



## Conference Proposal Submission Guidelines

Please reference this guide for step-by-step instructions and screenshots of the information you will be required to provide in order to submit your conference proposal smoothly.

To get started, go to <https://www.openconf.org/SIETARUSA>



### Authors:

- [Make Submission](#)
- [Edit Submission](#)



Make submission is for new proposals. Once you have submitted a proposal and have an account in OpenConf, you may return and edit submissions as needed up until the proposal deadline.

## **Author(s):**

Author(s)

Author 1

First/Given Name:

Last/Family Name:

Organization:

Website:

Email:

*Please ensure that your email address is entered correctly. This is the primary communication method with the SIETAR USA Conference Program Committee.*

Telephone:

Biography:

*This is a biographical sketch of 50 words or less.*

[Add Author](#)

All fields are required for each presenter. For additional presenters, continue with 'Add Author'. Please note that the SIETAR USA Conference Program Committee will communicate by email with the lead presenter 'Author 1'. While there is often interest by some proposal authors to submit multiple proposals, it is strongly suggested that the lead presenter not be the same person in more than one proposal.

Please ensure that biographies are included for each author entry. These will be available to participants through the Conference Program Guide. Try to include a very brief biography (50 words or less) that is related to the session's topic and goals.

Example:

Dr. Joyce Osland is the Lucas Endowed Professor of Global Leadership and Executive Director of the Global Leadership Advancement Center at San José State University's College of Business. After working for 14 years in seven countries, she earned a Ph.D. in Organizational Behavior at Case Western Reserve University and consults internationally.

## **Session Title:**

Session Title

Title:

*Session titles should accurately reflect the content of the presentation to help participants effectively choose which sessions to attend. Keep your title short (15 words or less).*

Session titles should accurately reflect the content of the presentation to help participants effectively choose which sessions to attend. Keep your title short (15 words or less).

Examples:

- Strategies for Developing Students' Global Competencies: An Interdisciplinary Course in Global Citizenship
- Integrating Web-based Tools Into Your Cross Cultural Training
- What are you? Exploring the Ambiguity and Complexity of Mixed Race and Biracial Identity

## Session Format & Topic:

### Session Format & Topic

Please select the categories most applicable to your proposal. Select only one option for Session Format and only one option for Tracks.

- Session Format:
- Workshop - 75 minutes
  - Workshop - 90 minutes
  - Panel Discussion - 60 minutes
  - Panel Discussion - 75 minutes
  - Presentation - 60 minutes
  - Reflective Forum - 60 minutes
  - Reflective Forum - 75 minutes
  - Pecha Kucha - 15 minutes
  - Research - 60 minutes
  - Artistic Expression - 60 minutes
  - Artistic Expression - 75 minutes
- Tracks:
- Healing the Divides: Race, Ethnic and National Origin, Gender and Sexual Orientation, Immigrants and Refugees Face Challenges in our Changing Times
  - Cultural Identity: Fresh Perspectives on Multicultural Identity
  - Assessing Intercultural Competence: Measuring Transformative Culture Learning
  - General Intercultural (Non-Track Specific)

### Format options for sessions:

Workshop: A workshop typically features a combination of presentation and interaction with a well-defined structure, handouts, and visual aids. Within this format a simulation or set of exercises may be conducted to teach participants how these methods can be used in training and education. The length of the workshop can be **75 or 90** minutes depending on the nature of the learning experience. **Please note:** SIETAR-USA conference workshop participants expect both a deep level of learning and a high degree of experiential engagement.

Panel Discussions: A panel brings together the perspectives of three or more presenters into a discussion of best practices and applications of concepts and theories. These sessions are intended to engage audience members by thinking about the multiple perspectives presented and the impact on current and future intercultural professional practice. The length of the panel can be **60 or 75 minutes** depending on a topic and number of presenters. **Please note:** the program committee may ask a few potential presenters with similar proposal topics to combine their efforts into a panel.

Presentation: A presentation is usually by one or two presenters who are reporting on a project, new development in their work, a new conceptualization of existing theory or practice, a revision of a method or something that is of general interest to most conference participants. Presentations are limited to **60 minutes**. **Please note:** this is an open category for the kind of reporting and discussion that has long been the backbone of SIETAR conferences.

Reflective Forum: A forum is a facilitated discussion with participants on a topic of importance. We encourage experienced facilitators to submit their proposals of a topic describing the reflection model or format with which they would lead the process. The length of the forum can be **60 or 75 minutes** depending on the topic and format. **Please note:** a forum is meant to be a time in which participants can contribute to processing a controversial issue or urgent topic for the intercultural field.

