

## Eligibility for submitting a proposal

- You must have a current IATEFL membership at the time of submitting your proposal. This membership must be paid for and activated before you can access the proposals form. For assistance with your IATEFL membership, please contact [membership@iatefl.org](mailto:membership@iatefl.org).
- 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.
- Members 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

- Submissions deadline: 16.00 ([UK time](#)) Wednesday 10 September 2025
- Results sent by email: Early December 2025
- Deadline for accepted speakers to pay for a full conference booking: Wednesday 17 December 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. If you are not available for all days of the conference, please make this clear within your proposal submission. Any requests will be taken into consideration but cannot be guaranteed.
- 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 resource:** How to write an effective IATEFL conference proposal: <https://youtu.be/5Gexv0fQ0dl>

## 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.

### 2. Proposal Type

If two or more people work together to submit and present one proposal, they are "joint presenters". **They must each be a member of IATEFL and be added to the main proposal record by the proposal deadline.** One of the joint presenters must submit the proposal online using the guidelines below and this person then becomes the "main presenter", the key contact for everything related to the proposal and presentation. Any subsequent joint presenters for this proposal must be added by following these steps via the main presenter's IATEFL Dashboard (see instructions in point 13 below).

### 3. 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, placing you within a Forum, or as a Lightning Talk or Poster Presentation. You will be informed of your allocated session type in your acceptance email. All talk and workshop proposals have the option of restricting their audience size to either 40 or 50 participants if they wish.

#### Session types:

Type	Length	Number of presenters	Description	Additional requirements
<b>Forum</b>	75 minutes (3x 20 minutes + Q&A)	3 proposals, 1-4 presenter(s) per proposal	An opportunity to present three related talks together, led by one of the speakers acting as facilitator.	Each of the three speaker proposals must be submitted separately. Please include a suggested title and the name of your chosen facilitator.
<b>Lightning Talk</b>	3 minutes (within a 45-minute session)	1-2 presenters	Six to eight three-minute presentations within a 45-minute session, with networking time.	You will need to submit 2-3 presentation slides in advance of the conference.
<b>Panel Discussion</b>	75 minutes (including 20 minutes Q&A)	4-5 presenters	Four to five presenters sharing their thoughts and ideas on a particular topic.	

<b>Poster</b>	2x 10 minutes	1-2 presenters	Your poster will be displayed for the full length of the Conference and you will be timetabled to stand with your poster during two break times to answer delegate questions. You can also send in your poster as a PDF and it will be put on the IATEFL conference website for one year.	<b>All poster presenters are guaranteed acceptance into the conference programme</b> , subject only to the normal criteria, relevance to ELT, etc. The minimum poster size is A1 portrait and the maximum is B1 portrait.
<b>Talk</b>	30 minutes (including Q&A)	1-4 presenters	An opportunity to describe what you are doing, or have done, in relation to theory and practice or focus on commercial materials or products.	
<b>Workshop</b>	45 minutes	1-4 presenters	A session that maximises active audience participation through experiencing and discussing <u>practical and applicable tasks</u> . Please note: all session rooms will be set out in theatre style.	If it is not clear from your summary how you will include practical and applicable tasks, you will be allocated a 30-minute talk.

#### 4. 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.

#### 5. Audience focus

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

#### 6. 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 must 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.

#### 7. 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.

#### 8. 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, or if you are an experienced speaker who would like to offer your support, please complete the mentoring section of the form.

#### 9. Content focus categories and SIG Showcases

**GEN** = General

**AL** = Applied Linguistics

**BE** = Business English

**EAP** = English for Academic Purposes

**ESOL** = English for Speakers of Other Languages (i.e. migrants and refugees)

**ESP** = English for Specific Purposes

**GI** = Global Issues

**IPSEN** = Inclusive Practices & SEN

**LAM** = Leadership & Management

**LA** = Learner Autonomy

**LT** = Learning Technologies

**Lit** = Literature

**MD** = Materials Development

**MaW** = Materials Writing

**PRON** = Pronunciation

**RES** = Research

**TD** = Teacher Development

**TTEd** = Teacher Training & Education

**TEA** = Testing, Evaluation & Assessment

**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.

## 10. 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.

<b>Title</b>	<p>100 characters max</p> <ul style="list-style-type: none"> <li>• This should be submitted in Sentence case, not Title Case.</li> <li>• It should communicate effectively what you are going to be talking about to your potential audience. Only your title will be listed in the printed Conference Programme, which is how the majority of delegates choose which sessions to attend, so it must communicate the content of your session clearly. Feedback from delegates in previous years highlights the importance of making it clear from your title what the session will be about so delegates can be certain what to expect from your session and not leave it disappointed.</li> </ul>
<b>Abstract</b>	<p>500 characters max</p> <ul style="list-style-type: none"> <li>• This will appear in the <u>digital Conference Programme only</u>.</li> <li>• Your abstract must accurately and clearly reflect the content of your presentation.</li> <li>• 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'.</li> <li>• It should be clear that you have something new to say or new light to shed on a topic.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• You must clearly indicate whether the focus of your session is mainly theoretical or practical, or a combination of both.</li> <li>• Please write your abstract in the <i>first person</i> and do not use bullet points or multiple paragraphs.</li> <li>• If you want to see some example abstracts, you can download past Conference Programmes at <a href="http://www.iateflconference.org/about-the-conference/past-future-conferences">www.iateflconference.org/about-the-conference/past-future-conferences</a>.</li> </ul>
<b>Summary</b>	<p>1750 characters max</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Poster presentation proposals must indicate the topic area and structure of the poster.</li> <li>• All other proposals must outline exactly what you are going to talk about in the presentation and how the presentation will be structured and organised.</li> <li>• Do not repeat your title or abstract or include biographical data in your summary.</li> <li>• It is not necessary to include references. If you have to make a reference, make it very short.</li> <li>• For a talk or panel discussion, it must be clear in your summary that there is sufficient time for the audience to ask questions.</li> <li>• 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.</li> </ul>

### 11. 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. Any requests will be taken into consideration but cannot be guaranteed.

### 12. 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.

### 13. Adding joint presenters

If you wish to include joint presenters you must return to your IATEFL Dashboard, where you will see the option to 'Click Here to Add a New Presenter'.

#### a) First name

You will not be able to amend this field, it is for verification purposes only.

#### b) Personal ID

Please enter your joint presenter's Personal ID, which can be found in the Membership Info on their Dashboard.

#### c) Place of Work for Programme

Please enter their place of work carefully, this will be printed in the Conference Programme as you enter it here.

#### d) Verify

Click 'verify' to ensure this data is correct and then submit once confirmed. If the account cannot be verified, check with your joint speaker that they have a current IATEFL membership.

Complete this process for each of your joint presenters.

## 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, Neil Moors, at [neil@iatefl.org](mailto:neil@iatefl.org).