

Conference Proposal Agreements

By submitting a proposal for the 32nd Annual EAIE Conference in Gothenburg, Sweden (07–10 September 2021), you are agreeing, on behalf of the Chair and all Speakers in your proposal, to the following:

Your proposal

- All proposals must be complete upon submission and submitted by the deadline (03 November 2020, 17:00 CET). Submissions after this date will not be accepted.
- To be added to a proposal, all contributors must have an [EAIE account](#). To add a contributor, type in their last name, followed by a comma, a space, and then first name when prompted. The EAIE reserves the right to reject any proposals where contributors are not linked to the proposal via their EAIE account, e.g. by writing their name in another section of the proposal.
- The proposal Submitter will be notified of the outcome of their submission in early March 2021. It is the responsibility of the proposal Submitter to notify the Speakers of the decision made on the proposal.
- If the proposal is accepted, the Submitter will be required to confirm via e-mail that they have accepted the EAIE's invitation to be part of the conference programme. Proposals unconfirmed by the deadline will not be included in the final programme.
- Accepted workshop proposals will be subject to further quality assurance measures related to design and content in advance of the conference. These measures must be adhered to for the workshop to take place. For more information contact conference@eaie.org.
- The EAIE reserves the right to edit the title, short description and learning outcomes to make them more easily understood by a diverse audience and to match the EAIE house style. These changes will be final and must be adhered to in all future references to the proposal.
- The EAIE Conference is politically neutral and the organisers reserve the right to remove any material which is politically controversial or liable to cause offence.
- The EAIE reserves the right to accept proposals subject to requested changes (such as Speaker or content changes). In these cases, proposals will only be accepted subject to the acceptance of the requested changes.
- Any Speaker changes must be communicated to the EAIE Office by use of a 'Speaker change form'.
- Speakers can be changed up to two weeks before the conference. Following this date, no more speaker changes will be accepted for quality assurance purposes.
- Speakers can be involved in a maximum of two accepted proposals at the conference, only one of which can be a workshop.

- The EAIE reserves the right to make session and workshop presentations available to registered participants behind a login on the EAIE website.
- The EAIE reserves the right to allow press to report on session content presented at the conference.
- Conference workshops are a training activity. In order to maintain a high quality of training, the minimum number of registered participants needed for a workshop to proceed is eight, with a maximum of 30 participants. In certain cases, the EAIE can consult the workshop facilitators about slightly increasing the number of places.
- The EAIE reserves the right to cancel workshops in advance of the conference if the registrations are lower than required to run an economically viable and productive workshop.

Conference participation fee

- All Submitters and Speakers are required to register and pay the conference participation fee online in advance of the conference.
- All Speakers will receive a discount on the conference fee in recognition of their contribution to the conference.
- As the EAIE is a non-profit organisation, no remuneration is paid to Speakers. They are also expected to cover their own expenses related to attending and participating in the conference.
- It is the role of the Submitter to inform all Speakers of the above points upon submission, and in advance of the conference.

Contact

- The Submitter must be available for contact with the EAIE via e-mail during the lead-up to the conference and must forward all relevant messages to Speakers.
- All contributors must have an EAIE account before being added to a proposal.

Availability

- The exact time slot for each accepted proposal will be confirmed in June 2021. Once the schedule has been published, changes cannot be made to the date and time that the proposal has been assigned. Time slots are limited and there is a full programme throughout the week, as a result, time preferences cannot be guaranteed. All Submitters are asked to ensure that workshop facilitators are available from 08:30 on Tuesday 07 September, and all Speakers are available from 08:30 on Wednesday 08 September until 12:00 on Friday 10 September 2021. If a speaker is unavailable, they must be replaced.

License to use materials

- The Submitter agrees to grant the European Association for International Education (EAIE) a license to use all materials related to their session/workshop/poster as well as recordings of this activity if applicable. Speakers who do not wish for their recordings to be used should inform the EAIE Office by e-mail within ten days of the event.

- This license allows for the EAIE to re-use the materials and recordings for EAIE events and publications for three (3) years for educational purposes.
- The original Speakers will be acknowledged when re-using materials (or parts thereof).
- The EAIE reserves the right to film short excerpts of the conference programme for reuse but not limited to marketing purposes.
- The Submitter is responsible for informing and obtaining the appropriate permission from the Speakers and any third party that may hold rights to (parts of) this session/workshop/poster.
- The Submitter must notify the EAIE of any claim of a third party or infringement by a third party related to the rights on the materials licensed to the EAIE within 48 hours of becoming aware of this claim/infringement. The EAIE and the Submitter will jointly discuss what action will be taken to cease the infringement or to handle the claim.
- If the Submitter or any of the Speakers do not agree to grant this license to the EAIE, the proposal may be rejected.

Policy regarding promotional material

- The EAIE Conference programme is a forum for learning and networking and is, therefore, non-commercial. Content presented at the EAIE Conference is offered to help professionals in the field to further internationalise their institutions and develop new ideas.
- Under no circumstance should a session/workshop/poster be used for any direct or indirect promotion of a product, service, programme, university or other self-interest. Any mention of products, programmes, services, *etc* should only be referred to briefly and presented as examples of best practice rather than options or solutions. The inclusion of these best practice examples must clearly support the learning outcomes of the proposal and also offer transferrable information which can be practically applied by the audience in their respective roles.
- The distribution of promotional literature and material (pens, notepads, pamphlets, *etc*) is strictly prohibited.

Download the general [EAIE Terms and Conditions](#).

Please ensure that these Conference Proposal Agreements are shared with all Speakers in your proposals. A copy will also be available on the online Speaker Resource pages from March 2021 onwards.