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.
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.

- **First name**
  - Your answer

- **Last name**
  - Your answer

- **Email address**
  - Your answer

- **IATEFL personal ID**
  - 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**
  - 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

- **Institutional membership**
  - If this is an institutional membership, please state the name of the institution.
  - Your answer
We will be holding webinars on the following dates and may schedule your session for any one of these days. Please tell us about any dates you are not able to attend by ticking the boxes.

Webinars are scheduled for the first Saturday of the month at 15.00 UK time. There is no webinar slot for April 2025 given our attendance at the IATEFL annual conference, or June 2025 as this session is reserved as a follow up to a very successful or well-liked presentation from the IATEFL annual conference.

Tick any dates you would be unavailable to present.

- [ ] 7 September 2024
- [ ] 5 October 2024
- [ ] 2 November 2024
- [ ] 7 December 2024
- [ ] 4 January 2025
- [ ] 1 February 2025
- [ ] 1 March 2025
- [ ] 3 May 2025
- [ ] 5 July 2025
- [ ] 2 August 2025

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.
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 *
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
- Any software that will be used.
If selected, the abstract will be used to advertise your webinar.

The abstract should be between 150 and 180 words long and must clearly answer the following questions:
- What is the session about?
- Does it present something new or show known material from a new angle?
- Is the content relevant for the worldwide audience?

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 200 words, how your session is going to be structured and organised. Please bear in mind that the audience will not be able to switch on their cameras or microphones, but you are more than welcome to include them in your webinar in other ways.
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
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 rehearsal. During this rehearsal we will check that the equipment and the slides I will be using on the day of the presentation, operate as expected.

☐ 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

After the webinar we would like to invite you to submit a short article for IATEFL News and Views. You can do this in the form of a blog article, an interview or you can answer participants' questions you got in the chat box during your session.

I agree to be contacted about writing for News and Views

☐ Yes
☐ No

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