Pecha Kucha: Japanese for chit-chat, this is a popular presentation style in which 20 slides are shown for 20 SECONDS each (6 minutes and 40 seconds total). With this format, presentations are concise and fast-paced. For more information on Pecha Kucha please consult websites such as: <https://globaldigitalcitizen.org/how-to-make-great-presentations-with-pecha-kucha> or [www.usc.edu/dept/education/CMMR/Pecha\\_Kucha\\_TipsResourcesExamples.pdf](http://www.usc.edu/dept/education/CMMR/Pecha_Kucha_TipsResourcesExamples.pdf). Considering our group culture, SIETAR USA will allow a brief time for questions and discussion following each presentation. There will be **3 or 4 Pecha Kucha presentations in each 60 minute session. Please note:** We ask that you be willing to download a Pecha Kucha presentation template and use it for your talk.

Research: This format consists of lecture and discussion of the results of a research project or academic study. Researchers are encouraged to share copies of their paper with the audience. The length of the research presentation is **60 minutes. Please note:** SIETAR audiences appreciate a question and answer (Q&A) time.

Artistic Expression: Non-traditional presentations that place a primary emphasis on performance and may rely on music, visual arts, theater, film, or physical movement to deliver the intended messages. The performance aims to increase participants' knowledge of a dimension of the intercultural experience. The length of the presentation can be **60 or 75 minutes. Please note:** when you submit a proposal for artistic expression, please identify any special technical requirements you may have in the comments. We will let you know if they involve additional costs.

**Tracks** for the conference:

- Healing the Divides: Race, Ethnic and National Origin, Gender and Sexual Orientation, Immigrants and Refugees Face Challenges in our Changing Times
- Cultural Identity: Fresh Perspectives on Multicultural Identity
- Assessing Intercultural Competence: Measuring Transformative Culture Learning

Important: Proposals that address the overall theme for the conference or for one of the tracks are accepted. If you are not submitting a proposal for a track, mark your proposal as 'General Intercultural'.

Please select only one Session Format option and one Tracks option.

## **Content:**

Content

Keywords:   
*Key words are informative identifiers for your session. Please provide a minimum of 3 and maximum of 5 key words.*

Full Session Description:   
*This provides an overview of the session and is used for the peer review. Well-written descriptions raise interest about the session. Provide an engaging description with 350 words or less.*

Brief Session Description:   
*This is a shortened version of the session description to be published in the printed program. Maximum 150 words.*

**Keywords** are informative identifiers for your session. Please provide a minimum of 3 and maximum of 5 key words.

Example:

research, language acquisition, multilingualism

The **Full Session Description** provides an overview of the session in 350 words or less. Guiding questions for writing a session description:

**Main points:** What are the session's main points and how do those relate to the conference theme?

**Objectives:** What will participants learn? How will your presentation's design aide in this learning?

**Interaction:** What opportunities will the participants have to interact with each other and the presenter(s)?

**Expertise:** What are your credentials and or experiences that relate to your presentation?

**Relevance:** Why is this content important to interculturalists? Is a certain level of knowledge or experience required for your presentation?

Example:

Global leadership is the process of influencing the thinking, attitudes, and behaviors of a global community to work together synergistically toward a common vision and common goals (definition from Adler, 2001; Festing, 2001). This session addresses intercultural or global leadership development via a co-curricular passport program that can be used in both university and organizational settings. The research bases for the program will be shared, along with program development and assessment details, an online monitoring system, and lessons learned. Participants will create their own roadmap for personal development based on the passport stamps they may have already earned. We will discuss the benefits and challenges of a passport program and how it could be applied in the participants' workplace.

The **Brief Session Description** provides an abbreviated version of the **Full Session Description** and will be included in the conference program and website. Well-written descriptions raise interest about the session. Provide an engaging description in 150 words or less.

## **Comments (Optional):**

### Comments

*Additional comments to share with the SIETAR USA Conference Program Committee.*

Optional Comments:

If you have additional comments about your proposal to share with the SIETAR USA Conference Program Committee, indicate so in this section.

## **Password:**

### Password

*Please enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password will allow you to make future changes to this submission.*

Password:

Re-enter Password:

Set up a password so that you will have access to your proposal in the future. You can return to the online proposal system and make edits up until the submission deadline.

**Thank you - and we hope to see you in San Diego!**

For additional questions, please contact the SIETAR USA Conference Program Committee at [conferenceproposals@sietarusa.org](mailto:conferenceproposals@sietarusa.org).