Guidance for those responsible for speaker liaison within an organisation

If you are acting as a liaison for presenters who wish to speak on behalf of your organisation, please take note of the following information. If you require any further assistance, please contact sarah@iatefl.org.

Submitting a proposal

Please note, it is not possible to submit a proposal on behalf of another person. Each proposal needs to be submitted via the IATEFL Dashboard of the speaker (more on that below).

Each submission requires the following:
- a title (max 10 words)
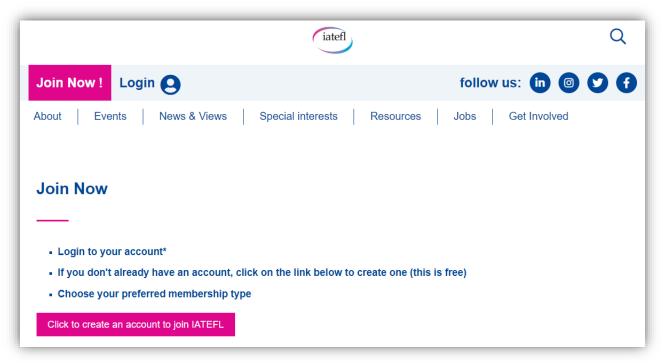- abstract (50-60 words)
- a summary (200-250 words)

The guidelines for submission can be found at www.iatefl.org/conference/speaker-information.

The deadline for submissions is **4pm (UK time) Wednesday 13 September 2023.** If you wish to have joint speakers, please note that each presenter will need to be added to the submission before the deadline. IATEFL are not able to accept any late submissions.

No late proposals, joint presenter additions or changes will be accepted by IATEFL after 4pm UK time on Wednesday 13 September 2023.

Please don't leave it until the last day to submit in case of technical difficulties.

Each submission needs to be completed via the IATEFL Dashboard of the presenter (accessible by logging in at www.iatefl.org). If they don't yet have an IATEFL account, they should go to www.iatefl.org/join-now to create a free online profile.

The submission of a speaker proposal is a member benefit of IATEFL. This can be as an individual member of part of an institutional membership. Only the institution's main contact can add and remove people from the membership.

If you are unsure who the main contact for your institution is, please contact membership@iatefl.org.

Once the speaker has their account and membership in place, they will see a 'Proposals' block on their IATEFL Dashboard. Clicking on this block will take them to the proposal form. If they cannot see the proposal block, they should check their membership is active.

Proposals

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As an IATEFL Member You Can Submit One Conference Proposal.
Click Here To Create Or Continue A Proposal

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Paying for a group of speakers

Speakers no longer require a conference booking at the time of submitting a proposal. If you wish, this can be done after the results are released in early December.

Please note, once the results are released, there will only be a couple of weeks before the speaker payment deadline (**Friday 15 December 2023**). If your finance system requires longer than two weeks to process and make payment, it is sensible to ensure the below steps are taken before the results are announced:

1. All speakers to create their conference bookings on a 'Pay later' basis
2. Gather the relevant invoices from the speakers and create your purchase order

Like with the proposal, it is not possible to make a booking on behalf of another person on your IATEFL Dashboard. Each speaker will need to log into their own Dashboard to make their booking. Each conference booking automatically creates an invoice that is stored in the individual's IATEFL Dashboard. Please ask your speakers to send their invoices onto you for your records. When paying for a group, it is important to quote the invoice numbers of each person included in the payment.

You are no longer able to make a bulk payment for multiple people through your IATEFL Dashboard. If you wish to pay for more than one person, please contact our finance team at finance@iatefl.org to discuss your options.