



**43rd
ANNUAL
INTERNATIONAL
IATEFL
CONFERENCE
AND
EXHIBITION
CARDIFF**



**31st MARCH – 4th APRIL 2009
Cardiff City Hall and Museum**

GENERAL INFORMATION

IATEFL's 43rd Annual International Conference and Exhibition will be held at the City Hall and the National Museum in Cardiff, Wales, UK.

Cardiff is a young capital city that is compact, vibrant and cosmopolitan. Delegates will be charmed by the combination of old and new that unite to create an exciting modern city.

The City Hall and National Museum stand in the heart of the city, just a 20-minute walk from Cardiff Central train station and bus station.

The Cardiff conference promises to be every bit as exciting as the previous conferences. We have a number of novel attractions to entice you and plan to provide you with a Welsh flavour and a memorable experience.

Associates' Day and Pre-Conference Events will take place on Tuesday 31st March, followed by the conference and exhibition from Wednesday 1st to Saturday 4th April.

The conference will bring together ELT professionals from around the world to discuss, reflect on and develop their ideas. The conference programme will offer many opportunities for professional contact and development. It involves a four-day programme of over 300 talks, poster presentations, workshops, panel discussions and symposiums. It also gives delegates a chance to meet leading theorists and writers, and exchange ideas with fellow professionals from all sectors of ELT, as well as enabling them to see the latest ELT publications and services in the resources exhibition.

Exhibition

The ELT Resources Exhibition is open to all for the length of the conference, showing the latest published materials, cassettes & videos, computer software and services.

Do take time to visit and re-visit the exhibition stands during the conference.

Plenary speakers

Plenary speakers at this year's conference are Claudia Ferradas (Argentina)
Bonny Norton (Canada)
Marc Prensky (USA)
Fauzia Shamim (Pakistan) and
Elana Shohamy (Israel)

Presenters' information

The deadline for speaker proposal submissions is **Monday 22nd September 2008**.

Prospective contributors, who must be members of IATEFL at the time of submitting their proposal, are invited to offer a presentation by completing the Speaker Proposal Form (see pages 11-16).

Proposals may be for talks, posters, workshops, panel discussions, swapshops or as a contribution to a symposium - please refer to the proposal guidelines on pages 17-22.

We aim to let you know whether your proposal has been accepted by late November 2008.

All speakers must register and pay the full conference registration fee by **Monday 5th January 2009**. Proposals by members who have not paid by 5th January 2009 will be removed from the programme.

Pre-registration for the conference

Registration is open to any member of the public who wishes to attend the conference. There is a reduced members' rate. (If you wish to join IATEFL in order to take advantage of this rate, please contact the office for a membership form or join online at www.iatefl.org) You will see that IATEFL also offers a single day attendance fee.

To register for the conference or a pre-conference event, please use the Delegate or Speaker Conference Registration Forms **or register online at www.iatefl.org**.

Speakers must register using the Registration Form within the Speaker Proposal Form. Joint presenters must send separate speaker registration forms (pages 5 & 6 of the Proposal Form).

Non-speaker delegates - please make every effort not to leave your registration until the last minute as the IATEFL Office will be fully committed to conference arrangements from early March 2009. Unless we receive your registration form and full payment by Friday 6th March, you will need to register on arrival at the venue.

European funding might be possible to help with conference attendance costs. For details, visit the Education and Training website at http://ec.europa.eu/education/programmes/llp/ind_ex_en.html

Local delegates

The last 24 hours of the conference (from lunchtime Friday 3rd to lunchtime Saturday 4th April) is a special 'Local Day' for ESOL and EFL teachers who live or work in Wales - if you live or work in Wales and aren't able to attend the whole conference, come and take advantage of this opportunity to join our conference and exhibition for the final 24 hours. The 'Local Day' programme provides the following opportunities:

- An exhibition displaying the latest ELT materials
- The opportunity to attend presentations, including the choice of one of the 17 symposiums
- Attend an evening event on Friday night
- A stimulating plenary session
- Networking with fellow professionals in ELT from the UK and around the world.

How to register: please use the two-page Delegate Registration Form to register (pages 23-24 of the brochure). There is a section under 'Conference Registration Fees' for 'Local delegate 24hr attendance fee'. Alternatively, you can register at the door from 1230 on Friday 3rd April.

Conference, exhibition and registration timetable

Registration will be open in the morning of Tuesday 31st March for PCE delegate registrations only.

Registration will be open from Tuesday afternoon to Saturday morning for conference registrations.

The exhibition will be open from Wednesday to Saturday morning.

Opening times of the registration desks and of the exhibition will be made known later this year.

Delegates must register before they can attend any sessions as admission is strictly by badge.

The sessions will start at 0900 and end around 1830, except for the final day when the conference ends early afternoon. Exact timings will be made known later this year.

Getting to Cardiff & the venues

By air – Cardiff International Airport is 12 miles from the venue and is accessible by bus and train. There are regular direct flights from the UK and other European destinations.

By rail from the airport - A rail link connects the airport to Cardiff Central train station. A free shuttle bus takes you from the terminal to Rhoose Cardiff International station. Trains run hourly to and from Rhoose Cardiff International and Cardiff Central.

The journey time is 35 minutes. The cost of a ticket at June 2008 is £3 each way.

Cardiff Central train station is a 20-minute walk from the venue. The cost of a taxi from the station to the venue at June 2008 is £4-£5.

By bus from the airport - Cardiff Bus (Airbus Xpress) service X91 operates between Cardiff International Airport and Cardiff Central train station. This service is hourly Monday to Saturday daytime and every two hours Sunday daytime. The journey time is 35 minutes. The cost of a ticket at June 2008 is £3.60 each way. Cardiff Central train station is a 20-minute walk from the venue. The cost of a taxi from the station to the venue at June 2008 is £4-£5.

EST Transport operates an hourly evening service Monday to Saturday (service 95) also between Cardiff International Airport and Cardiff Central. The journey time is 55 minutes. The cost of a ticket at June 2008 is £3.60 each way.

Other airports - Bristol International Airport is 1½ hours away from Cardiff by rail. Birmingham, Manchester and London Airports are also accessible to Cardiff by rail or coach.

By rail – High-speed InterCity trains link most cities with Cardiff. Cardiff Central station is a 20-minute walk from the venue. The cost of a taxi from the station to the venue at June 2008 is £4-£5.

The journey time from London Paddington to Cardiff is approximately two hours.

There are also rail links from Birmingham, Bristol, Exeter, Liverpool, Manchester, Newcastle, Nottingham, Portsmouth and Southampton.

Tickets and timetables can be obtained from www.thetrainline.com or from National Rail Enquiries at www.nationalrail.co.uk or by telephone on 08457 484950 (telephone number from overseas is +44 (0)20 7278 5240).

Also check individual train company's sites to see if you can get a cheaper fare directly - see www.firstgreatwestern.co.uk and www.virgintrains.com

The internet is a good place to compare all the different fares on offer. Many of the best deals are available only on single journeys - often making two singles a cheaper option than a return ticket.

Some tips on getting the best rail fares:

- Buy in advance. Virgin Trains and First Great Western, for example, release some cheap tickets weeks in advance.

- When searching for the best deal, use websites such as www.nationalrail.co.uk and www.thetrainline.com to get information on times and fares, but check individual train company sites too because they will often offer the cheapest fares.

- If you are unable to buy in advance, try not to travel at peak times.

By road – The M4 runs through the north of Cardiff, making London approximately 150 miles and three hours away.

From the Midlands, the north of England and Scotland it is a straightforward drive via the M6, M5 and M50/M4.

From the south and south west of England, the approach is by the M5 and M4.

