

# How to submit a proposal for the IATEFL conference

Before being able to submit a proposal, you will need to be a member of IATEFL and complete a full, four-day conference booking.

## Paying the registration fee

When submitting a conference booking, you do not need to make payment now.



Login to your IATEFL Account and go to My Dashboard. Note the name on your account will be the name printed in the programme. Not logged in to our new website before? This [video](#) will show you how.

## Proposals

You have a completed booking for the conference event 'IATEFL International Conference :  
As an IATEFL Member You Can Submit One Conference Proposal  
[Click Here To Create Or Continue A Proposal](#)

After completing a full, four-day conference booking, the option to create a proposal will appear

Please ensure you read the Speaker Guidelines carefully before proceeding

[Return to the Dashboard](#)

Please read the Speaker Proposal Guidelines information carefully before completing this form in order to submit a proposal.

You are reminded that previously rejected proposals will remain as such and all proposals should be new and substantially different. If you are re-submitting a previous proposal, please make a note of the reason for this in the comment box provided.

Your name and place of work will be reproduced in the Conference Programme, the App and on IATEFL's conference website - see section 1 of the guidelines.

The named person must attend the conference, we will not allow another person to present your session in your place, nor allow remote presenting.

**Presenter name**

Michelle Gossling

**Place of work \***

**Proposal Type \***

- Select -

Select here if you are making a single speaker proposal or wish to add joint speakers to your application

Please select the type of presentation you hope to give at the conference. Remember that the programmers have the right to change your presentation type if they believe another type is more suitable. You will be informed of this when the proposal results are emailed to you in November.

If you select Talk with restricted audience or Workshop with restricted audience, you will be asked to provide your maximum audience size.

Select Talk or Workshop if you don't want to limit the audience size.

**If you are submitting a joint or panel proposal, please provide the additional presenter(s) Names**

If submitting a joint or panel proposal, please add the additional presenter(s) Name here for the Programme

**Type and length of presentation \***

If you select Talk or Workshop, please note that the Proposals Committee reserves the right to change the session type and programme you in a Forum, an ILF or as a Poster Presentation - see section 1 and sections 2b i), ii) and iv) of the the guidelines.

#### Filming

In order to maximise the potential of 'Harrogate Online', our virtual conference, the Harrogate Online team will film some presentations during the conference. IATEFL will write to presenters who have been selected to be filmed nearer the conference. If we do include your presentation on the filming schedule, your name, affiliation and email address will be passed to the Conference Online Team to enable them to contact you - see section 3 of the guidelines

I agree for my whole session to be filmed for the online conference

#### Equipment needs

There will be a Windows laptop, wifi, projection and speakers available in all session rooms for your use with exclusion of Posters and ILF where no AV facilities are provided. If you require additional equipment, please tick this in order for us 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 extremely high, please only request equipment that you really need.

- None
- Bringing own Windows laptop
- Bringing own MAC and adaptor
- Flipchart with flipchart paper & pens
- Wired internet for computer (WiFi is in all rooms)

The hire cost of equipment to IATEFL is extremely high so only request equipment that you need and will actually use during your presentation. IATEFL cannot accommodate requests at a later date.

## Audience Focus

### The presentation is for an \*

- Experienced audience
- Less-experienced audience
- Both

### The presentation focuses on \*

- All
- Early years
- Primary teaching
- Secondary teaching
- Tertiary teaching
- Adult teaching

### Are you promoting a book or product? \*

- Yes
- No

See section 5 of the guidelines.

### Materials focus & speaker affiliation

20 Words remaining

### Please provide the name of the publisher/company for the above materials

### Are you speaking on behalf of \*

- Yourself
- Your institution
- A professional association
- A publisher
- An examination board

### Please give name of company if applicable

If this is your first time presenting at an IATEFL annual conference, please tick here

Please tick if you would like help from a mentor

See section 6 of the guidelines. Please note that if you tick one of these options (mentee or mentor) you need to treat it as a serious responsibility and commitment. That is, if you're a mentee you really do want and need support from a mentor, and if you're a mentor that you are genuinely willing and able to dedicate the time and effort to provide help needed. By ticking that you wish to have a mentor or mentee, you are agreeing that IATEFL passes on your Name and Email address to your mentor/mentee.

