TERMS AND CONDITIONS FOR WORKSHOP PRESENTERS AND PROPOSAL PROCESS

Please read the following terms, conditions, and presenter benefits carefully before submitting a proposal.

WORKSHOP PROPOSAL SUBMISSION

- Submission of a workshop proposal does not guarantee acceptance or inclusion in the IBSC Annual Conference program.
- Prior to submitting a proposal, presenters must obtain approval and support from their school to attend the conference if the proposal is accepted.
- All proposals should be thoughtfully developed and clearly aligned with the conference theme and one or more conference tracks. Proposals that do not demonstrate a meaningful connection to the theme and tracks will not be considered.
- The IBSC Annual Conference is an educational forum. Proposals that promote a commercial product, service, organization, or any form of monetary self-interest will not be accepted.
- The individual submitting the proposal will serve as the primary contact for all communications regarding the workshop.
- The submitter must have a direct connection to the proposal, either as a presenter or as a representative of the presenter(s) identified in the submission.
- Only proposals submitted through the official IBSC workshop proposal system will be considered. Incomplete submissions will not be reviewed.

Please note: All workshops must include at least one presenter from an IBSC member school.

CO-PRESENTERS

- All co-presenters must agree to these terms and conditions.
- Proposal submissions must include each co-presenter's name, title, organization, and valid email address.
- The primary contact is responsible for communicating all conference-related information to co-presenters, including proposal status, deadlines, and presentation requirements.
- To ensure meaningful engagement and participation, IBSC recommends that panel discussions and workshop presentation teams include no more than four presenters, including the moderator.

ACCEPTED PROPOSALS

- Presenters whose proposals are accepted will receive information regarding workshop scheduling, presentation requirements, and conference logistics. Submission of a proposal indicates acceptance of all terms and conditions outlined in this document.
- IBSC reserves the right to edit workshop titles, descriptions, learning outcomes, and related content for clarity, consistency, promotional purposes, and alignment with the IBSC Style Guide.
- All presenters are expected to adhere to established conference policies, procedures, deadlines, and communication requirements. Timely compliance helps ensure accurate publication of program information and supports the successful delivery of conference sessions.
- The IBSC Annual Conference is a non-commercial educational event. Under no circumstances may presenters promote products, services, consulting work, publications, or any other activity representing monetary self-interest. Failure to comply with this policy may affect eligibility for future conference presentations.
- Questions regarding this policy may be directed to the IBSC chief operating officer at **ahart@theIBSC.org**.

Thank you for contributing your expertise and helping to advance the education and wellbeing of boys and young men through the IBSC global community.

ROOM SETUP

- Each workshop room will have the following standard room setup.
- Classroom seating (~25 seats)
- A/V: Wireless projection connection and sound capacity
- Presenters must bring their own computer
- Whiteboard and dry-erase markers
- Internet connection

PRESENTER EXPECTATIONS

IBSC is committed to providing outstanding professional learning opportunities for educators in boys' schools around the world. We are grateful for the generosity and expertise of our presenters, whose contributions help create the high-quality conference experience our members value and expect. By submitting and accepting a workshop proposal, presenters agree to the following responsibilities:

- Obtain financial support from their school or organization for all travel and conference-related expenses, including registration for the full conference. One-day registration options are not available. Workshop presentations are offered on a voluntary basis; IBSC does not provide remuneration, honoraria, or reimbursement for presenter expenses.
- Register for the conference by the presenter registration deadline established by IBSC.
- Make all hotel, travel, and visa arrangements, as applicable, and assume responsibility for all associated costs.
- Submit workshop materials electronically by the deadline provided by IBSC. To support sustainability efforts and reduce paper usage, workshop materials will be made available to attendees digitally through IBSC platforms.
- Serve as the primary point of contact if designated as the lead presenter and communicate all conference information, deadlines, requirements, and responsibilities to co-presenters.
- Accept final workshop scheduling and room assignments as determined by IBSC. Assignment information will be provided prior to the conference. IBSC reserves the right to modify room assignments, schedules, workshop formats, and audiovisual arrangements as necessary.

- Ensure compliance with all copyright laws and intellectual property requirements. Presenters are responsible for securing any permissions necessary to use, reproduce, distribute, or display copyrighted materials, including images, videos, music, articles, excerpts, and other content used during their presentation or included in workshop materials. By presenting at the conference, presenters confirm that they have obtained all required permissions and have the legal right to share such materials with attendees.
- By participating as a presenter, you contribute to the global exchange of ideas and best practices that strengthen boys' education worldwide. We thank you for sharing your expertise with the IBSC community.

APPLICATION DEADLINE AND NOTICE OF DECISION

- Submit all proposals by **December 11, 2026.**
- By **January 31, 2027** IBSC will contact all individuals who submitted a workshop proposal with the status of their proposals.
- If you have any questions, please contact Amy Ahart at **ahart@theIBSC.org**.