Speaker Proposal Guidelines for Scholarship applicants

Eligibility for submitting a proposal

- Speaker proposals must be submitted via your own IATEFL Dashboard. We cannot accept submissions via email, nor is it possible to submit a proposal on behalf of someone else. To access your IATEFL Dashboard, log in to the IATEFL website and you will see a link to your dashboard at the top left of the page.
- You may only submit one proposal. No one may be involved in more than one presentation at the conference, either as a main or joint speaker.
- You must not have given this session, or a version of this session, at a previous IATEFL Conference.
- All presenters must be at the conference in Brighton to present; remote presenting is not permitted.

Key dates

- Scholarship submissions deadline: 16.00 (UK time) Wednesday 18 June 2025
- Results sent by email: 12-22 August 2025
- Deadline for unsuccessful scholarship applicants to request for their proposal to be considered for inclusion in the conference programme: Wednesday 10 September 2025

The proposals selection process

The IATEFL Conference is one of the key events in the global ELT calendar. The international nature of the conference provides a unique opportunity for all IATEFL members to submit proposals for inclusion in the programme, reflecting the diversity and variety of the profession.

The selection of proposals is made by the Proposals Committee. This follows a policy of inclusivity and aims to ensure that the Conference Programme includes a balanced representation of:

- ELT topics and professional concerns
- first-time and established presenters
- geographical regions and countries
- different professional associations and organisations
- different teaching contexts, including the private and public sectors, business, ESP, ESOL, publishers, exam boards and other non-teaching organisations
- mainstream and alternative systems of education and development
- research and research in progress

Conference delegates will be asked for feedback on sessions at the IATEFL Conference in order to continue to monitor the range, quality and content of presentations.

How will IATEFL share your information?

By submitting a speaker proposal, you will be agreeing that IATEFL shares the following information:

- Your name and affiliation will be passed to our Conference Programmer and, if selected to present at the conference, these details will be listed in the Conference Programme and on our website.
- If you indicate that you are willing to be part of a SIG Showcase, your name and affiliation will be passed to any relevant Special Interest Groups (SIGs). If selected as part of a SIG Showcase, your email address will be passed to the relevant SIG Coordinator to enable them to contact you.
- If you indicate that you would be happy to be interviewed for IATEFL Live, your name, affiliation and email address will be passed to the IATEFL Live team to enable them to contact you.
- The Proposals Committee reserves the right to programme you in a Forum with two other proposals on the same or connected topic. If this is the case, the names, affiliations and email addresses of all presenters in the Forum will be shared with each other to enable you to liaise and plan the session. You and they must treat each other's details with confidentiality in accordance with IATEFL's Privacy Policy.

Other terms and conditions

- You could be programmed on any of the conference days and we will let you know on which day your session takes place in your acceptance email in November. If you are not available for all days of the conference, please make this clear within your proposal submission and we will do our best to accommodate this.
- You confirm that your contribution and information is your own work and does not infringe on intellectual property rights or privacy rights of any other person, and that all materials, including images, have the necessary copyright and permissions. Any breach of this is not the responsibility or liability of IATEFL.
- You accept that any reference to other people's work, ideas or contributions which you include is done so with respect and in accordance with IATEFL's Code of Conduct.
- No session can be filmed without prior written permission from IATEFL.
- If the named person is unable to attend the conference, IATEFL will not allow another person to present the session.

Useful resources

How to write an effective IATEFL conference proposal: https://youtu.be/5Gexv0fQ0dI
IATEFL Live session from September 2023 on submitting a proposal: https://youtube.com/live/4R25gbAnfyE

Guidance for completing the proposal form

In order to be considered for inclusion in the Conference Programme, your proposal must fulfil the following set of technical and content criteria:

1. Presenter name and Email

Your name will be replicated within the Programme as shown on your IATEFL account. If you wish to amend this, please tell us within the comment section. As we send all communication regarding your proposal and conference registration to the email address you supply on your IATEFL account, please make sure it is correct.

It is not possible to submit a joint proposal as part of a scholarship application. Only single person proposals will be accepted.

2. Type and length of presentation

You must indicate what type of session you wish to present. The Proposals Committee will look at your preference but may programme your presentation differently, for example amending a Talk to a Workshop. You will be informed of your allocated session type in your acceptance email.

Session types:

Type	Length	Description	Additional requirements
Talk	30 minutes (including Q&A)	An opportunity to describe what you are doing, or have done, in relation to theory and practice or focus on commercial materials or products.	If you would like to restrict the size of your audience, please indicate this.
Workshop	45 minutes	A session that maximises active audience participation through experiencing and discussing practical and applicable tasks. Please note: all session rooms will be set out in theatre style, it will not be possible to rearrange the furniture for workshops.	If it is not clear from your summary how you will include practical and applicable tasks, you will be allocated a 30-minute talk. If you would like to restrict the size of your audience, please indicate this.
Forum	75 minutes (3x 20 minutes + Q&A)	An opportunity to present three related talks together, led by one of the speakers acting as facilitator.	Whilst you are not able to self-select a Forum as part of a scholarship application, the Proposals Committee may feel it suitable to include you in one.

