



Association for International Agricultural and Extension Education **CALL FOR PROFESSIONAL DEVELOPMENT PROPOSALS**

**To be presented at the Annual Conference of AIAEE April 22 – 25, 2024
Orlando, Florida**

The Association for International Agricultural and Extension Education (AIAEE) Professional Development Committee is requesting proposals for professional development sessions relating to international agricultural and extension education to be presented at the annual conference. *The purpose of the professional development sessions is to advance knowledge and practice in the field.*

Important Rules:

1. Submitted proposals must have at least one author who is a current AIAEE member.
2. Accepted conference proposals require one author who is a current member to be registered for the conference by March 1, 2024.
3. Members may submit more than one proposal.
4. The deadline for submitting proposals is **Friday, October 20, 2023, by 11:59 EDT.**
No late proposals will be accepted.

Required Format and Instructions for Submissions:

- All proposals should be submitted through the following form or QR code:
<https://forms.gle/RA7LdQuGQw4yRgrt5>
- Provide session title, email, and presenter name(s). Only individuals who will be presenting at the conference should be included in your proposal.
- Indicate your preferred presentation format and any additional formats that you would like to be considered for. The presentation formats include 60-minute, 30-minute, lightning sessions. More information on these formats is included below.
- Submissions should include form responses to the following three sections:
- Provide an explanation for the professional development topic and what will be included in the session (250 words maximum)
- Objectives or goals of the session
- Describe the educational importance and/or how this session will contribute to an increased body of knowledge and/or practice to the field of international agricultural and extension education (250 words maximum)
- Submissions not meeting these guidelines will be rejected from review





Presentation Format Options and Descriptions:

- 60-minute session: Presenters will have 60 minutes to provide their PD session. Presentations are highly encouraged to be engaging and participatory. Two to three learning objectives or goals are recommended.
- 30-minute session: Presenters will have 30 minutes to provide their PD session. Presentations are highly encouraged to be engaging and participatory. One to two learning objectives or goals are recommended.
- Lightening session: Presenters will have 5 minutes to provide their PD information. Following the 5 minutes, each presenter will lead three rounds of 15-minute table discussions on the topic.

Review Process:

Each proposal will be reviewed by a panel of professional development committee members. The review process will be based on the quality of the responses to the three sections, appropriateness for the conference, and reviewers will rank in importance for contribution to the field. Presenters will be notified of the review decision by **December 1, 2023**.

Please direct questions about professional development proposals to:

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