

Guidelines for Proposers

Thank you for your interest in presenting at the **QS-MAPLE 2019 Conference and Exhibition**. The purpose of these guidelines are to aid you in your presentation preparation and make the whole submission process as seamless as possible.

Submission Criteria

- Proposed papers **must not** have been previously published in books or in periodicals.
- Kindly note that all presentation slides will be uploaded to the official conference portal to be shared after the conference. Submission of the presentation slides is an acknowledgement by the presenter and granting the official organizer the rights to use the paper-copyrights.
- Presenters of accepted papers will be accorded a special presenter registration rate and will have to cover their own flight and accommodation expenses.

Target audience

Your presentation will be assigned to one of the five refereed parallel conference tracks. The purpose of the parallel conference tracks is to direct delegates towards the topics that most interest them (eg, internationalising the Student Body: International Student Recruitment, Support and Exchange). Please indicate in your proposal the track to which you believe your presentation will be best suited.

Remember that the delegates will include a wide range of people from presidents, vice-chancellors and university policymakers, through senior academics and international directors to government officials in ministries of education and national education promotion bodies. Please do your best to make your presentation accessible to a mixed, non-technical audience and remember to explain acronyms and other specialist terms.

Presentation Structure

When finalizing your presentation, please keep in mind that each session will have 3 speakers, clustered together by theme. The sessions are intended to be interactive workshops rather than lectures, with one-fourth of the time taken up by traditional presentations and one-fourth by questions and answers (Q&A), facilitated by the Track Chair.

Presentations will normally be *20 minutes, followed by 10 minutes Q&A each*.

Presentations must be delivered by the author, who should be prepared and able to deal with the Q&A in English. Presenters may use their respective university or organisation as an illustrative case study to illustrate particular learning points (eg, different approaches to managing international student exchange or joint degrees), **but should not be appear promotional in nature and should be self-critical** (e.g., reflect on the strengths and weaknesses of the organisation's experience) and focus on the transferable lessons for other delegates and their institutions.

Please take care to limit references to your institution's history, size, international ranking, etc to those aspects which are directly relevant to helping delegates understand how and why you approach internationalisation in a particular way.

Alternatively you may propose a Panel Discussion, normally with four to six speakers. For these sessions, the Track Chair will invite each speaker (panel member) to make a short opening statement (up to 5 minutes) and then facilitate an interactive discussion with the audience.

Review and Approval Process

All our conferences have a dedicated International Academic Advisory Committee (IAAC). This committee consists of members from different universities and the members will be assigned to different tracks as track chairs.

All submissions will be forwarded to the respective track chairs for their review and approval.

Submissions with a Provisional Approval status will need to be revised based on the recommendations of the reviewing track chairs and re-submitted for approval within a week. It is a conference policy that presenters will not be allowed to present more than once to offer the opportunity to other proposers unless stated otherwise.

The success of the QS-MAPLE conference since 2011 has been built upon the active engagement of university leaders, academics and senior administrators, who have shared their ideas and participated actively in conference sessions. As Chair of the QS-MAPLE International Academic Advisory Committee, I would like to strongly encourage you to contribute a presentation to the QS-MAPLE 2019 Conference in Jeddah, Saudi Arabia.

Thank You.

Dr Kevin Downing
Chair, QS-MAPLE International Academic Advisory Committee