Access from west Wales is by the M4.

To the City Hall and National Museum, follow the M4 to the A48(M) then follow signs to the city centre and the National Museum.

Please see the maps on the inside back cover of this brochure.

By coach - National Express operates coaches from most UK cities to Cardiff Bus Station, including a flightlink service from Heathrow and Gatwick airports. Timetables and prices can be obtained from National Express at www.nationalexpress.com

Megabus operates an inexpensive service from Central London. See www.megabus.com

The journey by coach from London to Cardiff is approximately 3-3½ hours.

Cardiff bus station is a 20-minute walk from the venue. The cost of a taxi from the bus station to the venue at June 2008 is £4-£5.

Car parking

Tokens for parking by the National Museum can be bought from the museum's admissions desk. Hotel car parking is generally available and the City Hall and National Museum are within walking distance of most hotels.

Accommodation

The Cardiff Convention Bureau has arranged accommodation at various hotels in Cardiff. There are different price bands from which delegates can choose. In order to reserve accommodation at your preferred hotel, it is strongly recommended that you book your accommodation as early as possible.

To book accommodation, please go to the IATEFL website (www.iatefl.org) and click on *Conferences* and scroll down to *Accommodation*. You will be able to book online.

If you do not have access to the Internet, you can request an accommodation booking form by emailing cheryl.walker@cardiffandco.com and returning the form directly to Cheryl Walker at the Cardiff Convention Bureau. If you do not receive confirmation one week after sending your booking form, you are advised to contact her at

the above email address or by telephoning +44 (0)29 2087 1023.

If you wish to find alternative accommodation at guesthouses and B&Bs, please contact the Cardiff Convention Bureau for details. Please note that the Bureau does not offer a booking service for these establishments.

Alternative accommodation can also be viewed at www.visitcardiff.com

Booking online is strongly advised - visit www.iatefl.org

Meals

Packed lunches will be available to purchase and the National Museum has a restaurant and a coffee bar open during the day. Alternatively, take a stroll and visit the many local cafés and restaurants within easy walking distance.

Conference attendance donations

This year we are again giving delegates the opportunity to help our scholarship winners and possibly other delegates/speakers who would otherwise be unable to attend the conference.

Donations received will help toward travel and accommodation costs. You can make a kind donation with your registration form. Thank you.

For UK tax payers using Gift Aid, the Inland Revenue donates an extra 22p for every £1 received. Please tick the Gift Aid box on your registration form.

Evening events

A programme of events will be arranged for delegates during the evenings of the conference week. These will be shown on our website (www.iatefl.org) in the coming months.

If you would like to join forces with IATEFL and sponsor an evening event, please contact IATEFL.

International delegates

Delegates who require an invitation in order to make visa arrangements and other travel requirements should contact IATEFL by fax on +44 (0)1227 824431, or by emailing conferenceprocessor@iatefl.org

Please state your full name, postal address, fax number and email address.

Sponsorship opportunities

We are always looking for new sponsors and new ideas to be sponsored to enable IATEFL to host a memorable conference for our members and delegates. If you are interested in sponsoring part of IATEFL's Annual International Conference, please contact Alison Wallis, IATEFL Marketing Officer, at awallis@iatefl.org

IATEFL is already most grateful to the following sponsors for the generous contribution to the success of the conference:

British Council for sponsoring **Cardiff Online** and supporting our plenary speaker, **Marc Prensky**

Cambridge ESOL for sponsoring the **Associates' Day and Dinner**

Cambridge University Press for sponsoring the **notepads for delegates**

Isom Print for sponsoring the **conference posters** and **signage** around the venue

Macmillan English Campus for sponsoring the **internet café**

Mailability for sponsoring this **preliminary conference brochure**

Marshall Cavendish for sponsoring the **badges and lanyards**

Richmond Publishing for sponsoring the **delegate attendance certificates**

Trinity College London for sponsoring the **Conference Programme** and the **delegate bags**

Cancellations and insurance

Cancellations of Conference and PCE Registrations received before 1st March 2009 will incur a 50% cancellation charge. Cancellations after this date will not be refunded.

We strongly recommend that delegates purchase insurance to cover any cancellations and losses that may occur whilst they are away from home.

Addresses of the venues

Cardiff City Hall
Cathays Park
Cardiff
CF10 3ND

National Museum
Cathays Park
Cardiff
CF10 3NP



IATEFL CONTACT DETAILS

IATEFL
Darwin College
University of Kent
Canterbury
Kent CT2 7NY, UK

Tel: +44(0)1227 824430
Fax: +44(0)1227 824431
Email: generalenquiries@iatefl.org

Web: www.iatefl.org

Registered as a Company in England and Wales 2531041 Registered as a Charity 1090853

CONFERENCE SCHOLARSHIPS

Each year IATEFL is pleased to offer conference scholarships, details of which can be found on our website at www.iatefl.org

PRE-CONFERENCE EVENTS (PCEs)

Pre-Conference Events (PCEs) will be held on Tuesday 31st March specifically for delegates who wish to concentrate on a particular topic. PCEs are planned as professional development days and participants will receive a certificate of attendance. This year, the Special Interest Groups organising Pre-Conference Events are:

ELT Management on Achieving a better work/life balance

English for Specific Purposes on English for the Workplace (E4WP) in the 21st Century

ES(O)L on Pushing the Boundaries in the ES(O)L Classroom

Global Issues and **Teacher Development** on That Wouldn't Work For Me, Would It?

Learner Autonomy on Promoting Learner Autonomy: Processes and Practices

Learning Technologies on Learning through digital games

Literature, Media & Cultural Studies on Exploring Young Adult Fiction

Pronunciation on Integrating Pronunciation in CLIL Education

Teacher Training & Education on Teacher Trainers' and Educators' Development

Testing, Evaluation & Assessment on Language Placement Tests: the Status Quo vs. Actual Needs

Young Learners on Proof of the Pudding: a Celebration of Theory Applied in Practice

How to pre-register for a PCE

Delegates who wish to attend a PCE on Tuesday 31st March should send a conference registration form to IATEFL. The registration forms have been designed for delegates who wish to attend the PCE, or the conference, or both. You can also register online at www.iatefl.org.

We recommend that delegates pre-register early for a PCE as there are limited places available. Places will not be booked until full payment is received.

The PCE programmes will start at 10am promptly and end around 4pm or 5pm.

Preliminary details of the PCE programmes follow.

ELT Management

Achieving a better work/life balance

This participatory workshop is designed to help managers and other ELT professionals achieve a better work/life balance.

The practical topics covered will include:

- examining your wheel of life
- relaxation techniques
- dealing with emails
- managing stress effectively
- planning a better work/life balance

English for Specific Purposes

English for the Workplace (E4WP) in the 21st Century

The purpose of the 2009 Pre-Conference Event (PCE) of the ESP SIG is to provide a cutting-edge international survey of the current approaches to English for the Workplace as a sub-area of ESP (English for Specific Purposes) and EOP (English for Occupational Purposes).

The last three years have witnessed an unprecedented level of interest in the developments in E4WP which seems to be a topical issue impacting on the employment scene where English is used as a medium of professional communication. Recent examples of the importance of E4WP include, inter alia, British immediate plans to require all non-British football players to take a special occupational English test in order to work in the UK, the Chinese initiative to ensure that all Beijing taxi drivers speak some work-related English for the 2008 Olympic Games, and the Omani tourist industry doing its best to provide English-speaking services to visitors throughout the country. E4WP is also very important for the higher education sector, and at present there is an 'explosion' of professional university courses related to English for Engineering, English for Law and English for Architecture.

