INSTRUCTIONS FOR COMPLETING YOUR PRESENTATION PROPOSAL FORM

Please complete the Presentation Proposal Form carefully.

✓ Include an abstract, outline and biodata (see below).
✓ Conditions: In accordance with our Statutes, all residents of Spain giving a presentation must be current members of TESOL-SPAIN i.e. have paid their membership dues to gain access to the convention. Membership forms are available on the website.
✓ Presenters do not have to pay the Convention Registration fee and have free access to the event over the whole weekend.
✓ Do not forget to consult our website for information on our speaker grants!
✓ Please complete ALL sections of this form. Incomplete forms will NOT be considered!

GENERAL INFORMATION

Speakers

There is a maximum of two speakers per presentation. 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. All communication will only be with the one speaker whose information is given in section 10 “mailing address”.

Title of Presentation

Limit title to nine 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 assess the appropriacy of your presentation. The fourth code (Area) should be chosen to accurately reflect content.

1. Type of Presentation

Talk: A talk is a presentation based on a theoretical framework, in which there is little or no audience participation. 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.

Workshop: A workshop is a practical 60 or 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.

Round Table/Forum: A round table is a panel of experts on a given topic, who give an insight into their area of expertise and answer audience questions.

2. Language of Presentation

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

3. Intended Audience

i Student age:
INF - infant
PRI - primary
SEC - secondary
AU – Adult and University
ALL - All audiences

ii Teaching Experience:
T1: teachers with less than two years’ experience
T2: teachers with more than two years’ experience
T3: experienced teachers, trainers, those in research, tertiary etc.

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 CT/MD. For a list of codes please consult below.

5. 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.

6. Equipment

It’s important to make your request for equipment on time. Failure to do so may mean that we cannot provide you with all the equipment you need.

7. Environmental and other needs

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

8. Scheduling

To facilitate scheduling, please only indicate restrictions when 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.
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, using the third person singular, eg. Jane Doe has been teaching EFL for 10 years.

**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 trends in ELT
- provide a step-by-step explanation of the presentation
- Make the presentation relevant to your intended audience

NB The outline should clearly state the level of audience involvement i.e. the expected participation of those who attend the presentation.

Finally, have you completed ALL sections of the online form? Incomplete forms will NOT be considered.

**DEADLINE:** OCTOBER 15th 2017

Karen McDonald
Speaker Resource Coordinator
speakers@tesol-spain.org

**SUBMISSION OF PROPOSALS**

Please complete the online proposal form on the TESOL-SPAIN web-site at: [http://www.tesol-spain.org](http://www.tesol-spain.org).

You will receive confirmation of receipt from the Speaker Resource Coordinator. If you do not hear anything within 5 days, contact speakers@tesol-spain.org. Notification of acceptance/ non-acceptance of proposals can be expected sometime in the month of December 2017. Please ensure that your proposal conforms to these guidelines and is submitted by the deadline date below.

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

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**AREA CODES**

<table>
<thead>
<tr>
<th>AL</th>
<th>CLIL</th>
<th>CR</th>
<th>CT</th>
<th>CULT</th>
<th>EAP</th>
<th>ESP</th>
<th>LP</th>
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<tbody>
<tr>
<td>Affective Learning</td>
<td>Content and Language Integrated Learning</td>
<td>Classroom Research</td>
<td>Classroom Techniques</td>
<td>(Inter)cultural Issues</td>
<td>English for Academic Purposes</td>
<td>English for Specific Purposes</td>
<td>Language Planning</td>
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<tr>
<td>MD</td>
<td>PP</td>
<td>SKILLS</td>
<td>SLA</td>
<td>TMS</td>
<td>TEA</td>
<td>TDvM</td>
<td>WE</td>
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<tr>
<td>English as a medium of instruction</td>
<td>A focus on learning strategies in which a positive attitude is created in the learner.</td>
<td>Strategies for the integration of content and language where a subject is taught through English. Bilingual education.</td>
<td>Research based on classroom observation and subsequent action.</td>
<td>Includes the use of drama, IT, games, grammar, music, songs, video and vocabulary.</td>
<td>Linguistic structures and strategies related to academic English. Text analysis, critical thinking, oral presentations, writing academic papers etc.</td>
<td>Technical English specific to an area of study, such as business, engineering, medicine etc.</td>
<td>English as the Medium of Instruction, language policies in a teaching centre or country. Support for learners in classes taught in English in the university sector.</td>
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