Speaker proposal <u>information</u>

Information

The annual IATEFL conference is one of the key events in the global ELT calendar. The international nature of the conference provides a unique opportunity for all new and established IATEFL members to submit proposals for inclusion in a programme which reflects the diversity and variety of the profession. The conference also provides extensive opportunities for members to network professionally, whether formally as part of the conference programme, informally, or online.

> It is important that you read all the speaker information, criteria and guidelines carefully **before going online to submit your speaker proposal**, even if you have presented before at the IATEFL annual conference.

Speaker proposals must be submitted online at http://www.iatefl.org/annual-conference/manchester-2015

You must have current IATEFL membership at the time of applying.
You will be asked for your IATEFL membership number and password.
Please email membership@iatefl.org before going online if
• you have forgotten your number or password
Please visit the website at www.iatefl.org if
• your membership has lapsed and you wish to renew
• if you wish to join IATEFL
Please allow up to 48 hours for your membership to become active.

The deadline for submitting a speaker proposal is <u>Thursday 18th September 2014</u>

The deadline for speakers to pay the conference fee is <u>Tuesday 16th December 2014</u>

The conference programme

The quality and number of proposals submitted for selection to the conference programme increases every year. Feedback from delegates informs the current guidelines and the criteria for selecting proposals. The selection of proposals is made by the Proposals Committee. This follows a policy of inclusivity and aims to ensure that the conference programme includes a balanced representation of:

• first-time and established presenters
• ELT topics and professional concerns
• geographical regions and countries
• different professional associations and organisations
• different teaching contexts, including primary, secondary and further & higher institutions in the private and public sectors, business, ESP, ESOL, publishers, exam boards and other non-teaching organisations
• mainstream and alternative systems of education and development
• research and research in progress.

Visit http://www.iatefl.org/webinars and scroll to the bottom to see
Madeleine du Vivier's webinar on *"How to write an effective IATEFL conference proposal"*.

Speaker proposal criteria

Criteria for selection

In order to be considered for inclusion in the conference programme, your proposal must fulfil the following set of technical and content criteria.

Technical criteria

1 Length of Title
Your title must be a maximum of 10 words.

2 Length of Abstract
Your abstract must be between 50 and 60 words.

3 Length of Summary
Your summary must be between 200 and 250 words.

4 Focus on Publications/Products
In your abstract, you must include the titles of any publications or products that will be focussed on in your presentation.

5 Repetition of Information in the Summary
In your summary, you must not repeat your title or abstract or include any biodata.

6 Repeat of Session
You must not have given this session, or a version of this session, at a previous IATEFL Annual Conference.

7 Session Type
You must indicate whether you want to give a poster, a talk, a panel discussion, a workshop, present in a forum or in a symposium, or take part in the interactive language fair. The proposals committee will look at your preference but if you have selected talk or workshop, your presentation may be programmed as part of a forum or a symposium on a similar theme (see Types of Presentation in section 4 of the guidelines). Successful speakers will be informed of their session type in the acceptance letters sent at the end of November.

8 Length of Session
Forum presentation	20 minutes (including Q&A)
Symposium presentation	20-30 minutes (including Q&A)
Talk	30 minutes (including Q&A)
Workshop	45 minutes (including audience participation)
Panel discussion	65 minutes (including Q&A)
Poster presentation	30 minutes to present at their poster

9 Audience Focus
You must indicate the audience focus (e.g., experienced, inexperienced).

10 Content Categories
You must choose one or two content categories (e.g., BE, EAP).

1 Focus

In your abstract and summary, you must clearly indicate whether the focus of your session is mainly theoretical, mainly practical, or a combination of both.

2 Clarity

Your title should communicate what you are going to talk about to your potential audience in the programme without being gimmicky or using unnecessary technical jargon. In your abstract and summary, you must clearly state exactly what you are going to talk about.

3 Content

It must be clear from your abstract and summary that you have something new to say or that you plan to shed some new light on a topic.

4 Relevance

In your abstract and summary, it must be clear how your audience can apply what you say to their own context. This is especially important if you are planning to describe a course, project, or product, of if your presentation relies heavily on a description of a local situation.

5 Specificity

If your session is based on research, it must be clear in your abstract and summary that you are going to report on a completed study or on a significant phase that has been completed, rather than discuss general issues.

6 Audience

It must be clear from your abstract and summary that you have catered for the level of knowledge of your target audience which you have indicated in your choice of audience focus.

7 Structure

In your summary, you must clearly outline how you are going to structure and organise your session.

8 Coherence

Your session title, summary and abstract must clearly reflect each other.