The interest in E4WP has resurfaced, and is now at the top of the agenda for educators, academics, ELT professionals, ministry decision makers, course providers and publishers. This event will be a forum for exchange of state-of-the-art expertise in the area. In addition to the talks provided by key international experts who specialize in the topic, there will be presentations prepared by other professionals who take an interest in the theme.

We welcome additional contributions from any ESP/EAP colleagues who would like to present a talk and share their experience in connection with the theme of the PCE, and will do our best to ensure that the final selection of the approved papers is officially published for the benefit of all EAP and ESP practitioners worldwide.

ES(O)L

Pushing the Boundaries in the ES(O)L Classroom

ES(O)L teachers face challenges every day in the classroom with groups from diverse backgrounds, such as migrant workers and refugees from all over the world, who bring with them specific needs and differing learning experience and spiky abilities in skills. Which fresh perspectives and innovative practices can teachers of ES(O)L try out in their own classrooms to help meet these challenges? Which new activities, approaches and new points of view on old concerns can help us improve the experience and success of our learners?

Our pre-conference event will push the boundaries of the ES(O)L classroom and provide participants with the chance to explore ideas, insights and issues with classroom application, that are equally relevant to our Welsh-language teaching colleagues, including ...

- Skills teaching, particularly listening and pronunciation
- Benefits from integrating citizenship and content into classes
- What works best with materials?
- Teaching ES(O)L learners lacking literacy skills in their own language
- Working with ESOL for work skills
- Supporting learners on academic and vocational courses

A lot of these issues came up at our Open Forum at last year's conference so we anticipate pushing the boundaries will be a practical, useful and inspiring process!

Global Issues and Teacher Development

That Wouldn't Work For Me, Would It?

If you are reading this, you are obviously someone who believes in your own development and probably the development of those around you. Perhaps you go to conferences, join teachers' associations, read methodology books, take training courses and all these no doubt lead to your increased awareness of what it is to be a teacher, but do the ideas proposed always fit with the reality of your teaching life and/or your beliefs about teaching?

In this day-long workshop we will be looking at what we can do about the gap between the ideas that we come into contact with and the reality of our day to day teaching and as such will look at, among other ideas, course book design, diversity, geopolitical realities, and dealing with large classes. We will try to come up with individualised approaches towards dealing with methodological and pedagogical input that mean we can each take what is most appropriate for ourselves from such input.

These approaches should not only help us benefit maximally from the ensuing conference, but also beyond, and the close cooperation of an all day workshop will, we are sure, form strong bonds with the other participants which will leave us in great shape for the rest of the conference.

Learner Autonomy

Promoting Learner Autonomy: Processes and Practices

Our 2009 PCE will place strong emphasis on the processes and practices which promote autonomy in language learning, with the central focus being on what professionals committed to encouraging autonomy do in their classrooms and with what results.

To this end, our speakers will provide us with evidence of successful practices, methods, artifacts and materials which promote learner autonomy and demonstrate the advantages of such an approach to teaching and learning over a more traditional one.

Practitioners in the field who are friends and members of the LASIG are invited to share with us their expertise from daily classroom practice and suggest ways in which the same approach can be applied in our own teaching contexts. For details of deadlines and how to submit a proposal see the LASIG website www.learnerautonomy.org

Input sessions and workshops will be accompanied by discussion, so that there will be plenty of opportunity for audience participation and interaction.

After this practice-oriented day, we will all go away with fresh inspiration, many new ideas and the confidence and support to implement them.

Learning Technologies

Learning through digital games

It is well-accepted that games are valuable in the language learning process. They are used by teachers in all levels of education and learners of all ages enjoy them. Digital games add to the variety of traditional games and can enrich a teacher's repertoire so that s/he may be able to respond to different students' needs.

The PCE will begin with an introductory presentation on the value and benefits which games can bring to learning. It will then proceed to showcase the variety of digital games available and the additional benefits which they can contribute. The PCE will include sessions on CD computer games, online games and games in virtual worlds. Participants will have plenty of time to experience the various games in hands-on sessions and discuss when and how the games used in the PCE can be incorporated into their teaching and what aims they can serve.

Finally, the participants will be introduced to ways they might create games directly related to their specific context.

Literature, Media & Cultural Studies

Exploring Young Adult Fiction

Novels and short stories written specifically for the 13-18 year olds have been having an increasingly good press in recent years. Forget the runaway hit story of the Harry Potter series which is also enjoyed by many in this age range, but the widespread success in Britain of writers such as Jacqueline Wilson and Philip Pullman, and the controversy generated by the work of Melvin Burgess for this age-range, has generated a lot of interest and acclaim.

In this one-day event we want to answer questions such as:

- What makes good young adult fiction?
- How can writers deal sensitively with topics such as relationships, race, drugs and violence in ways which are relevant to this age range?
- How can teachers choose which books to read with teenagers?
- What teaching approaches to reading such books work with teenage learners?

During the day a number of presenters will treat these different issues from various perspectives; some sessions will be classroom-based and practical, others will look at the background, others still will examine the work of particular authors. And we hope to have one author of young adult fiction with us to talk about their approach. It goes without saying that participants will be offered the maximum opportunities to ask questions and discuss their own experiences with young adult fiction.

Pronunciation

Integrating Pronunciation in CLIL Education

To spread the benefits of multilingualism evenly through lifelong language learning across all European countries, the European Commission agreed in 2001 to encourage the teaching of at least two foreign languages to all citizens from a very early stage of education, through various action plans. The proposal that European school leavers should have as a minimum “mother tongue plus 2 languages” is seen as a basic objective for the European education system, helping young learners to become aware of their own cultural values and influences and to appreciate other cultures.

However, one of the biggest problems faced by member countries is how to find additional time in the students' school timetable to extend foreign language teaching. A solution is being offered through *Content and Language Integrated Learning* (CLIL) as a recommended pedagogical procedure, without a need to drastically change timetabling. CLIL could help member countries to achieve their multilingual aims. Subjects commonly taught all over Europe through an integrated curriculum (English/mother tongue) are Science, History, Geography, Physical Education, Music, and Arts and Crafts. But findings from current research identify areas where action is needed, and lack of linguistic accuracy and oral fluency in CLIL is one of the shortcomings detected.

In this integrated learning context, specific vocabulary and structures need to be appropriately pronounced, with appropriate intonation, to be intelligible internationally. Pronunciation is an essential component in the oral understanding of content and language. The PronSig PCE will address important issues concerning English pronunciation and discourse intonation, which need to be taken into account when teaching in a CLIL context. Methodological issues and resources for integrating pronunciation into CLIL teaching will be presented. The ultimate main goal of the PronSig PCE is, therefore, help teachers, teacher trainers and students face their current teaching and learning demands in CLIL.

Teacher Training & Education

Teacher Trainers' and Educators' Development

Successful delivery skills; fully developed and maintained resource base; teacher quality management; active supervision, assistance, guidance; effective preparation and presentation skills; keeping up to date with new information in the field, promoting it and disseminating it to trainees; effective observation, feedback and evaluation skills; teacher performance management skills; teaching experience at a range of levels and on a range of courses; additional duties as directed; experience in training and course design; ability to use initiative; ability to work in teams; investigating trainees' needs and meeting them... These are only some of the skills and abilities teacher trainers and educators need to possess and maintain in their professional life. However, how can a trainer or educator fulfill all these requirements in order to achieve self and institutional satisfaction? What are the drives and opportunities to keep trainers and educators developing?