3. Filming

During the IATEFL Conference, we intend to have short interviews with speakers as part of our online coverage, IATEFL Live. Some of these will be pre-recorded and others will be live. Please indicate if you are willing to be interviewed for IATEFL Live. We will write to presenters who have been selected for interviews nearer the conference.

4. Audience focus

You must indicate the audience focus (experienced, less-experienced, primary teaching, adult teaching, etc.)

5. Materials focus, speaker affiliation, speaking on behalf of

Please tell us if you are focussing on, or promoting, published or commercial products, and who you are talking on behalf of. You <u>must</u> mention the title of any product you will be focussing on or promoting in your abstract. Delegates can therefore make an informed decision on whether to attend, based on their interest in the subject or specifically on that product or publication. **Please note:** We can only accept ONE promotional session per publication or product.

6. First time speakers

Let us know if this is your first time speaking at the IATEFL Conference. This helps us understand our speakers better and provides us with useful statistical information.

7. Mentoring

We understand that speaking at a large international event can be intimidating. The IATEFL community is here to help those who need support through its mentoring scheme. Mentoring offers an opportunity for speakers to benefit from the advice and support of an experienced speaker. Mentoring includes support with rewriting your proposal (if this is necessary) and presentation skills. If you would like the opportunity to ask an experienced speaker for advice please complete the mentoring section of the form. If you are experienced speaker who would like to offer your support, please contact sarah@iatefl.org.

8. Content focus categories and SIG Showcases

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

You must choose **one or two content** categories. If you are choosing General, please do not include a second category, this will be removed. The Proposals Committee may change the content focus category that you select if they deem it necessary.

Some proposals are selected to feature in a Special Interest Group (SIG) Showcase based on the content category selected. These are one day events within the conference that allow delegates to follow a track of sessions from within their area of interest. Please indicate whether you are willing for your presentation to be considered for inclusion in a SIG Showcase.

9. Session Title, Abstract and Summary

Please ensure you check your spelling and grammar. The proposals committee will read all proposals blind so please do not include any information that would make you identifiable. Your session Title, Summary and Abstract must clearly reflect each other. If you have used any abbreviations within these sections include the definitions in the relevant box.

Title	10 words maximum.
	• This should be submitted in Sentence case, not Title Case.
	• It should communicate effectively what you are going to be talking about to your potential audience without being gimmicky or using technical jargon. Only your title will be listed in the printed Conference Programme so it must communicate the content of your session clearly.

Abstract	Between 50 and 60 words. • This will appear in the <u>digital Conference Programme and on the Conference app only</u>. • Your abstract must accurately and clearly reflect the content of your presentation. • No abstract may contain an offer of free books or other materials, although titles of any publications or products that will be mentioned during your presentation must appear in the abstract 'in inverted commas'. • It should be clear that you have something new to say or new light to shed on a topic. • It must be clear how your audience can apply what you say to their own context. This is especially important if you are planning to describe a course, project or product, or if your presentation relies heavily on a description of a local situation. • If your session is based on research, it must be clear in your abstract and summary that you are going to report on a completed study or on a significant phase that has been completed and that what you report is applicable or relevant to the wider ELT sector. • It must be clear from your abstract and summary that you have catered for the level of knowledge of your target audience indicated in your choice of audience focus. • You must clearly indicate whether the focus of your session is mainly theoretical or practical, or a combination of both. • Please write your abstract in the *first person* and do not use bullet points or multiple paragraphs. • If you want to see some example abstracts, you can download past Conference Programmes at www.iateflconference.org/about-the-conference/past-future-conferences.
Summary	Between 200 and 250 words. • The summary is used by the Proposals Committee as a basis of selection. It will not be included in the Conference Programme nor shared with delegates in any other way. • Your summary must outline exactly what you are going to talk about in the presentation and how the presentation will be structured and organised. • Do not repeat your title or abstract or include biodata in your summary. • It is not necessary to include references. If you have to make a reference, make it very short. • For a talk, it must be clear in your summary that there is sufficient time for the audience to ask questions. • For a workshop, it must be clear in your summary that there will be a substantial amount of time allocated for the audience to participate in applicable tasks.

Important note about word counts: The proposals form will count the *spaces* in the text fields to ascertain the number of words. If you include spaces at the end of a paragraph, or use dashes or bullet points with spaces either side, you may find yourself not able to submit as the form will believe you have exceeded the word limit. The form will also not accept any submissions that include emojis.

10. Questions and comments for IATEFL
Please use this box to ask IATEFL any questions you may have about the conference or inform the programmers of anything important, such as if you have limited availability during the conference or specific accessibility needs.

11. Save a draft or submit
Once you reach the bottom of the form you have the option to save a draft copy or submit. If you save a draft copy it will be available then next time you log into your Dashboard and access the proposals form. Please note, any proposals left in draft form at the time of the deadline will not be considered for inclusion in the programme.

Before you click submit, please ensure you are happy with all the information you have included on the form, you won't be able to make changes to your proposal after submitting.

Questions?
If you have any questions that you would like to ask before you submit your proposal, please send these to IATEFL Conference Programme Coordinator, Sarah Ward, at sarah@iatefl.org.