9 Timing and Amount

For a talk or panel discussion, it must be clear in your summary that there is sufficient time for the audience to ask questions. For a workshop, it must be clear in your summary that there will be a substantial amount of time allocated for audience participation. If you are allocated to a forum or a symposium, you will be expected to adapt the content of your talk or workshop to the length of time allocated.

Please read all 7 pages of the Speaker Proposal Information, the Speaker Proposal Criteria and the Speaker Proposal Guidelines BEFORE going online to submit your proposal.

Speaker proposal guidelines

Guidelines for completing the proposal form

To ensure that your proposal qualifies for selection, **please read the proposal information and proposal criteria above and the proposal guidelines below**. Your proposal will not be considered unless it meets the set of criteria and the guidelines and is submitted by the deadline of **Thursday 18th September 2014**. Full payment of your conference fee is due strictly by **Tuesday 16th December 2014**.

1 Details of presenters
Please type your name and work affiliation clearly. This information will be reproduced in the Programme. If the named person is unable to attend the conference, IATEFL will <u>not</u> allow another person to present your session in your place.

2 Number of presentations and membership details
Speakers may submit only ONE proposal for a talk, workshop, poster, panel discussion or as part of a forum, a symposium or the interactive language fair. Due to the large number of proposals we receive, no one may be involved in more than one presentation.
Joint presenters: You must also submit a record online before the speaker proposal deadline (18th September). <u>Please see section 13 of these guidelines for details on how to submit as a joint presenter.</u>

Institutions should note that they may submit up to FOUR proposals as part of their membership (further proposals using the same membership number will not be possible).

You will not be able to proceed online to submit a speaker proposal without valid membership. If you have mislaid your membership number or password, or your membership has lapsed, please email <u>membership@iatefl.org</u> or telephone the IATEFL office. Please do not leave this until the last minute as you may not have time to submit by 18th September.

3 Title of presentation
The maximum number of words in the title must be 10.

4 Types and length of presentation
Length
All presenters must stick strictly to the time they are allocated. IATEFL will end any sessions that continue over the allowed time.

Types
i) Forum
A forum is a special format that gives three speakers the opportunity to present together on a given topic, e.g., *Forum on extended reading in the business context*. The 65-minute slot, led by a facilitator (either self-selected or invited by the Proposals Committee from one of the proposals) can be organised according to the needs of the group. Presenters have 20 minutes each, with five minutes extra for handover time between speakers. Speakers can either present alternately on an aspect of the topic for 15 minutes followed by a 5-minute Q&A session, or present for 15 minutes each followed by a 15-minute group Q&A session. Please note that each speaker must submit their own separate speaker proposal as three proposals make up a forum. All proposals for forums will be evaluated on an individual basis (not as a group) and must therefore meet all the technical and content criteria. If submitting as a group, please suggest a title for your forum (*Forum on* ...) and nominate which one of you will be the facilitator. In addition to speakers opting to be in a forum, please note that the Proposals Committee may also invite speakers who have submitted talk and workshop proposals on the same topic to be part of a forum as appropriate.

ii) Interactive Language Fair

The Interactive Language Fair (ILF) takes place over two hours with two facilitators. It provides a unique format of short speaker presentations and subsequent opportunities for speaker/audience interaction and networking. At the beginning, the facilitators will give an introduction to the audience outlining each presentation. This is followed by each presenter presenting to small groups of interested delegates through a combination of handouts, posters and other realia at their individual ILF stand (each ILF stand consists of a poster board and a table). The ILF will end with questions with the audience.

You may display any material you like and bring your own laptop with a presentation or more interactive activities. (You'll need to operate your laptop in battery mode. There will not be any projection facilities nor wired internet access.) Audience members will be encouraged to drop in on several tables.

You will have the usual support facilities, i.e., your abstract will appear in the Conference Programme and you can submit a report of your contribution to the Fair for consideration for *Conference Selections*. You will also be able to state on your CV that your presentation was selected for the IATEFL Interactive Language Fair at the 2015 IATEFL Conference.

iii) Panel discussion

A panel discussion allows different people to present their views on a topic in a short space of time, after which the discussion is opened up to the audience. Panels are 65 minutes long. The number of speakers on a 65-minute panel must be four or five, with at least 20 minutes for discussion with the audience.