The aim of this year's TTEd SIG PCE is to raise awareness of what trainers and educators can do in order to develop themselves and create an opportunity to explore what other trainers and educators are doing as learning professionals. We expect that this event, which will involve active participation of the delegates, will help us towards becoming learning teacher trainers and educators, and inspire us with useful ideas and tools for helping teachers or prospective teachers to develop themselves

Testing, Evaluation & Assessment

Language Placement Tests: the Status Quo vs. Actual Needs

The issue of placement testing is a thorny one for many foreign language instructors. Many of us, regardless of the context where we teach and test, often find ourselves confronted with it and struggle to find the answers to questions such as how does one go about creating, administering and interpreting the scores of a placement test? Clearly, a placement test, more often than not, is extremely high stakes; should it fail to fulfill certain standards, the consequences can be extremely daunting for language learners. Does your current placement test cater well for your particular needs? Or does it fall short of what your institution is aiming for?

For this year's PCE, we would like to explore issues related with language placement testing and will concentrate on the following:

- Is there an "ideal" means of placing language learners in their levels accurately?
- Should the test be computer adaptive or should there be human scoring?
- Is there an "ideal" length? How many items should it have?
- Should it be testing all the skills or just contain grammar and vocabulary items?
- What are some of the "ideal" task types?
- How does one interpret test results and set the cut-off scores?
- How does one determine the correlation between different versions of the same test?
- How does one maintain test fairness and avoid test bias?
- Should student evaluation be a part of the placement procedure?
- Should there be mechanisms of re-testing for more accurate placement? When and how?
- Should there be mechanisms to cater for misplaced students? When and how?

Our speakers will be:

Barry O'Sullivan, Roehampton University, London
Dave Allan, NILE (Norwich Institute for Language Education)
Simon Beeston, Oxford University Press
Susan Sheehan, The British Council

The day will end with a panel discussion where our speakers will take questions from the audience.

For the abstracts, the program and further details, please refer to www.teasig.org

Young Learners

Proof of the Pudding: a Celebration of Theory Applied in Practice

Bruner, Piaget, Donaldson, Vygotsky and Gardner have all influenced YL teachers. Approaches like cooperative language learning, content-based instruction and competency-based language learning have been informed by such and other theories. Second language acquisition theory has pointed at the importance of motivation in language learning, developed the pleasure reading hypothesis, the theory of formulaic sequences and intercultural communicative competence

This year as a celebration of good practice, we look at how these theories and approaches are being implemented by today's teachers and what their practical value is. This PCE will include elements of excellent practice both in YL teaching and YL training looking at how these theories are being applied in today's primary and teenage classrooms across the world.

Associates' Day

IATEFL has 78 Associate Members. An Associate is another Teacher Association (TA) that has entered into a mutually beneficial relationship with IATEFL. Increasingly, though, the real benefit of becoming an Associate lies in linking up to a network of international TAs, and through this, a network of language educators from all over the world and from a range of diverse backgrounds and nationalities.

The Associates' Day is a chance for representatives of these TAs to get together and discuss matters of common concern. One of the overarching aims of most TAs is to build professional communities. The tools for this community-building have changed radically over the past few decades. In addition to printed newsletters and face-to-face events, we now have on-line journals, e-lists, interactive websites, etc., and we have initiated a number of topic based e-forums.

As always, the specific agenda points will be drawn up nearer the actual date of the meeting by the TAs themselves but we actively encourage you to contact the Associates' Coordinator, Sara Hannam, at hannam@city.academic.gr if you have any suggestions you would like to make.

SPEAKER PROPOSAL FORM (page 1 of 6)

43rd IATEFL Annual International Conference, 31 March-4 April 2009, Cardiff, UK

Please read the updated proposal guidelines before completing the form

Closing date: Monday 22 September 2008

- IATEFL will only accept **one** proposal, including a joint presentation, from each member.
 - Please type or write legibly and keep a copy of your six-page proposal for reference.
 - This form is downloadable from the IATEFL website - www.iatefl.org - where alternatively you can submit and register online.

DETAILS OF PRESENTER (OR SOLE CONTACT FOR JOINT PRESENTATION)	COMMENTS
<p>Family Name _____ First name _____</p> <p>Title Mr / Mrs / Miss / Ms / Prof / Dr / other _____</p> <p>Address _____</p> <p>_____</p> <p style="text-align: right;">Country _____</p> <p>Tel _____ Fax _____</p> <p>Email address _____</p> <p>I wish <input type="checkbox"/> / do not wish <input type="checkbox"/> my email address to appear in the Index of Presenters in the Conference Programme. We are unable to print your email address in the Conference Programme unless a tick (✓) appears in the 'I Wish' box.</p>	<p>This is the address to which we will write to you with regard to your proposal and your registration.</p>

IATEFL MEMBERSHIP DETAILS	
<p>Individual membership n° _____ OR Institutional membership n° _____</p> <p>If Institutional, please give name of organisation _____</p> <p>A maximum of four people can use their institution's membership. Further proposals using the same membership number will not be considered for selection.</p>	<p>[See section 3 of the guidelines] Proposals without valid membership will <u>not</u> be accepted.</p>

DETAILS OF PRESENTER(S) TO BE PRINTED IN THE CONFERENCE PROGRAMME	
<p>1) MAIN PRESENTER (OR SOLE CONTACT FOR JOINT PRESENTATION)</p> <p>Place of work _____ or Freelance <input type="checkbox"/></p> <p>JOINT PRESENTER(S) if relevant</p> <p>2) Family name _____ First name _____ (Mr/Mrs/Miss/Prof/Dr)</p> <p>Membership n° _____ You must send page 5 & 6 for us to include you as a joint presenter.</p> <p>Place of work _____ or Freelance <input type="checkbox"/></p> <p>Address _____</p> <p>_____</p> <p style="text-align: right;">Country _____ Tel _____</p> <p>Email address _____</p> <p>I wish <input type="checkbox"/> / do not wish <input type="checkbox"/> my email address to appear in the Index of Presenters in the Conference Programme. We are unable to print your email address in the Conference Programme unless a tick (✓) appears in the 'I Wish' box</p> <p>3) Family name _____ First name _____ (Mr/Mrs/Miss/Prof/Dr)</p> <p>Membership n° _____ You must send page 5 & 6 for us to include you as a joint presenter.</p> <p>Place of work _____ or Freelance <input type="checkbox"/></p> <p>Address _____</p> <p>_____</p> <p style="text-align: right;">Country _____ Tel _____</p> <p>Email address _____</p> <p>I wish <input type="checkbox"/> / do not wish <input type="checkbox"/> my email address to appear in the Index of Presenters in the Conference Programme. We are unable to print your email address in the Conference Programme unless a tick (✓) appears in the 'I Wish' box</p>	<p>[See sections 1 & 3 of the guidelines] Your name and place of work (and email address if you tick for inclusion) will be printed in the Conference Programme.</p>

SPEAKER PROPOSAL FORM (page 2 of 6)

FOR OFFICE USE
(PROP/SIG/SYM/WI/PROG)

TYPE AND LENGTH OF PRESENTATION (please tick ✓ ONE)	COMMENTS
<p>TYPE OF PRESENTATION</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Symposium** <input type="checkbox"/> Talk <input type="checkbox"/> Restricted Talk* </div> <div style="width: 30%;"> <input type="checkbox"/> Poster <input type="checkbox"/> Swapshop <input type="checkbox"/> Restricted Swapshop* </div> <div style="width: 30%;"> <input type="checkbox"/> Panel discussion <input type="checkbox"/> Workshop <input type="checkbox"/> Restricted Workshop* </div> </div> <p>*If you would like to restrict the number of people who can attend your session, please tick your preferred audience size: <input type="checkbox"/>20 <input type="checkbox"/>30</p> <p>**I would like my presentation to be considered for inclusion in the _____ symposium.</p> <p>LENGTH OF PRESENTATION</p> <p>Please indicate how much time you require for your presentation, including discussion time: <input type="checkbox"/>30 minutes <input type="checkbox"/>45 minutes <input type="checkbox"/>60 minutes</p>	<p>See section 4 of the guidelines for a full description of the different types and lengths of sessions.</p> <p>If you select a symposium, your form will be sent to the convenor of that symposium.</p>

