

Conference Proposal Agreements

By submitting a proposal for the 30th Annual EAIE Conference in Geneva, Switzerland (11–14 September 2018), you are agreeing, on behalf of all Chairs and Speakers in your proposal, to the following:

Your proposal

- All proposals must be complete upon submission and submitted by the deadline (02 November 2017, 17:00 CEST). Submissions after this date will not be accepted.
- Workshop proposals may be subject to further quality assurance procedures before and after the final decision has made on the proposal.
- The proposal Submitter will be notified in early March 2018 of the outcome of their submission. It is the responsibility of the proposal Submitter to notify the Chair and Speakers of the decision made on the proposal.
- If the proposal is accepted, the Submitter will be required to confirm via email that they have accepted the Conference Programme Committee's (CPC) invitation to be part of the conference programme. Proposals unconfirmed by the deadline will not be included in the final programme.
- 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 CPC reserves the right to accept proposals subject to requested changes (such as Chair, 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 and Chairs 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 and Chairs 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.
- 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, Chairs and Speakers are required to register and pay the conference participation fee online in advance of the conference.

- All Chairs and 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 Chairs or 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 Chairs and 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 the Chair and 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 May 2018. Once the schedule has been published, changes cannot be made to the date and timeslot each proposal has been assigned. In the meantime, all Submitters are asked to ensure that Chairs and Speakers be available from 09:00 on Tuesday 11 September, to 12:00 on Friday 14 September.

Licence to use materials

- The Submitter agrees to grant the European Association for International Education (EAIE) a license to use all materials related to this session/workshop/poster as well as recordings of this activity if applicable. Speakers/Chairs who do not wish for their recordings to be used should inform the EAIE Office by e-mail within 10 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/Chairs 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/Chairs 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/Chairs 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. Sessions presented at the EAIE conference are offered to help professionals in the field to further internationalise their institutions and develop new ideas.
- Under no circumstance should a session 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 session 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 Chairs and Speakers in your proposals. A copy will also be available on the online Speaker Resource pages from March onwards.