



Conference Proposal Submission Guide

Please reference this guide for step-by-step instructions on the process of submitting your proposal(s) for the 2021 SIETAR USA Conference.

To get started, go to: <https://www.openconf.org/SUSAconf2021>



1) For a new proposal, select '**Make Submission**'.

2) Once you've submitted a proposal and have created your account in OpenConf, you may return and '**Edit Submission**' 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 shown are required for each author/presenter. To add additional presenters, click the 'Add Author' link at the bottom left of the 'Author(s)' fields.

NOTE: The SIETAR USA Conference Program Committee will communicate via with the individual listed in 'Author 1' as the lead presenter. While multiple proposal submittals are accepted and encouraged, we strongly recommend against the same person being 'Author 1' or the lead presenter in more than one proposal.

Biographies must be included for each author entry. This information will be available to conference participants via the Conference Program Guide. The biography should be brief (50 words or less), and demonstrate a connection to the session's topic and goals.

EXAMPLE:

Dr. Joyce Osland is Professor of Global Leadership and Executive Director of the Global Leadership Advancement Center at San Jose 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).

The session title should accurately reflect the content of the presentation to help participants effectively choose which sessions to attend. Please keep your title short (15 words or less) and use proper title formatting and punctuation.

EXAMPLES:

- *Strategies for Developing Students' Global Competencies: An Interdisciplinary Course in Global Leadership*
- *Integrating Web-Based Tools into Your Cross-Cultural Training*
- *What Are You? Exploring the Ambiguity and Complexity of Mixed Race and Biracial Identity*

Session Track & Format:

Session Track & Format

Please select the appropriate track and specify format.

Track: Mind Culture Society General
Specify appropriate track for presentation.

- 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
 - Research - 60 minutes
 - Ned Talks - 10 minutes
 - Artistic Expression - 60 minutes
 - Artistic Expression - 75 minutes



Track

Select the track most closely aligned with the content and focus of your presentation:

- Mind
- Culture
- Society
- General (DEI or Intercultural focus that does not fall into one of the other categories)

NOTE: *Proposals that address the overall theme for the conference or one of the individual tracks are accepted. If you are submitting a proposal that isn't designed for a specific track, select the 'General' option.*

See the complete [CFP document](#) for full descriptions of the focus of each track.

Format

Proposals for concurrent sessions can be submitted in the following formats:

- **Workshop**
- **Panel Discussion**
- **Presentation**
- **Reflective Forum**
- **Research**
- **NED Talks** (**NED Talks, similar to TED Talks, are named in honor of one of the founding fathers of the intercultural; field, Edward T. Hall, commonly called Ned by his friends and family.*)
- **Artistic Expression**

See the complete [CFP document](#) for full descriptions and time allotted for each presentation format.



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 w

Brief Session Description2:
This is a shortened version of the session description to be published in the printed program. Maximum 150 words.

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

Example: *research, language acquisition, multilingualism*

2) Full Session Description: provides an overview of the session in 350 words or less. Please consider these 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 aid 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.

3) **Brief Session Description:** provides an abbreviated version of the **Full Session Description** and will be included in the Conference Program and on the 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, please include them 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:

This is your opportunity to set up a password for your OpenConf account. This will allow you to log back in and access your proposal in the future, including making edits up until the proposal deadline.



NOTE: Please create a password that's easy for you to remember and store it in a safe place; the Conference Program Committee is unable to provide you with lost passwords.

Additional questions? Please contact the SIETAR USA Conference Program Committee at conferenceproposals@sietarusa.org.

**Thank you for your interest in sharing your knowledge
and experience and submitting a proposal
for the SIETAR USA Conference!**