ADDITIONAL INFORMATION (please tick ✓ ALL that apply)	
<p>AUDIENCE FOCUS</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>The presentation is for an</i></p> <input type="checkbox"/> experienced audience <input type="checkbox"/> inexperienced audience </div> <div style="width: 45%;"> <p><i>The presentation focuses on</i></p> <input type="checkbox"/> primary teaching <input type="checkbox"/> secondary teaching <input type="checkbox"/> tertiary teaching <input type="checkbox"/> adult teaching </div> </div> <p>MATERIALS FOCUS & SPEAKER AFFILIATION</p> <p>- Are you promoting a book? <input type="checkbox"/>YES <input type="checkbox"/>NO (you must tick one option)</p> <p>- If you plan to focus on published or commercial products, please state which _____</p> <p>- and the name of the publisher/company _____</p> <p>- <i>Are you speaking on behalf of</i></p> <input type="checkbox"/> yourself <input type="checkbox"/> your institution <input type="checkbox"/> a professional association <input type="checkbox"/> a publisher <input type="checkbox"/> an examination board <input type="checkbox"/> an exhibitor <i>Please give name of company</i> _____	<p>[See section 5 of the guidelines]</p>

If this is your first time presenting at an IATEFL annual conference, please tick (✓) here <input type="checkbox"/> If 'yes', would you like help from a mentor? <input type="checkbox"/> YES <input type="checkbox"/> NO	<p>[See section 10 of the guidelines]</p>
--	--

If you are an experienced speaker, please tick the box if you would be willing to meet <input type="checkbox"/> a first-time presenter at Cardiff and offer advice before he/she gives his/her talk.	<p>[See section 10 of the guidelines]</p>
---	--

CONTENT FOCUS (please tick ✓ a maximum of two categories)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Applied linguistics (AL) <input type="checkbox"/> Business English (BE) <input type="checkbox"/> ELT Management (ELTM) <input type="checkbox"/> English as a Second/Other Language (ES(O)L)* (* i.e. for migrants and refugees) <input type="checkbox"/> English for Academic Purposes (EAP) <input type="checkbox"/> English for Specific Purposes (ESP) </div> <div style="width: 30%;"> <input type="checkbox"/> General (GEN) <input type="checkbox"/> Global Issues (GI) <input type="checkbox"/> Learner Autonomy (LA) <input type="checkbox"/> Learning Technologies (LT) <input type="checkbox"/> Literature, Media & Cultural Studies (LMCS) <input type="checkbox"/> Materials development (MD) <input type="checkbox"/> Pronunciation (PRON) </div> <div style="width: 30%;"> <input type="checkbox"/> Research (RES) <input type="checkbox"/> Teacher Development (TD) <input type="checkbox"/> Teacher Training & Education (TTEd) <input type="checkbox"/> Testing, Evaluation & Assessment (TEA) <input type="checkbox"/> Welsh Issues (WI) <input type="checkbox"/> Young Learners (YL) </div> </div> <p>Presentations for Special Interest Group Programmes will be selected from those coded.</p> <input type="checkbox"/> I do NOT wish my presentation to be included in a SIG Programme. <input type="checkbox"/> I do NOT wish my presentation to be included in a Welsh Issues Programme.	<p>[See section 6 of the guidelines]</p> <p>Forms will be sent to SIGs and for consideration to be in the Welsh Issues programme unless you put a tick (✓)</p>

SPEAKER PROPOSAL FORM (page 3 of 6)

FOR OFFICE USE
(PROP/SIG/SYM/WI/PROG)

TITLE OF PRESENTATION

Titles must be a **maximum of 10 words** [See section 2 of the guidelines]

The number of words in my TITLE (max. 10 words) is:

ABSTRACT FOR THE PROGRAMME

Your abstract must accurately reflect the content of your presentation as this is how delegates decide which sessions to attend and which posters to visit. Abstracts must be **50-60 words**. [See section 8 of the guidelines]

The number of words in my ABSTRACT (50-60 words) is:

SUMMARY

Your summary must outline exactly what you are going to talk about in the session and how the session will be structured. Poster presenters should indicate the topic area and likely structure of their poster. The summary will be read by the Proposals Committee as a basis for selection. It will not appear in the Conference Programme. Summaries must be **between 200 and 250 words**. [See section 9 of the guidelines]

The number of words in my SUMMARY (between 200 and 250 words) is:

SPEAKER PROPOSAL FORM (page 4 of 6)

EQUIPMENT NEEDS	COMMENTS
<p>Please tick (✓) the equipment you require here to enable IATEFL to allocate sessions to relevant session rooms. IATEFL will not be able to accommodate requests at a later date. As the hire cost of equipment to IATEFL is high, please only request equipment that you really need for your presentation and which you will actually use.</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Flipchart, pad and pens <input type="checkbox"/> Cassette player</p> <p><input type="checkbox"/> Overhead projector (OHP) <input type="checkbox"/> DVD player</p> <p>Video replay (not long play) <input type="checkbox"/> VHS PAL <input type="checkbox"/> VHS NTSC <input type="checkbox"/> VHS SECAM</p> <p><input type="checkbox"/> Data projector (bringing own laptop) <input type="checkbox"/> Computer and Data projector</p>	<p>[See section 7 of the guidelines]</p>

REMINDERS	[see section 12 of the guidelines]
<ul style="list-style-type: none"> ◆ The closing date for receipt of speaker proposal forms is 22nd September 2008. ◆ Any proposal form received by IATEFL after Monday 22nd September 2008 will be placed on a reserve list but please note that each year we have more proposals than available sessions. ◆ Please check you have completed all relevant sections of the form (six pages) correctly as incomplete forms, or forms not meeting the guidelines, will not be considered. ◆ IATEFL will only accept one proposal, including a joint presentation, from each member. ◆ We aim to let you know whether your proposal has been accepted by late November 2008. ◆ All presenters must be members of IATEFL at the time of submitting their proposal, must register for the full four-day conference and must pay the full registration fee by 5th January 2009. ◆ Proposals by members who have not paid by 5th January 2009 will be removed from the programme. ◆ ‘Joint’ presenters must submit individual pages 5 and 6 along with the original speaker proposal form. 	

Please complete all six pages of this form.

If you do not receive acknowledgement within 48 hours (Monday-Friday) that IATEFL has received your form or online submission, please email conferenceprocessor@iatefl.org immediately.

If submitting more than one proposal form (on behalf of others), please ensure that IATEFL has confirmed receipt of each proposal form.

