

Forum 2024
 Momentum: Moving forward together
Request for Proposal Guidelines

Before you begin, review all necessary information needed:

	Step 1: Your contact details
2	First name
3	Last name
4	Your email address
5	Your role/job title
6	Your company/organization (if applicable)
7	Your website (if applicable)
8	If you use LinkedIn, insert a link to your profile here
9	Any other social media, publications, certifications or training we should know about?
	Step 2: Your involvement with FIGT
10	Are you a member of FIGT? Y/N
11	Have you attended an FIGT Conference before? Y/N
12	What type of conference have you attended?
13	Which years did you attend?
14	Have you presented at an FIGT Conference (including on a panel) before? Y/N
15	If yes, which years did you present?
	Step 3: Your biography and session description
16	Your session title, bio and session synopsis, once submitted, are final and will be used on our website, conference app and in our promotional materials. The Program Committee may suggest clarifying changes and reserves the right to edit, if required, to fit the constraints of our Forum platform. Do you accept? Y/N
17	Your biography. For publication on our website, Forum platform and promotional materials. 850 characters (approx 120 words) maximum.
18	Is there more than one presenter for this proposal? Y/N

19	If yes, please provide name(s) and email address(es)
20	Biography of your co-presenter(s)
21	Session title 150 characters (approx 20 words) maximum
22	Session description Describe your session to our RFP readers, including its relevance to our theme and your unique perspective. 3,000 characters (approx 400 words) maximum
23	Session synopsis For publication on our website, Forum platform and Forum promotional materials. 850 characters (approx 120 words) maximum..
24	Please indicate your preferred/most appropriate session format. Select all that apply. Presentation Panel Discussion
Step 4: Research	
25	Does your session include a research study you have conducted? Y/N
26	If yes, please provide the following information about your research study Who are the participants? Number of participants? How were they recruited to the study? 850 characters (approx 120 words) maximum. NB: If your research falls outside of traditional social sciences, please interpret these questions as you see fit.
27	Your findings What tools and measures did you use? What statistical, theoretical and/or practical significance? 850 characters (approx 120 words) maximum.
28	Is your study complete? Y/N
29	If no, describe what remains to be completed before the 2024 Forum.
Step 5: Your perspective, handouts and keywords	
30	Which perspective does your presentation relate to the most? Leaders/Sponsors of moves (business, missions, diplomats, military, IGO, INGO, etc) Movers (sponsored and self-initiated expats, lifestyle expats, refugees, adult expats, expat partners, TCKs/ATCKs, CCKs) Supporters (educational institutions, therapeutic services, relocation specialists, etc) Others (please explain in the next question)
31	If you selected "Others," please explain
32	Choose 3-5 (maximum) keywords that describe your session. For example: social impact, social connections, leadership, transition, language, cultural integration, psychology, counseling, logistics, learning.
Step 6: SUBMIT	

All proposals will be read by the RFP Committee, a dedicated group of readers representing different perspectives and backgrounds. The Program Committee will make the final decision taking into consideration the uniqueness of our first online Forum.

Questions?

Please don't hesitate to contact Melanie Wilcocks, FIGT Operations Lead at admin@figt.org

THANK YOU!