



# Speaker Proposal Guidelines for Scholarship applicants

## Important Information and Updates



The 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 IATEFL members to submit proposals for inclusion in a programme, reflecting the diversity and variety of the profession.

Your speaker proposal must be submitted online as part of your scholarship application via your dashboard - [www.iatefl.org/dashboard](http://www.iatefl.org/dashboard)

The deadline for submitting your proposal and scholarship application is **14.00 (UK time) Wednesday 19 June 2024**. You will be emailed the result of your scholarship between 12 and 23 August 2024 please check your junk folder for this information. You will then be contacted again in late November 2024 with details of your presentation.

If you are not successful in your scholarship application, you will be asked if you would like your proposal to still be considered for inclusion in the conference programme. You must have an IATEFL membership and make your request in writing to us before the speaker proposal deadline of **16.00 (UK time) Wednesday 11 September 2024**.

### The proposals selection process

The 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 IATEFL members to submit proposals for inclusion in a programme, reflecting the diversity and variety of the profession.

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 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.

Conference delegates will be asked for feedback on all sessions at the IATEFL Conference in order to continue to monitor the range, quality and content of presentations.

### Sharing your information

By submitting a speaker proposal, you will be agreeing that IATEFL shares your name, affiliation and email address with the following persons:

- Your name and affiliation will be passed to our Conference Programmer and, if selected to present at the conference, these details will be in the Conference Programme and on our website.
- Unless you say otherwise on your speaker proposal, your name and affiliation will be passed to our Special Interest Groups (SIGs) for consideration to be part of a SIG Showcase. If selected as part of a SIG Showcase, your email address will be passed to the relevant SIG Coordinator to enable them to contact you.
- If you indicate that you would be happy for your presentation to be filmed, and if we do indeed include your presentation on the filming schedule, your name, affiliation and email address will be passed to the Conference Online Team to enable them to contact you.
- The Proposals Committee reserves the right to programme you in a Forum with two other presentations instead of an individual session. If this is the case, the names, affiliations and email addresses of all presenters in the forum will be shared with each other in the speaker acceptance letter in December to enable you to liaise with each other. You and they must treat each other's details with confidentiality in accordance with IATEFL's Privacy Policy.

## Other terms and conditions

- Any presenter failing to deliver their presentation without informing the Conference Programme Coordinator (Sarah Ward, [sarah@iatefl.org](mailto:sarah@iatefl.org)) in writing prior to the start of their session will not be entitled to submit a proposal for conference the following year.
- You will be programmed on any of the conference days and we will let you know on which day your session takes place in your acceptance email. If you are not staying for the full conference, please do not book your travel until we tell you which day you are presenting on.
- You must ensure that you have permission to use any materials that you plan to show in your presentation and that there is nothing in your presentation that may contravene copyright law.
- All session rooms will be equipped with a laptop and projector. Accepted speakers will be contacted at a later date to arrange any additional equipment requirements.

*Watch Madeleine du Vivier's session on How to write an effective IATEFL conference: <https://youtu.be/5Gexv0fQ0dl>  
Watch the recorded IATEFL Live session on submitting a proposal: <https://youtu.be/0KtEhejugqk>*

## Guidance for completing the proposal form

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

### 1. Joint presenters

It is not possible to submit a joint presentation as part of a scholarship application. Only single person proposals will be accepted.

### 2. Length and type of presentation

All presenters must adhere strictly to the time they are allocated. IATEFL will end any sessions that continue over the allowed time.

You must indicate what type of session you wish to present. The proposals committee will look at your preference but may programme your presentation differently including amending from Talk to Workshop and vice versa, placing you within a Forum, an ILF or as a Poster Presentation, if they feel it's appropriate. Successful speakers will be informed of their session type in their acceptance letter.

### Session types

Talk	30 minutes (including Q&A)
Workshop	45 minutes (including audience participation and Q&A)

### Forum

Whilst you are not able to self-select a Forum presentation as part of a scholarship application, the Proposals Committee may feel it suitable to include you in one. A 75-minute session that gives three speakers the opportunity to present together on a given topic, led by one of the speakers also acting as facilitator. Speakers can either present for 20 minutes followed by a 5-minute individual Q&A session, or speakers can present for 20 minutes each followed by a 15-minute group Q&A session.

### Talk

A 30-minute session that describes what you are doing, or have done, in relation to theory and practice or that focusses on commercial materials or products. We strongly recommend that you focus on the most salient points (3-4 points max) of your subject matter, use visual aids during the session and include some interaction with the audience. We also request you allow adequate time for a Q&A session. If you would like to restrict the size of your audience to 50 participants, please select the relevant option.

### Workshop

A 45-minute session which must maximise active audience participation 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 by giving a brief outline of activities that will involve the audience. If you would like to restrict the size of your audience to 50

participants, please select the relevant option. All session rooms will be set out in theatre style for the duration of the conference and it will not be possible to rearrange the furniture for workshops.

### 3. Details of presenters

Your name will be replicated within the Programme as shown on your IATEFL contact records. If you wish to amend this, please advise within the comment section. Please type your place of work carefully as this information will be printed in the Programme. If you would like your workplace listed on your delegate badge, this information will need to be separately entered on your delegate record and does not need to match the affiliation in the Programme.

As we send all communication regarding your proposal to the email address you supply on your IATEFL account, please make sure it is correct.

If the named person is unable to attend the conference, IATEFL will not normally allow another person to present the session.