SPEAKER PROPOSAL FORM (page 5 of 6)

NAME:	IF YOU ARE A JOINT PRESENTER, THE NAME OF THE MAIN PRESENTER IS:
--------------	---

CONFERENCE BADGE
Institute where employed or other affiliation for inclusion on your conference badge (Your NAME automatically appears on your badge)

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> ♦ If this is your first IATEFL annual conference, please tick here <input type="checkbox"/> ♦ If you attended the IATEFL Conference in Cardiff 2005, please tick here <input type="checkbox"/> ♦ Details of your work (e.g., teacher, teacher trainer, DOS, etc.) _____ ♦ Area(s) (e.g., primary teaching, methodology, exams, business, etc.) _____ ♦ I wish my name and email address to be in the participants' book <input type="checkbox"/> Yes/<input type="checkbox"/> No <p style="text-align: right; font-size: small;">In line with the UK Data Protection Act, we cannot print your details in the participants' book unless a tick (✓) appears in the 'Yes' box.</p>

(1) CONFERENCE REGISTRATION FEE		
If you are attending a PCE and the Conference, both the PCE fee and the Conference fee apply. Conference Fee Sessions without full payment received by 5th January 2009 will be removed from the programme. IATEFL Individual/Institutional Members - £125 IATEFL Student Members* - £ 95 (*fees apply only to delegates with Student membership of IATEFL)	(1)£ _____	Office Use

(2) PRE-CONFERENCE EVENT (PCE) REGISTRATION FEE														
IATEFL Members - £55 Please indicate your chosen PCE by ticking (✓) the appropriate box - only ONE PCE per delegate.	(2)£ _____	Office Use												
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> ELTM PCE</td> <td><input type="checkbox"/> GI & TD PCE</td> <td><input type="checkbox"/> LT PCE</td> <td><input type="checkbox"/> TTEd PCE</td> </tr> <tr> <td><input type="checkbox"/> ES(O)L PCE</td> <td><input type="checkbox"/> LA PCE</td> <td><input type="checkbox"/> PRON PCE</td> <td><input type="checkbox"/> YL PCE</td> </tr> <tr> <td><input type="checkbox"/> ESP PCE</td> <td><input type="checkbox"/> LMCS PCE</td> <td><input type="checkbox"/> TEA PCE</td> <td></td> </tr> </table>	<input type="checkbox"/> ELTM PCE	<input type="checkbox"/> GI & TD PCE	<input type="checkbox"/> LT PCE	<input type="checkbox"/> TTEd PCE	<input type="checkbox"/> ES(O)L PCE	<input type="checkbox"/> LA PCE	<input type="checkbox"/> PRON PCE	<input type="checkbox"/> YL PCE	<input type="checkbox"/> ESP PCE	<input type="checkbox"/> LMCS PCE	<input type="checkbox"/> TEA PCE			
<input type="checkbox"/> ELTM PCE	<input type="checkbox"/> GI & TD PCE	<input type="checkbox"/> LT PCE	<input type="checkbox"/> TTEd PCE											
<input type="checkbox"/> ES(O)L PCE	<input type="checkbox"/> LA PCE	<input type="checkbox"/> PRON PCE	<input type="checkbox"/> YL PCE											
<input type="checkbox"/> ESP PCE	<input type="checkbox"/> LMCS PCE	<input type="checkbox"/> TEA PCE												

(3) DONATIONS		
Once again we are giving delegates the opportunity to help our scholarship winners and possibly other delegates/speakers who would otherwise be unable to attend the conference. Donations received will help toward travel and accommodation costs. Thank you for your kind support. Please donate <input type="checkbox"/> £5 <input type="checkbox"/> £10 <input type="checkbox"/> £20 <input type="checkbox"/> £30 <input type="checkbox"/> £40 <input type="checkbox"/> £50 <input type="checkbox"/> Other (Gift Aid donations for UK tax payers please tick here <input type="checkbox"/>)	(3)£ _____	Office Use

Joint presenters must send their own page 5 & 6 for us to include your name in the presentation.

SPEAKER PROPOSAL FORM (page 6 of 6)

NAME:	IF YOU ARE A JOINT PRESENTER, THE NAME OF THE MAIN PRESENTER IS:
--------------	---

<h2 style="margin: 0;">TOTAL PAYABLE TO IATEFL</h2> <p style="margin: 5px 0;">Please check that you have filled in at least the registration fee amount (1). Total of items (1) to (3) payable to IATEFL:</p>	£ _____	Office Use
---	---------	------------

METHODS OF PAYMENT – Please complete in full

Your session will be removed from the programme unless FULL payment is received by 5th January 2009.

Your registration will not be booked until full payment is received.

- Credit Card.** We accept all major credit and debit cards, excluding American Express.

Card Type _____ Expiry Date ____ / ____ 3-digit security code ____ _

Card number _____

Postcode and Property Number to which the card is registered _____

Cardholder _____ Signature _____

- Sterling Cheque** made payable to IATEFL.

- UK Bank Transfer** to IATEFL, Barclays Bank, 65 High Street, Whitstable, CT5 1AU, UK. Account number 70127507. Sort code 20 17 92.

ALL BANK CHARGES MUST BE PAID BY THE DELEGATE.

(Please contact emma@iatefl.org for Euro, USD and other currency account details.)

- Official receipts will be sent to all delegates. Please only request this option for an invoice if absolutely necessary as it increases our costs considerably. If an invoice is required, it will be sent to the delegate at the address overleaf unless you clearly state otherwise. Please note that this process can be lengthy so ensure your finance department has enough time to meet our deadlines.

CANCELLATIONS

Cancellations of conference and PCE registration fees received by 1st March 2009 will incur a 50% cancellation charge.

Cancellations received after 1st March 2009 will not be refunded.

We strongly recommend that delegates purchase insurance to cover any cancellation charges or losses that may occur whilst away from home.

Please return the completed SIX-PAGE form in full to

IATEFL, Darwin College, University of Kent, Canterbury, Kent CT2 7NY, UK

Email: conferenceprocessor@iatefl.org

or submit and register online at www.iatefl.org

Your session will be removed from the programme unless full payment is received by 5th January 2009.



43rd Annual International IATEFL Conference 31 March - 4 April 2009, Cardiff, UK

The deadline for the receipt of proposal forms is Monday 22nd September 2008

The annual IATEFL conference is one of the key events that enable individual ELT professionals to sustain and extend their own professional development and contribute to the development and support of fellow ELT professionals internationally.

The international nature of the conference provides a unique opportunity for all IATEFL members to submit proposals for inclusion in the conference programme. It enables both new and established members to contribute to a programme that reflects the diversity and variety of the profession. The conference also allows members to benefit from networking professionally by exchanging experiences in informal discussion and/or presenting their professional views as part of the conference programme.

The conference programme

The quality and number of proposals submitted for selection since the first conference in London in 1967 has increased year on year and the feedback from both delegates attending and those delivering successful presentations has informed not only the current guidelines and procedures but also the criteria for selecting proposals. The selection of proposals is made by the Proposals Committee using the criteria below. These criteria aim to guide the selection so that as many presentations as possible are successful. This policy of inclusivity is balanced by the need to reflect the diversity of the membership and the variety of teaching contexts worldwide so that a stimulating conference programme for all delegates is assured.

The selection criteria aim 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;
- primary, secondary and further & higher institutions in the public and private sectors;
- publishers and exam boards;
- mainstream and alternative systems of education and development;
- research and research in progress.

Criteria for selection

Your proposal will be included in the programme provided that you have not given this session, or a version of this session, at a previous IATEFL conference, that it fulfils the following criteria, and that you pay the registration fee no later than 5th January 2009.

It should be clear from your summary that:

- you have something new to say or that you plan to shed new light on a topic;
- you have catered for the level of knowledge of your audience;
- your session is of practical use for delegates. If your talk is mainly theoretical, include a consideration of the practical issues and implications that it raises;
- your audience can apply your experience to their own context. This is especially important if you are describing a course, project, or product, or if your presentation relies heavily on a description of your local situation;
- if your session is based on research you should either report on a completed study or on a significant phase that has been completed, rather than discuss general issues.

Your 50-60 word abstract should accurately reflect what you are going to talk about.

