more information and a link to the proposal submission webpage.
- **For questions regarding proposal submission, please contact conference@diversityabroad.org**

Step 1: Presentation Chair

The individual submitting the session proposal will be considered the presentation chair and serve as the primary point of contact for the session submission. This person will be responsible for communicating information related to this submission to the co-presenters included in the proposal. Co-presenters will not receive direct email correspondence related to this submission.

Changes to the chair and co-presenters may be made at a later time if the session is selected.

***First Name**

***Last Name**

Prefix

Preferred name to appear in the program.

***Email Address**

*** Institution/Organization**

*** Title**

Profile Image [Upload](#) Accepted File Formats: JPG, PNG, GIF

*** Biography** (1,500 characters limit)

Co-Presenter Details

Please indicate all of the intended presenters for this session below. Click "Add a Co-Presenter" to start your list (remember to include yourself in the presenter list).

- Use the arrow buttons to list the session chair first (these buttons will appear once you've added more than one presenter).
- Click on the 'Edit Presenter' button to complete the profile.
- It is the responsibility of the chair to communicate with all panelists/presenters. By including an additional presenter, you are confirming that the individual's agreement to be included in the submission proposal.

Step 2: Enter Your Session Proposal Details

Proposal Title: A proposal must have a short (100 characters max), specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

*** Proposed Title**

*** Please include a shortened title to accommodate on-site signage (70 character limit).**

Session Topics and Focus:

Conference sessions will be organized based on your selected track and focus. These categorizations will be used to assist conference attendees in understanding the contents of each session. Please review the [Global Inclusion Proposal Outline & Process](#) for specifications on session tracks and focuses.

*** Session Track** (choose up to two (2) tracks)

- Career Advancement & Belonging
- Education Abroad
- International Student & Exchange Programming
- Global Learning at Home
- Collaborative Leadership & Strategic Partnerships
- Faculty & Curriculum, Development
- Emerging Trends

*** Session Focus** (choose one (1))

- Research
- Best Practices/Case Studies
- Trainings and Workshops
- Discussion
- Other

*** Session Format** (choose one (1))

- Concurrent Session (60 or 75 minutes)
- Deep Dive (90 minutes)
- Research Poster Community (60 minute interactive session)
- Campfire Discussions (30 minutes)

*** Please indicate the degree to which this session will be developed specifically for the Global Inclusion Conference.** (choose one (1))

- I plan to submit this session for another conference in the 2024-25 academic year
- The proposed session has been developed specifically for the 2024 Global Inclusion Conference.
- Unsure

Session Description:

Sell your topic! Use this to entice conference attendees. If accepted, this description will be published in the conference schedule and website.

*** Proposed Session Description** (750 character limit)

Session Outline:

Please include an outline of your session, including details regarding how you will engage attendees throughout the session (e.g., activities, discussion, worksheet).

*** Proposed Session Outline** (1,500 character limit)

Learning Objectives:

Provide three (3) learning objectives that are clear, measurable, and achievable within the format of your proposed session. Learning objectives may respond to the following prompts.

- What will attendees learn or gain from attending your session?
- Upon completion, participants will be able to ...

*** Learning Objectives** (750 character limit)

Step 3: Global Inclusion Non-Commercial Policy

Prior to submitting your proposal, please review the Global Inclusion Conference Non-Commercial Policy Agreement.

*** The Global Inclusion Conference is an opportunity to engage in a collaborative space aimed at identifying and sharing best practices, and networking with professionals and student leaders. Under no circumstances should a concurrent session, deep dive, critical issue, or poster be used as a platform for the endorsement of a presenter's product, service, or for direct promotion of monetary self-interest.**

In submitting this session proposal, I acknowledge and verify that should my presentation be selected, it will be in accordance with this Global Inclusion Conference Non-Commercial Policy.

- I have read and agree to the above terms and conditions.
(Indicate that your response in order to continue)

*** Accepted presenters will be required to register to attend the Global Inclusion Conference and present on-site in Chicago, IL. Presenters receive a 10% discount on conference registration.**

By submitting this proposal, I agree to these policies should my proposal be accepted.

- I have read and agree to the above terms.
(Indicate that your response in order to continue)

Step 4: Review Your Submission Details

Step 5: Submission confirmation number

Thank you for your submission! You have successfully submitted a proposal to present at GIC 2024.

Your submission confirmation number is (a combination of numbers and letters)

XXXXXXXXXX

You will also receive an email confirmation with this information shortly
Thank you for your submission!