### 4. Materials focus and speaker affiliation

Please tell us if you are focussing on/promoting published or commercial products, and who you are talking on behalf of. As a result of continuous feedback, the speaker proposal asks you to indicate if you intend to promote or focus on a book or product in your presentation and you must mention the title of any book or product in your abstract. This helps delegates know before they attend a session whether there will be a particular focus on a specific product or publication, or even the promotion of one. Delegates can therefore make an informed decision on whether to attend, based on their interest in the subject or specifically on that product or publication and we will note as such within the conference programme.

### 5. Audience focus

You must indicate the audience focus (experienced, less-experienced, primary teaching, adult teaching, etc.)

### 6. Content focus categories

<b>AL</b> = Applied Linguistics	<b>GI</b> = Global Issues	<b>MD</b> = Materials Development
<b>BE</b> = Business English	<b>IPSEN</b> = Inclusive Practices & SEN	<b>PRON</b> = Pronunciation
<b>EAP</b> = English for Academic Purposes	<b>LA</b> = Learner Autonomy	<b>RES</b> = Research
<b>ESOL</b> = English for Speakers of Other Languages	<b>LAM</b> = Leadership & Management	<b>TD</b> = Teacher Development
<b>ESP</b> = English for Specific Purposes	<b>Lit</b> = Literature	<b>TEA</b> = Testing, Evaluation & Assessment
<b>GEN</b> = General	<b>LT</b> = Learning Technologies	<b>TTEd</b> = Teacher Training & Education
	<b>MaW</b> = Materials Writing	<b>YLT</b> = Young Learners & Teenagers

You must choose **one or two content** categories. If you are choosing General, then please note any further categories will be removed as this encompasses all possibilities. If you select more than two categories we will automatically amend your content focus to General.

Some proposals are selected to feature in a Special Interest Group Showcase based on the category. Please indicate whether you wish your presentation to be included in a SIG Showcase. The Proposals Committee or SIGs may change the content focus category that you tick if they feel it is not really relevant to that coding.

### 7. Speaker interviews

During the IATEFL conference, as with previous conferences we're intending to have short interviews with speakers that will go on our social media channels to give those not attending a flavour of what is happening in Harrogate. Some of these will be pre-recorded and others will be live. If you are willing to be interviewed, IATEFL will write to presenters who have been selected to be interviewed nearer the conference. If we do include your interview on the filming schedule, your name, affiliation and email address will be passed to the IATEFL Live to enable them to contact you.

### 8. Mentoring

Mentoring offers an opportunity for speakers at the conference to benefit from the advice and support of an experienced speaker. Mentoring includes contact before the conference, e.g., by email or video call and/or meeting up at the conference to talk things through before the session takes place. If you would like the opportunity to ask an experienced speaker for advice, please tick the 'mentee' box on your proposal. If you're an experienced speaker and are willing to act as a mentor to a speaker, please tick the 'mentor' box.

## 9. Session Title, Abstract and Summary

Please ensure you check for spelling and grammar within your proposal and ensure that no biodata is included. The proposals committee will read all proposals blind so please do not include any information that would make you identifiable. Your session title, summary and abstract must clearly reflect each other. You must not have given this session, or a version of this session, at a previous IATEFL Annual Conference.

<b>Title</b>	10 words maximum. <ul style="list-style-type: none"><li>• This should be submitted in Sentence case, not Title Case.</li><li>• It should communicate effectively what you are going to be talking about to your potential audience without being gimmicky or using technical jargon.</li></ul>
<b>Abstract</b>	Between 50 and 60 words. <ul style="list-style-type: none"><li>• This will appear in the online Conference Programme but not in the printed version. It is on the basis of this abstract that delegates will choose whether they wish to attend your presentation or poster. Your abstract must therefore accurately and clearly reflect the content of your presentation.</li><li>• No abstract may contain an offer of free books or other materials, although titles of any publications or products that will be mentioned during your presentation must appear in the abstract 'in inverted commas'.</li><li>• It should be clear that you have something new to say or that you plan to shed some new light on a topic.</li><li>• 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, or if your presentation relies heavily on a description of a local situation.</li><li>• 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 and that what you report is applicable or relevant to the wider ELT sector.</li><li>• It must be clear from your abstract and summary that you have catered for the level of knowledge of your target audience indicated in your choice of audience focus.</li><li>• You must clearly indicate whether the focus of your session is mainly theoretical or practical, or a combination of both.</li><li>• Please write your abstract in the first person and avoid the use of bullet points and multiple paragraphs.</li><li>• If you want to see some example abstracts, you can download past Conference Programmes at <a href="http://www.iatefl.org/conference/past-and-future-conferences">www.iatefl.org/conference/past-and-future-conferences</a>.</li></ul>
<b>Summary</b>	Between 200 and 250 words. <ul style="list-style-type: none"><li>• The summary is used by the Proposals Committee as a basis of selection. It will not be included in the Conference Programme or shared with delegates in any other way.</li><li>• Poster proposals must indicate the topic area and structure of the poster.</li><li>• Workshop proposals should outline the tasks that will maximise active audience participation during the session.</li><li>• All other proposals must outline exactly what you are going to talk about in the presentation and how the presentation will be structured and organised.</li><li>• Do not repeat your title or abstract or include biodata in your summary. If you have to make a reference, please make it very short.</li><li>• 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 your session is reallocated a different session type from what you originally submitted, you will be expected to adapt the content of your session to the length of time allocated.</li></ul>