It's unlikely that all speaker proposals can be included and, subject to the usual quality criteria, priority will be given to speakers who agree to have a presence in Cardiff Online. In addition, we will look favourably on workshop proposals in general and 45-minute workshop proposals in particular and on talk proposals that ask to be included in a symposium. Workshops will be given priority because the feedback from Exeter indicates that delegates would like more of them. Talks that report research but do not indicate how you will explain the relevance of your research to classroom practice are less likely to be included, again following delegate feedback from Exeter.

Cardiff Online

We hope that speakers will agree to take part in Cardiff Online both by uploading information such as biodata, a photograph, handouts, powerpoints, etc. to the site in advance of the conference and by spending a session (or more) of the conference in the virtual conference. We intend to make uploading information in advance as easy as possible and make sure that there are sufficient workstations available to speakers and other delegates for everyone who wishes to contribute to Cardiff Online during the conference.

CONFERENCE ATTENDANCE DONATIONS

This year we are again giving all delegates the opportunity to help our scholarship winners and other delegates/speakers who would otherwise be unable to attend the conference.

Donations received will help toward their travel and accommodation costs.

Please show your support by making a donation with your registration form. *Thank you.*

Guidelines for completing the Speaker Proposal Form Cardiff 2009

To ensure that your proposal qualifies for selection, please read the guidelines below. Your proposal will not be considered unless it meets the guidelines and arrives at the IATEFL office by the deadline of **Monday 22nd September 2008**. Full payment of your registration fee is due strictly by **5th January 2009**.

1) *Details of Presenters*

Please print your name and work affiliation clearly. This information will be reproduced in the Programme.

2) *Title of Presentation*

The maximum number of words in the title is 10.

3) *Number of presentations and membership details*

Speakers may submit only ONE proposal for a talk, workshop, symposium, swapshop, poster or panel discussion. Because of the large number of proposals we receive, no one may be involved in more than one presentation.

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 considered for selection) and FOUR additional proposals (i.e., up to a total of EIGHT), if the four additional speakers are individual members of IATEFL.

Proposals without valid membership will not be accepted. If you have mislaid your membership number or your membership has lapsed, please contact IATEFL before submitting your proposal form.

4) *Type and Length of Presentation*

i) 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 can be 45 or 60 minutes long. The number of speakers on a 45-minute panel should be three, with at least 15 minutes available for audience participation. The maximum number of speakers on a 60-minute session should be five, with at least 20 minutes for discussion with the audience.

ii) Poster

Posters will play a major part in the Cardiff Conference. A special area will be set aside dedicated to posters. Whilst posters were once considered a poor relation of talks, now that we can display them on the IATEFL website, things have changed dramatically. Conference posters now play an important role in 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 Cardiff 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 also submit a version of their posters 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.

iii) Swapshop

A swapshop is an open session where the presenter highlights a particular theme and includes issues and points for discussion. The presenter acts as a facilitator for the group work in which the participants exchange ideas and materials they have brought to the session. Swapshops can be 30, 45 or 60 minutes long. If you wish to restrict the number of people who can attend your swapshop, please tick the appropriate box for your preferred audience size.

iv) Symposium

On Saturday 4th April, the final day of the conference, the first two and a half hours in the morning will include symposiums. Each symposium will be led by an expert convenor and will include a minimum of four other presenters and may have as many as five. The purpose of these symposiums is to bring together speakers and audience with a common interest. Ideas will be presented and there will be opportunities for interactive discussion.

If you would like your proposal to be considered for inclusion in a symposium, please tick the symposium box on page 2 of this form and indicate which symposium. Your proposal will be considered as a 'talk' should there be no spare slots in your chosen symposium. As symposiums are designed to be interactive, they can be run so that there is either involvement of all presenters in threads throughout the whole 2½ hour event, or that each speaker and the convenor can speak for a maximum of 30 minutes, including time for discussion, on an issue relating to the overall title of the symposium.

If you are considering presenting as part of a symposium, you are welcome to email the convenor informally to let them know of your interest and to ask any questions you may have about an involvement in the symposium.

The 17 symposium topics, convenors and email addresses are

<u>Symposium topic</u>	<u>Convenor</u>	<u>Convenor's email address</u>
Action research in language teacher education	Liesel Hermes & Friederike Klippel	hermesl@web.de
British and American studies	Jody Skinner	jody@uni-koblenz.de
Content-based instruction	Aysen Guven	caysen@bilkent.edu.tr
Culture in ELT	Yesim Bektas Cetinkaya & Kamile Hamiloglu	yesim.cetinkaya@deu.edu.tr
English for peacekeepers	Phil Dexter	phil.dexter@ly.britishcouncil.org
English in higher education	Habsah Hussin	hbh_hussin@yahoo.co.uk
English Language Teaching policy	Amna Mohamed Bedri	amnambedri@hotmail.com
Global standards for global English	Shreesh Chaudhary	shreesh@hotmail.com
Grammar teaching in the post-communicative era	Anja Burkert	anja.burkert@aon.at
Lifelong language learning	Rebecca Hooker	rebeccahooker@yahoo.co.uk
Spoken grammar	Keiko Tsuchiya	keiko.tsuchiya@yahoo.co.uk
Teacher certification	Ismael Garrido	igarrido@anupi.org.mx
Teaching thinking in ELT classrooms	Tessa Woodward	tessaiatefl@aol.com
Team building	Jonathan Sweeney	jsweeney@web.de
The art and artistry of ELT	Alan Maley	yelamoo@yahoo.co.uk
Volunteers in ELT	David Scarbrough	dscarb@onetel.com
Welsh literature	David A. Hill	futured@hu.inter.net

v) 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 can be 30 or 45 minutes long and we strongly recommend that you use visual aids during the session and include some interaction with the audience. If you wish to restrict the number of people who can attend your talk, please tick the appropriate box for your preferred audience size.

vi) Workshop

A workshop must include active audience participation through experiencing and discussing tasks provided by the presenter. It can be 30, 45 or 60 minutes long. If you wish to restrict the number of people who can attend your workshop, please tick the appropriate box for your preferred audience size. We do our best to programme a workshop in a room with moveable furniture but cannot guarantee this.

vii) Time-keeping

Please think carefully about the amount of time you will need when you complete this form as all presenters must stick strictly to the time allowed.

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.

ii) Materials focus and speaker affiliation

Please indicate whether you are focussing on published or commercial products, and whether you are talking on behalf of yourself or as a representative of an institution, professional association, publisher or examination board.

As the result of feedback received at Exeter, the Speaker Proposal form (page 2) asks you to indicate whether you intend to promote a book in your presentation. The Conference Programme at Cardiff will include both 'bk prom' and 'pub' as presentation categories. Only presentations marked 'bk prom' should promote particular books. We hope this will attract delegates who want to know more about a book and will help to prevent other delegates straying unknowingly into a presentation which they didn't want to attend. Please mention the title of any publications in your 50-60 word abstract.

6) Content focus

- Please choose a maximum of two 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 content 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 Programmes according to the category you choose. Please indicate if you do NOT wish your presentation to be included in a SIG Programme.
- There will also be a Welsh issues 'programme' (which might include talks on Intonation in Welsh English, materials for use in ELT in Wales, etc.) run in the same way as a SIG programme: i.e. a would-be speaker can ask for their talk to be considered for the Welsh programme. If you would like your proposal to be considered for inclusion in this programme, please tick the box at the bottom of page 2 of the proposal form.

7) Equipment

Please request any equipment required on your proposal form to enable IATEFL to allocate sessions to relevant session rooms. IATEFL will not be able to accommodate requests at a later date. As the hire cost of equipment to IATEFL is high, please only request equipment that you need for your presentation and which you will actually use.