**If you are an experienced speaker, please tick the box if you would be willing to offer advice and guidance to a first-time presenter before he/she gives his/her talk**

I would be willing to contact a first-time presenter and offer advice

**Content focus \***

Please tick UP TO TWO categories only

- General (GEN)
- Applied Linguistics (AL)
- Business English (BE)
- English for Academic Purposes (EAP)
- English for Speakers of Other Languages (i.e. for migrants and refugees) (ESOL)
- English for Specific Purposes (ESP)
- Global Issues (GI)
- Inclusive Practices & SEN (IPSEN)
- Leadership & Management (LAM)
- Learner Autonomy (LA)
- Learning Technologies (LT)
- Literature (LIT)
- Materials Development (MD)
- Materials Writing (MaW)
- Pronunciation (PRON)
- Research (RES)
- Teacher Development (TD)
- Teacher Training & Education (TTEd)
- Testing, Evaluation & Assessment (TEA)
- Young Learners & Teenagers (YLT)

Choose up to two content categories that reflect the main focus of your presentation. These appear in the Programme as a way of helping delegates to decide which sessions to attend.

If your presentation is of a general nature tick the box General only.

The category ESOL is only for proposals referring to the provision for migrants and refugees.

**Some proposals are selected to feature in a Special Interest Group Showcase based on the content focus. Please indicate whether you wish your presentation to be included in a SIG Showcase \***

- Yes
- No

Please indicate whether you wish your presentation to be included in a Special Interest Group Showcase.

**What is a SIG Showcase?**

From the speaker proposals submitted, each SIG chooses presentations related to their SIG area. These presentations make a SIG Showcase within the conference programme. Delegates with an interest in a particular SIG area then have the opportunity to follow this track of selected sessions throughout the day.

rejected. Check that your whole abstract is pasted.

60 Words remaining

**Summary \***

Your summary must outline exactly what you are going to talk about in the session and how the session will be structured, and must NOT include a repeat of your Title, your Abstract, nor include a bibliography. 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. Please take care if pasting text as summaries that end mid-sentence on the 250th word (maximum word limit) will be rejected. Check that your whole summary is pasted.

250 Words remaining

Read all the proposal information carefully. Many proposers do not meet these basic requirements, resulting in their proposal being rejected.

We anticipate receiving circa 900 proposals during a standard proposal opening window so take care completing your proposal as the competition is high. Not all can be included in the programme.

**Abbreviations & acronyms**

**Questions or comments from the delegate**

100 Words remaining

Save Draft

Submit

Once you click Submit you will have a finished proposal. You will receive an email confirming this. If your email doesn't arrive, first check your junk mail and then email [michelle@iatefl.org](mailto:michelle@iatefl.org). Good luck...

# Joint speaker proposal applications

**Proposal Type \***

- Select -

**Type and length of presentation \***

- Select -

**If you are submitting a joint or panel proposal, please provide the additional presenter(s) Names**

If submitting a joint or panel proposal, please add the additional presenter(s) Name here for the Programme within your main proposal application for internal verification purposes

[Return to the main Dashboard](#)

Your Proposal Name is 'MY PRESENTATION'.  
The Proposal Type is 'Joint Proposal (maximum 5 people)'.  
The Main Proposer is 'Michelle Gossling'.

You are allowed to add up to 5 additional presenters to your proposal.  
You currently have 0 additional presenter(s).

[Click Here To Add a New Presenter.](#)

Once you have submitted your proposal, this will be stored within your dashboard. From this, you may add your joint presenters

[Return to Manage Proposal Presenters](#)

**Proposal Name \***

- None Found -

The other presenter must be an IATEFL member. And they cannot already be named on another Proposal. They can access their Personal ID by logging in and their Personal ID will then be displayed on their dashboard.

**First Name \***

**Please Enter The Exact Personal ID Given To You By The Other Presenter \***

[Verify This Personal ID](#)

[Submit](#)

Please enter your joint presenter first name and their Personal ID which can be found in their Membership Info on their dashboard, click verify to ensure this data is correct and then submit once confirmed. Please note that only members with a full, four-day conference booking on at least a pending, pay later basis will be able to be added to your proposal. Please ensure you add Place of Work for each joint presenter for the Programme when requested.