iv) Poster

A special area will be set aside dedicated to posters. Posters play a major part in the conference, furthering IATEFL's aim of linking, developing and supporting ELT professionals worldwide. For this reason, all poster presenters are guaranteed acceptance, subject only to the normal criteria of membership, relevance to ELT, etc. The presenter must be present at the conference to provide further information about their poster. An electronic version of each poster displayed at the conference may be posted on the IATEFL website for 12 months following the conference. Poster presenters and oral presenters receive identical acceptance letters, stating that the presentation has been accepted for the conference, thus making it equally possible to seek sponsorship from employers. Poster presenters may submit a version of their poster for consideration for publication in *Conference Selections*. Posters may address any area relevant to ELT and may be any size up to a maximum of A1 (594mm x 840mm) or equivalent made up of separate sheets. Poster presenters will be timetabled to present for 30 minutes at their poster during conference.

v) Symposium

Symposiums are led by a convenor and include four to six other presenters. The purpose of the symposiums is to bring together speakers and audiences with common interests in a format that includes presentations and audience discussion, e.g., *The use of L1 in the classroom* or *The psychology of language learning*. Symposiums last for 2½ hours and presenters have 20-30 minutes each. Audience discussion is a very important element of this particular format and it is the responsibility of the convenor to ensure this is the case.

Speakers can either present alternately on an aspect of the topic for 15-20 minutes followed by a 5-minute Q&A session, or present for 15-20 minutes each followed by a group Q&A session. Please note that each speaker must submit <u>their own separate speaker proposal</u>. All proposals for symposiums will be evaluated on an individual basis (not as a group) and must therefore meet all the technical and content criteria. If submitting as a group, please suggest a title for your symposium and nominate which one of you will be the convenor. In addition to speakers opting to be in a symposium, please note that the Proposals Committee may also invite speakers who have submitted proposals on the same topic to be part of a symposium as appropriate.

If you **would like your proposal to be considered for inclusion in a symposium, please tick 'symposium' under 'Type of Presentation'. Should your proposal not be chosen as part of a symposium, your proposal** will then be considered as a 30-minute talk for the wider conference programme.

vi) Talk

A talk should describe what you are doing, or have done, in relation to theory and practice or may focus on commercial materials or products. Its content must be of relevance and use for delegates who work outside your local context. Talks are 30 minutes long. We strongly recommend that you use visual aids during the session and include some interaction with the audience. If you would like to restrict the size of your audience, there is a place on the speaker proposal for you to indicate your preferred audience size.

vii) Workshop

As opposed to a talk, a workshop <u>must maximise active audience participation</u> through experiencing and discussing tasks provided by the presenter. You must make clear when and how you plan to do this in your proposal summary, e.g. by giving a brief outline of activities that will involve the audience. Workshops are 45 minutes long. If you would like to restrict the size of your audience, there is a place on the speaker proposal to indicate your preferred size. We try to programme workshops in rooms with moveable furniture but cannot guarantee this.

5 Additional information

i) Audience focus

The details under Additional Information are *coded* in the programme to provide an initial filter for the delegates to decide if they would like to attend your presentation. Select "e" if you feel your presentation is aimed at delegates who are experienced in their field. Select "le" if you believe your presentation is aimed at a less-experienced audience.

ii) Materials focus and speaker affiliation

Please indicate whether you are focussing on published or commercial products, and if you are talking on behalf of an institution, professional association, publisher or examination board. As the result of feedback, the speaker proposal asks you to indicate whether you intend to promote a book or product in your presentation. The Conference Programme will include both *prod prom* and *pub* as presentation categories. *Prod prom* means that the speaker is promoting a particular book or product. *Pub* means that the speaker is representing or sponsored by a publisher. Only presentations marked *prod prom* or *pub* should promote particular books or products. You <u>must</u> mention the title of any product you are promoting in your abstract. This distinction aims to help delegates who want to know more about a book or product and prevent other delegates straying unknowingl**y into a presentation which they don't want to attend.**

6 Content focus

Please choose a <u>maximum of two</u> content categories which reflect the main focus of your presentation. The category you choose will be reproduced in the Programme as another way of helping delegates to decide whether to attend your session. Please note that the category *ES(O)L* refers to provision for migrants and refugees. If your presentation is of a general nature please tick the box *General*. The SIG Coordinators choose presentations for the SIG Days according to the category you tick. Please indicate if you do NOT wish your presentation to be included in a SIG Day.

7 The abstract

Your abstract will appear in the Conference Programme. It is on the basis of this abstract that delegates will choose whether they wish to attend your session, or come to view your poster. Your abstract must therefore accurately reflect the content of your presentation. No abstract may contain an offer of free books or other materials, although titles of any publications or products that will be focussed on in your presentation <u>must</u> appear in the abstract. Abstracts must be <u>50 to 60 words</u> in length.