8) The abstract

Your abstract will appear in the Conference Programme and 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. It should therefore accurately reflect the content of your presentation. No abstract may contain an offer of free books or other materials, though titles of any publications that will be focussed on in your presentation must appear in the abstract. Abstracts must be 50 to 60 words in length. Abstracts that are longer or shorter than this will not be considered.

9) The summary

All proposers are required to submit a 200-250 word summary. Poster proposers should indicate the topic area and likely structure of your poster. Other proposers should outline exactly what you are going to talk about in the session and how the session 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.

10) *Mentoring*

Wherever possible, we hope to make it possible for first-time speakers to have an opportunity to talk things through with an experienced speaker at the Conference before giving their talk. If this is your first presentation at IATEFL and you would welcome the opportunity to ask an experienced speaker for advice, please tick the appropriate box on the form. And if you're an experienced speaker willing to act as a mentor for a first-time speaker, please also tick the appropriate box.

11) *Advice to bear in mind*

- Do not run over your allocated time.
- Use a minimum of 24pt font for PowerPoint and OHTs.
- On your first slide/OHT, please include the Title of your session, Name of Presenter(s), Affiliation (if any) and your email address.
- Something in your session must be NEW.
- Something in your session must be PRACTICAL.
- Your session needs to follow your abstract CLOSELY.
- Only focus on published or commercial products if you have declared this on your proposal form and in your abstract.
- If your session is a workshop, it MUST include plenty of active audience participation.

12) *Essential information to note*

- ♦ Closing date for receipt of speaker proposal forms is **22nd September 2008**.
- ♦ Proposals received by IATEFL after Monday 22nd September 2008 will be placed on a reserve list.
- ♦ Please check you have completed all relevant sections of the form correctly as incomplete forms, or forms not meeting the guidelines, will not be considered.
- ♦ 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, must register for the full four-day conference and must pay the full registration fee by **5th January 2009**.
- ♦ 'Joint' presenters must submit individual pages 5 and 6 along with the original speaker proposal form.
- ♦ We aim to let you know whether your proposal has been accepted by late November 2008.
- ♦ Sessions by members who have not paid by **5th January 2009** will be removed from the programme.

SPONSORSHIP OPPORTUNITIES

Sponsorship at the IATEFL conference will give you a high profile with key international professionals and institutions, whilst enabling you to show your support for and commitment to this prestigious event.

**For further details please contact Alison Wallis,
IATEFL Marketing Officer, at awallis@iatefl.org**

REGISTRATION FORM FOR NON-SPEAKERS ONLY

IATEFL Conference & Exhibition
31 March-4 April 2009, Cardiff, UK
(Please use this form to register for the main
conference and or the pre-conference events)

YOU CAN REGISTER ONLINE AT www.iatefl.org

PERSONAL DETAILS

Family Name _____ First name _____

Title Mr / Mrs / Miss / Ms / Prof / Dr / other _____

Address _____

Country _____

Tel _____ Fax _____

Email _____

IATEFL MEMBERSHIP DETAILS

(Forms will be processed at the non-member rate if a valid membership number is not given)

Non Member OR Individual Membership n° _____ OR Institutional* Membership n° _____

If Institutional, please give name of organisation _____

* A maximum of FOUR people can use their institution's membership. Any further registrations using the same membership number will be processed at the higher non-member rate. Please check with your institution before sending your registration form.

(1) CONFERENCE REGISTRATION FEES

If you are attending a PCE and the Conference, both the PCE fee and the Conference fee apply.

Full four-day conference fees

Registration form and full payment received on or before 30th January 2009

IATEFL members £125 / Non members £175 / Student members* £95

(1)£

Registration form and full payment received after 30th January 2009

IATEFL members £160 / Non members £210 / Student members* £95

(1)£

*fees apply only to delegates with Student membership of IATEFL.

Single day attendance fees

Please indicate your chosen attendance day by ticking the appropriate box.

IATEFL members £70 / Non members £85 / Student members* £45

(1)£

Wednesday Thursday Friday

IATEFL members £35 / Non members £45 / Student members* £25

(1)£

Saturday (half day)

*fees apply only to delegates with Student membership of IATEFL.

Local delegate 24hr attendance fee

Fee applies to delegates who live or work in Wales and are attending on Friday afternoon and or Saturday morning only.

Local delegate £50

(1)£

Office Use

(2) PRE-CONFERENCE EVENT (PCE) REGISTRATION FEES

IATEFL members £55 / Non members £65

(2)£ _____

Please indicate your chosen PCE by ticking (✓) the appropriate box - only ONE PCE per delegate.

ELTM PCE GI & TD PCE LT PCE TTEd PCE

ES(O)L PCE LA PCE PRON PCE YL PCE

ESP PCE LMCS PCE TEA PCE

Office Use

YOUR REGISTRATION WILL NOT BE BOOKED UNTIL FULL PAYMENT IS RECEIVED.

NAME: _____

(3) DONATIONS

Once again we are giving delegates the opportunity to help our scholarship winners and possibly other delegates/speakers who would otherwise be unable to attend the conference. Donations received will help toward travel and accommodation costs. Thank you for your kind support.

Please donate £5 £10 £20 £30 £40 £50 Other

(Gift Aid donations for UK tax payers please tick here)

(3)£

Office Use

TOTAL PAYABLE TO IATEFL

Total of items (1) to (3) payable to IATEFL

£ _____

Office Use

METHODS OF PAYMENT – Please complete in full

Your registration will **not** be booked until **full payment** is received.

Credit Card. We accept all major credit and debit cards, excluding American Express.

Card Type _____ Expiry Date ____ / ____ 3-digit security code _____

Card number _____

Postcode and Property Number to which the card is registered _____

Cardholder _____ Signature _____

Sterling Cheque made payable to IATEFL.

UK Bank Transfer to IATEFL, Barclays Bank, 65 High Street, Whitstable, CT5 1AU, UK.

Account number 70127507. Sort code 20 17 92. ALL BANK CHARGES MUST BE PAID BY THE DELEGATE.

(Please contact emma@iatefl.org for Euro, USD and other currency account details.)

Official receipts will be sent to all delegates. Please only request this option for an invoice if absolutely necessary as it increases our costs considerably. If an invoice is required, it will be sent to the delegate at the address overleaf unless you clearly state otherwise. Please note that this process can be lengthy so ensure your finance department has enough time to meet our deadlines.

CONFERENCE BADGE

Institute where employed or other affiliation for inclusion on your conference badge

(Your NAME automatically appears on your badge)

ADDITIONAL INFORMATION

♦ If this is your first IATEFL annual conference, please tick here

♦ If you attended the IATEFL Conference in Cardiff 2005, please tick here

♦ Details of your work (e.g., teacher, teacher trainer, DOS, etc.) _____

♦ Area(s) (e.g., primary teaching, methodology, exams, business, etc.) _____

♦ I wish my name and email address to be in the participants' book Yes/No

In line with the UK Data Protection Act, we cannot print your details in the participants' book unless a tick (✓) appears in the 'Yes' box.

CANCELLATIONS

Cancellations of conference and PCE registration fees received by 1st March 2009 will incur a 50% cancellation charge. Cancellations received after 1st March 2009 will not be refunded.

We strongly recommend that you purchase insurance to cover any cancellation charges or losses that may occur whilst away from home.

Please make every effort not to leave your registration until the last minute as the IATEFL Office will be fully committed to conference arrangements from early March 2009. Unless we receive your registration form and full payment by Friday 6th March 2009, you will need to register on arrival at the venue.

PLEASE RETURN THIS FORM TO IATEFL, Darwin College, University of Kent, Canterbury, Kent CT2 7NY, UK

Fax: +44 (0)1227 824431

Email: conferenceprocessor@iatefl.org