



Proposal Form: Host a Workshop on Intercultural Learning in Education Abroad, 2019-2020

Proposing a workshop

To indicate your interest in hosting a workshop, complete this form to the best of your ability and send a PDF version to Steven Duke, President of the Institute for Cross-Cultural Teaching and Learning, at steve@ifctl.com. The preferred deadline for proposing a workshop for Fall Semester 2019 is May 1, 2019; the preferred deadline for proposing a workshop for Spring Semester 2020 is September 1, 2019.

Institution and Office: _____

Contact Person – Name: _____

Contact Person – Email: _____

Contact Person – Phone Number: _____

Expectations of host institutions:

1. Reserve a classroom, conference room or other venue that has space for up to 40 individuals seated in groups of six. The host institution is expected to pay any rental costs associated with the venue.
2. Ensure that the classroom, conference room or other space is equipped with 1) a projector and 2) wall or screen where a PowerPoint presentation can be shown, and 3) two easels with large white pads of paper, ideally with a sticky strip on the back for posting on a wall. Such equipment could either be built into the room or brought in for the workshop. The host institution is expected to pay any rental costs associated with this equipment. The presenter will bring a PC laptop for the presentation.

Describe the classroom or conference room you plan to reserve:

3. Assist the Institute in arranging for lunch, coffee, tea, water and light refreshments for the workshop. The Institute will cover the cost of lunch, coffee, tea, water and light refreshments in the morning and afternoon as part of the registration fees.

Describe options for arranging lunch, coffee, tea, water and light refreshments. Where available, include a link to menus, pricing, and other pertinent information.

4. Assist in publicizing the workshop among faculty and staff at the institution who are involved in education abroad programs or who have interest in the topic.

Describe steps you plan to take to assist in publicizing the workshop, plus estimates of how many faculty and staff you expect will attend from your institution.

5. Designate a person who will assist Institute staff during check-in and set-up and who can help in resolving any logistical problems during the workshop.

Name and title/role of the person who will be available to assist at the workshop.

6. Describe how many individuals (faculty, study abroad professionals, academic affairs or student affairs professionals, etc.) you anticipate would attend from your institution.
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7. How does the proposed workshop fit in with other initiatives at your institution?
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