OVERVIEW OF IATEFL MONTHLY WEBINAR PROPOSAL APPLICATION PROCESS

1. **Please read all of the guidelines before submitting your proposal.**

   Completed applications are submitted to IATEFL Head Office initially. At the closing date, all identifying information is removed before proposals are passed to the Webinar Proposal Committee (WPC) for blind review. Proposals are considered by the WPC against a set criteria and a shortlist is produced. Contact information is then provided by Head Office to the Chair of the Membership Committee for them to be able to get in touch with speakers and programme the webinars.

iatefl   iatefl

Webinar proposal form

GUIDELINES FOR COMPLETING THE PROPOSAL FORM:

Our monthly webinars are:
- free of charge.
- open to both members and non-members of IATEFL.
- 60 minutes long. The presenter should leave approximately 10 minutes at the end of the webinar for participants' questions.

To submit and present a webinar, you must be a current IATEFL member.

Each member can submit only one proposal.

If you have had a proposal accepted and scheduled as part of the September 2021 to August 2022 monthly webinar programme, please do not submit a proposal for 2022 / 23 to allow other members the opportunity of presenting online.

Support can be provided for first-time presenters on request.

Presenters must have access to:
- a strong internet connection, preferably LAN / hard wired rather than WiFi.
- a good quality webcam and microphone.
- a set of headphones that you agree to wear during the session to ensure better sound quality.

Following the webinar, presenters will be expected to submit a follow up for IATEFL News and Views. You can choose to do this in the form of a blog article, an interview or answering participants questions received in the chat box during the live session.

Sign in to Google to save your progress. Learn more

*Required

Email *

Your email address

2. **Provide some personal information about you so we can check your membership status and make sure we can get in touch about your proposal.**

About you

First name *

Your answer

Last name *

Your answer

Email address (please use the email associated to your IATEFL membership) *

Your answer

IATEFL personal ID (this can be found on your IATEFL member dashboard) *

If you are unable to log in to your member dashboard, please contact membership@iatefl.org and we will assist you.

Your answer

Telephone number (including country code). *

We collect this information as an alternative method of contacting you should email be unsuccessful. Email will remain the primary method of communication.

Your answer

Nationality *

Your answer

Country of residence *

Your answer

If this is an institutional membership, please state the name of the institution

Your answer

3. Tell us a bit about your webinar:

About your webinar

Please indicate at least three dates you would be available to do a webinar. *

Webinars will usually take place on the first Saturday of the month at 15.00 UK time. There is no webinar slot for June 2022 as this session is reserved as a follow up to a very successful or well-liked presentation from the IATEFL annual conference.

- [ ] 3 September 2022
- [ ] 8 October 2022
- [ ] 5 November 2022
- [ ] 3 December 2022
- [ ] 7 January 2023
- [ ] 4 February 2023
- [ ] 4 March 2023
- [ ] 1 April 2023
- [ ] 6 May 2023
- [ ] 1 July 2023
- [ ] 5 August 2023

Are you speaking on behalf of... *

- ( ) Yourself
- ( ) Your institution
- ( ) A professional association
- ( ) Other

If you are speaking on behalf of another organisation, please state who.

Your answer

Are you promoting a book or product? *

○ Yes

○ No

Materials focus & speaker affiliation

If you plan to focus on published or commercial products, please name them here. Please also provide the name of the publisher/company for the materials.

Your answer

Have you presented an IATEFL webinar before? *

○ Yes

○ No

If the answer to the previous question is 'yes' please state the year.

Your answer

4. **This section is where you can add your abstract and bio. Whilst you will receive a copy of your answers when you submit your proposal, you may like to copy and paste your responses for your own records before you submit. Please note the guidance in this section about completing your abstract.**

Webinar details

We recommend copying and pasting information from this section for your own records before submitting the form.

Please note that your abstract will be read blind by the Webinar Proposals Committee as a basis for selection. To make it possible that you remain anonymous, please do not include in the abstract any presenters names, affiliations of any kind or software that will be used.

The abstract should clearly answer the following questions:
- What is the session about?
- Does it present something new or demonstrate known material from a new angle?
- Is the content relevant for a worldwide audience?

If selected, the abstract will then be used to advertise your webinar.

Category *

This helps IATEFL to ensure a range of areas are covered in webinars. Please choose ONE category only

○ Teaching knowledge: Methodologies or language acquisition

○ Teaching knowledge: Understanding your learners better

○ Teaching knowledge: Professional development

○ The teaching process: Planning for learning

○ The teaching process: Teaching grammar, lexis, phonology or discourse

○ The teaching process: Teaching receptive skills

○ The teaching process: Teaching productive skills

○ Classroom management and interaction: Classroom language

○ Classroom management and interaction: Providing feedback

○ Classroom management and interaction: Other

○ Assessment and evaluation: Assessment of/for learning

○ Assessment and evaluation: Exams

○ Resources: Using (non-digital) resources and materials

○ Resources: Use of technology and digital media

○ Management and training: Management skills

○ Management and training: Customer Service

○ Management and training: Training

○ Teacher stories

○ Other: _____

Please explain, in less than 100 words, how the audience can apply the content of the webinar to their own context / teaching situation *

Your answer

Title (no more than 10 words) *

The title should clearly communicate what you are going to talk about to your potential audience. Make sure that the title and abstract clearly reflect each other.

Your answer

Abstract *

The abstract should be 150 to 180 words long and address the points noted at the start of this section.

Your answer

Abbreviations and acronyms

Please list all abbreviations and acronyms, with their definition, that you have used in your Title and Abstract.

Your answer

Explain in less than 100 words, how your session is going to be structured and organised. How much audience participation are you going to include? *

Your answer

Bio *

Maximum 150 words. This will be used in conjunction with your abstract to publicise your webinar.

Your answer

Comments

If you need to inform IATEFL of a matter relating to your webinar proposal, please tell us here.

Your answer

Never submit passwords through Google Forms.

5. **This section gathers your consents about the use of the information provided in this proposal. These consents will be relied on should your proposal be selected so please make sure you have read them carefully before answering and submitting your application.**

Agreements

In submitting this proposal to present an IATEFL monthly webinar, I agree for the whole of my webinar to be conducted on the IATEFL webinar platform. I consent to IATEFL recording this webinar, which will be made available to IATEFL members after the event. I consent to IATEFL using the webinar recording, as a whole or in part, for future continuous professional development opportunities. *

Please note that answering "no" to this question will mean that we are unable to consider your proposal.

○ Yes

○ No

I understand that prior to the webinar I must attend a short training session on how the platform works. *

○ Yes

○ No

I agree that all material used in the webinar is used with appropriate permissions and adherences to copyright. I understand that it is my responsibility to check and clear the copyright of any material used in the webinar which is not created by me, and that IATEFL is not responsible for any copyright infringement caused by any of the material in my webinar. *

Please note that answering "no" to this question will mean that we are unable to consider your proposal.

○ Yes

○ No

I consent to my contact details being shared with IATEFL's Membership Committee, who facilitate IATEFL webinars *

Please note that answering "no" to this question will mean that we are unable to consider your proposal.

○ Yes

○ No

I agree to do a written follow up to this webinar that may be published on the IATEFL website as a short blog article. I would prefer the format of this blog to be: *

(please select one of the following. You may choose to do a different format once you have conducted the webinar but indicating your preference here helps us to plan the content of our blog over the next year)

○ A short article on the topic covered by my webinar

○ Answering participant questions from the live session

○ An interview

A copy of your responses will be emailed to the address that you provided.

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