



29th Annual Convention, 2006
March 24-26th, Facultad de Filología A – Universidad
Complutense de Madrid



Voices in the Classroom

INSTRUCTIONS FOR COMPLETING YOUR PRESENTATION PROPOSAL FORM

Please complete the Presentation Proposal Form carefully. Include an abstract, outline and bio-data (see below). **Conditions:** In accordance with our Statutes all residents of Spain giving a non-commercial presentation ***must be current members of TESOL-SPAIN*** i.e. have paid their 2006 membership dues to gain access to the convention. Membership forms are available in the TESOL-SPAIN newsletter and at the web-page. Presenters ***will not*** have to pay the Convention Registration Fee and have free access to the convention. You can view an example of a completed submission form on our website: <http://www.tesol-spain.org/convention2006>. Please complete **ALL** sections of this form. Incomplete forms will **NOT** be considered!

GENERAL INFORMATION

Speakers

There is a maximum of 2 speakers. Names of additional collaborators may be included in the SUMMARY OF PRESENTATION SECTION, but these will not have speaker status (i.e. they will have to pay registration if they wish to come). Under 'place of work/sponsor', please indicate one name you wish to appear in the programme.

Title of Presentation

Limit title to 9 words. Please choose a title that accurately reflects the content of your presentation. Do not use vague or 'catchy' words which might mislead participants.

Coding

The first three classification codes (**Type of Presentation**, **Language of Presentation** and **Intended Audience**) provide the initial filter for participants to access the appropriacy of your presentation. The fourth code, **Area**, should be chosen to accurately reflect content.

1. Type of Presentation

Talk: A talk tells about something you are doing or have done in relation to theory and/or practice. We strongly recommend you accompany the talk with audio visual aids and handouts. A talk should ideally not last over 45 minutes with another 15 minutes for questions.

Demonstration: A demonstration shows rather than tells the audience about work which you are doing or have done. This can include unpublished materials, techniques, videos of activities, etc.

Workshop: A workshop is a 90-minute session in which the audience participates in performing one or more tasks - doing something rather than just listening or watching. It should be carefully structured and monitored. In response to feedback from previous conventions, we encourage presentations which involve audience participation.

Restricted Presentation: A paper, demonstration or workshop on a general ELT topic and centred on specific published materials.

Product Presentation: A paper, demonstration or workshop describing published / commercial products.

Product Presentation by Author: A paper, demonstration or workshop centred on a published product presented by its author(s).

2. Language of Presentation

Speakers are welcome to give talks in any language, but simultaneous translation will not be offered.

3. Intended Audience

(Check all three in each category to indicate general application.)

- | | |
|-------------------|------------------------|
| i Student age | ii Student Level |
| A1 primary | L1 beginner/elementary |
| A2 secondary | L2 intermediate |
| A3 post-secondary | L3 advanced |

LMix (mixed ability) This category can be used with the above e.g. A1/LMix refers to mixed ability teaching within the same group/class of learners.

iii Teaching Experience

T1: new teachers or with less than 2 years experience.

T2: teachers with more than 2 years experience.

T3: teacher trainers, involved in research and tertiary education.

4. Area

Choose a maximum of **two** codes. The first code should represent the primary focus. e.g. a workshop involving the use and exploitation of locally available resources (e.g. newspapers) would be coded CTec/MDv. For a list of codes please consult below.

5. Practice/Theory

Please indicate the practical/theoretical nature of your presentation on a scale of **1 to 4**.

1 indicates a practical talk, with theoretical issues not articulated

2 indicates a practical talk with some theoretical issues discussed

3 indicates a theoretical talk with some mention of resulting classroom practice

4 indicates a theoretical talk, in which practical issues are only raised in a theoretical way

6. Length of Presentation

Although calculating timing can be difficult, we ask you to tailor your talk so as to avoid rushing through material or dragging out limited content in order to avoid audience dissatisfaction.

7. Equipment

Failure to request equipment on time may result in your not getting it for your presentation. **Please note that the hiring of equipment involves TESOLSPAIN (a voluntary, non-profitmaking organisation) in considerable expense.** We would like to keep this to a minimum, and would be very grateful to any speaker/organisation who can provide their own equipment.

8. Environmental and other needs

Because of site restrictions, requests in this section **cannot** be guaranteed. Please specify only absolutely necessary requirements.

9. Scheduling

To facilitate scheduling, please avoid using this box unless absolutely essential. It is to indicate when you are **unable** to come, not when you would enjoy giving your talk. Limitation in availability may mean that we are unable to schedule your presentation.

INSTRUCTIONS FOR ACCOMPANYING INFORMATION

On a separate sheet of paper, **please include your abstract, outline, and bio-data according to specifications outlined below.** Please type or use a word processor. No hand-written or faxed copies will be read.