8 The summary

All proposers are required to submit a <u>200-250 word</u> summary. Poster proposals must indicate the topic area and structure of your poster. Other proposers must outline exactly what you are going to talk about in the session and how the session (or your part of the session if you are proposing to be part of a forum or symposium) will be structured. The summary will be read by the Proposals Committee as a basis for selection. The summaries will not appear in the Conference Programme. Do not repeat your title or abstract or include biodata in your 200-250 word summary.

9 Filming sessions for the online conference

IATEFL and the British Council work together to enable teacher audiences worldwide to participate in the IATEFL Conference via the internet. We will be offering video presentations of selected sessions as well as interviews with speakers and delegates. These sessions and interviews will be complemented by discussion forums and interaction with conference presenters via the website; this is all part of our online conference coverage for remote delegates. Please tick the box on the proposal form if you agree to your presentation being filmed. If you agree, and if your session is selected for filming, we will film your whole session which will then be posted on the Manchester Online website. You **don't need to do anything differently from what you would have done if your session hadn't been filmed.** Please ensure that there is nothing in your presentation that may contravene copyright law. Your presentation may also be featured on the IATEFL YouTube channel or other IATEFL video sites. You will retain copyright of the talk itself and you can request that the video is removed at any point in the future. In February we will email the presenters whose sessions are included in the filming list.

10 Equipment

On your proposal please request any equipment you require. This will enable IATEFL to allocate your session to a relevant session room. IATEFL will <u>NOT</u> be able to accommodate requests at a later date. As the hire cost of equipment to IATEFL is extremely high, please <u>only</u> request equipment that you need and will actually use for your presentation.

11 Mentoring

Mentoring offers an opportunity for first-time speakers at the conference to benefit from the advice and support of an experienced speaker before giving their presentation. Mentoring includes contact before the conference, e.g., by email or Skype and/or meeting up at the conference to talk things through before the presentation takes place. If this **is your first presentation at IATEFL, please tick the 'mentee' box on your proposal if you would like** the opportunity to ask an experienced speaker for advice. **If you're an experienced speaker and are willing to act** as a mentor to a first-time speaker, please also tick the appropriate box.

12 Advice to note

- Do not run over your allocated time.
- Use a minimum of 24pt font for PowerPoint and OHTs.
- Be aware that if using Prezi, the motion can affect some members of the audience.
- On your first slide, please include your session title, presenter name(s), affiliation and email address.
- Something in your session must be new.
- Something in your session must be practical.
- Your session must follow your abstract closely.
- Only focus on published or commercial products if you have declared this in your abstract.
- If your session is a workshop, it must include plenty of active audience participation.

13 Essential information to note

- If you have a **co-presenter (joint presenter)** please ensure you read the information at the bottom of this page.
- The deadline for speaker proposal submissions is **18th September 2014.**
- Please check that you have completed all relevant sections of the online form correctly as proposals not meeting the guidelines will not be considered.
- Remember that if you have given this session, or a version of this session, at a previous IATEFL conference then your proposal will not be accepted.
- IATEFL will only accept one proposal, including a joint presentation from each member.
- All presenters must be members of IATEFL at the time of submitting their proposal.
- All presenters must pay the four-day conference fee by **16th December 2014.** You do not need to pay the conference fee at the time of submitting your proposal in September.
- We will let you know whether your proposal has been accepted at the end of November 2014. Please note that if you have put in a proposal for a talk or a workshop, you may be invited by the Proposals Committee to be part of a forum or symposium on a similar topic instead.
- You will be programmed on any of the four conference days and we will let you know on which day your session takes place in your acceptance email in November. Please do not book travel if you are not staying for the full conference until you know which day you are presenting on.
- Presenters who have not paid by 16th December 2014 will be removed from the programme.
- Your abstract and your summary must accurately reflect what you are going to talk about.
- **Joint' presenters** must each individually go online and register by the deadline of 18th September 2014. **You cannot register as a speaker after the speaker proposal deadline. Please read below on how to register when there are two or more joint presenters:**
  The online form will ask for your 'main' presenter's booking code (this is the first of you to go online). Please obtain this booking code from them before going online so that your record can be included in the presentation. <u>When a joint presenter books online</u>: Fill in your membership number and password then complete the first page (*Personal info*). On the next page (*Booking and Fees*), **tick the** *joint presenter* **box**. A box will appear **asking for the main presenter's** booking code. Enter their code and your record is now linked to the presentation. Click on the *Speaker form 1* page. The presentation details will appear as this was completed by the main presenter. You need to fill in two fields: 1) *Place of work* (which will be printed in the Programme); and 2) tick if you do NOT wish your email address to appear in the Index of Presenters in the Programme. Now go to the last page (*Payment*) to submit your speaker proposal. You do not need to pay the conference fee at the time of submitting your proposal but must pay by 16th December.