PRESENTATION ABSTRACT

Please read this section carefully. The abstract will appear in the convention programme, therefore it must clearly reflect the content of your presentation(s). The abstract is the means by which you appeal to your audience and with the presentation a long way off, it is often easy to omit important information and thus weaken initial contact with potential participants. The abstract should be written in one paragraph with full sentences, maximum number of words: 60. If it is necessary to edit the abstract speakers will be informed. If your presentation is aimed at a specific group of teachers (e.g. 'E.O.I' or 'Technical English for FP'), please specify here.

General Advice : The relationship between speaker and presenter is reflected in the language of the abstract - try to avoid terms like *'the presenter will teach...* Use terms like 'FCE' to reflect exam orientated presentations rather than student level. Think carefully about claims that could be misleading. e.g. *'innovative techniques or latest development'* - are they really? *'Effective techniques'* - suggests tried and tested - are they? *'Lively session'* - suggests audience participation; *'a great variety'* - how many is great? Avoid using opaque meta-linguistic terms or say what you mean by them.

Ideas (with suggested phrases - *in italics*)

Creating a space for yourself: *It is not often...*

Establishing significance of topic: *everyday we have to...*

Problem – solution : *Why do...? We will look at...*

Describe chronologically: *starting with... will be followed by...*

Saying what you are going to do: *will identify / suggest ways of...address...present...demonstrate...be discussed... be used...look at why.. and ways of.. look at ways of...*

Indicating required audience knowledge or participation: *no prior knowledge... some prior knowledge... audience participation essential or expected... participants will have the opportunity to... useful for teachers who are looking for... anyone interested in...*

Don't forget to include who your talk is suitable for: *... is of special interest to teachers of young learners in the private sector.*

BIODATA

This is a brief (max 60 words) biographical statement to appear in the program. It can include professional experience, publications, qualifications, and/or special interests, and should be written in continuous prose.

Area Codes

Pron

AL	Affective Learning
CALL	Computer assisted language learning, multimedia; internet; Comp Linguistics
CBk	Coursebooks: evaluation / selection / adaptation
CBL L	Content-based language learning
CR	Classroom Research: Methodology of CR and/or findings of classroom research
CTec	Classroom Techniques: Practical ideas which can be taken into the classroom
Cult	Aspects of culture in ELT, cultural awareness; cross-cultural studies
CSD	Curriculum & syllabus design: design, implementation, development and evaluation
Dram	Drama in the classroom; theatre
ESP	English for Specific Purposes: Please specify area in the abstract. e.g. academic purposes, occupational purposes, business purposes etc.
Game	Games
Gram	Teaching of grammar, theoretical perspectives on language
L	Listening
LT	Learner training: learner autonomy, acquisition of effective learning strategies (not specific training of skills and sub-skills)
MDv	Materials development: Presentation and exploitation of materials, design and development
Mus	Music and songs

STEP-BY-STEP OUTLINE

The outline is the basis on which presentations will be accepted. All proposals will be studied separately by a committee of readers and acceptance will be based on their recommendations. Therefore, speakers should:

- clearly state the overall objectives of the presentation
- demonstrate an awareness of current issues and trends in ELT
- indicate the expected participation of audience
- provide a step-by-step procedural explanation of the presentation.

Speakers may choose to write in paragraph or outline form. The outline should be approximately 250-300 words.

SUBMISSION OF PROPOSALS

Please send the proposal form together with the typed abstract, outline and bio-data by e-mail attachment or on diskette to:

Kate Marriage,
 Instituto de Idiomas Modernos, Universidad Pontificia Comillas
 Alberto Aguilera 23
 28015 MADRID (Spain)
 E-mail: speakersmadrid06@tesol-spain.org

You can also find this form, and updated convention information, on the TESOL-SPAIN web-site at:

<http://www.tesol-spain.org/convention2006>

If sending your form by the website, or other electronic means, you will receive confirmation of receipt. If you do not hear anything within 5 days, contact speakersmadrid06@tesol-spain.org. Notification of acceptance/ non-acceptance of proposals can be expected sometime in the month of December 2005. **Please ensure** that your proposal conforms to these guidelines and is submitted to be received by the deadline submission date below. Finally, have you completed **ALL** sections of this form? Incomplete forms will **NOT** be considered.

Deadline: October 31st 2005

Pron	Pronunciation: Theoretical / practical aspects of pronunciation, phonology.
R	Reading (including literature)
S	Speaking
SA	Self Access
SES	Spanish educational system: Topics of pedagogic of interest to teachers working in the state sector.
SLA	Second Language Acquisition: Theories of SLA and/or reference to implications for teaching e.g. inter-language, error analysis etc.
TEA	Testing, Evaluation and Assessment Official exams e.g. <i>selectividad</i> , FCE, TOEFL; test design; continuous assessment; self-assessment (this code can be used in conjunction with CSD to reflect course evaluation).
TDv	Teacher Development and Training : As this includes formal aspects of teacher training courses (such as CELTA) and teacher development (e.g. reflective teaching), please specify intended audience clearly.
Vid	Video
Voc	Vocabulary teaching; dictionary studies; corpus-based issues.
W	Writing
WE	World Englishes: English as an International Language/Lingua Franca, Linguistic varieties.