

Speaker Proposal Guidelines

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.
- Speaker proposals must be submitted via your own IATEFL Dashboard, we do not accept submissions via email. It is not possible to submit a proposal on behalf of someone else. To access your IATEFL Dashboard, log in to the IATEFL website and click on the My Dashboard link at the top right of the page.
- Members are only permitted to submit a single proposal for the conference.
- No speaker may be involved in more than one presentation at the conference, either as a main or joint speaker.
- You must not have presented this session, or a version of this session, at any previous IATEFL Conference.
- All presenters must attend the conference in Birmingham to present their session; remote presenting is not allowed.

Key dates

- Submissions deadline: 16.00 ([UK time](#)) Wednesday 9 September 2026
- Results are due to be sent via email early December 2026
- Deadline for accepted speakers to pay for a full conference booking: Wednesday 16 December 2026

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 – both published and 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, the Conference App 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 name, affiliation and email address will be passed to the relevant SIG Coordinator who will contact you directly.
- If you **do not** choose to **opt out** of being recorded your name, affiliation and email address will be passed on to the IATEFL Live team who may contact you to arrange an interview during the conference; additionally, you may also be contacted by IATEFL Head Office to discuss recording your session during the conference.
- The Proposals Committee reserves the right to programme any session in a Forum with two other proposals on the same or connected topic. Where this happens, the names, affiliations and email addresses of all presenters in the Forum will be shared with each other to enable them to liaise and plan the session collectively. All parties must treat one another's details with confidentiality in accordance with IATEFL's policies [IATEFL's Privacy Policy](#).

Other terms and conditions

- Your session could be programmed for any of the conference days; you will be informed which day via the acceptance email. If you are not going to be available for any of the days that the conference is running, please make this very clear within your proposal submission. Note that whilst your noted availability will be taken into consideration we cannot guarantee which day or time in the day your session will be scheduled for.
- 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 or organisation, 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 policies](#).
- No session can be recorded on any media without prior written permission from [IATEFL Head Office](#) at least 10 working days prior to the start of the conference.
- If the named person is unable to attend the conference then their session is cancelled; IATEFL does 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. 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. If you wish to amend this, please tell us within the comment section.

2. Proposal Type

You must indicate what type of session you wish to present either a single presenter, a joint presenter or as part of a panel.

Joint Proposal: If two or more people work together to submit and present one proposal, they are "joint presenters". **They must both 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 primary contact for all matters related to the proposal and the session. Additional joint presenter details for this proposal must be added via the main presenter's IATEFL Dashboard by following the steps outlined in point 13 below.

Panel Proposal: Select this if you are one of four or five people who wish to run a panel discussion. **All named panel speakers must be a member of IATEFL and must be added to the proposal record by the proposal deadline.** One of the panel will act as the "main presenter" and can submit the proposal on the behalf of their proposed co-panellists and is the primary contact for all matters related to the proposal and the session.

3. Type and length of presentation

Using the Sessions types information in the table below as a guide, select the type of session you are proposing. Note that 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 Research and Practice Presentation (RPP) or Poster Presentation. You will be informed of your allocated session type in your acceptance email.

Proposals with restricted audience: All talk and workshop proposals allow presenters to request the option of restricting their audience size. Such requests should be made for demonstrable, practical reasons such as the number of groups and group members in a workshop. There is a choice of two audience capacities. If you select either 25 or 50 as a preferred number, you must provide a brief reason for requesting this in the comments section at the end of this form.

Session types:

Type	Length	Number of presenters	Description	Additional requirements
Talk	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.	
Workshop	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.
Panel Discussion	75 minutes (including 20 minutes Q&A)	4-5 presenters	Four to five presenters sharing their thoughts and ideas on a particular topic.	

Type (cont...)	Length	Number of presenters	Description	Additional requirements
Forum	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.
Research and Practice Presentation (RPP)	8 slots of 7 minutes (within a 75-minute session)	8 presenters	A set of seven-minute presentations during a 75-minute session where a total of 8 speakers can present their talk. At the end of the session time is allocated for delegates to approach speakers to ask any questions they may have.	Each RPP speaker is required to provide any slides and associated digital material in advance of the conference.
Poster	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. Your poster will be put on the IATEFL conference website for one year after the conference	All poster presenters are guaranteed acceptance into the conference programme , subject only to the normal criteria, relevance to ELT, etc. Posters are printed by IATEFL and will be mounted at the conference on your behalf. Important: The poster size must be B1 portrait. (707mm w x 1000mm h), sent digitally as a PDF. If you don't want your poster uploaded to the IATEFL website after the conference, you must notify IATEFL Head Office .

4. Filming

During the IATEFL Conference, we record short interviews with speakers as part of our online coverage, [IATEFL Live](#). Some of these are pre-recorded and others are streamed live. We may also record some selected sessions during the conference that will be uploaded after the conference.

If you do not wish to be recorded for IATEFL live or have your session recorded, please ensure that you **opt out** on the form.

5. Audience focus

You must indicate the audience focus (experienced, less-experienced, primary teaching, adult teaching, etc.), this information is used by the Proposals Committee to help determine the conference programme.

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. This allows delegates to 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 information helps us to better understand our speakers and enables novice speakers to request support from a mentor (see section 8 below).

8. Mentoring

We understand that speaking at a large international event can feel intimidating for some people. 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 proposal rewrites (where necessary) and presentation skills. If you would like to request support from an experienced speaker for advice, or if you are an experienced speaker who can offer your support, please complete the mentoring section of the form.

9. Content focus categories and SIG Showcases

GEN = General (for broader audiences)	GI = Global Issues	MaW = Materials Writing
AL = Applied Linguistics	IPSEN = Inclusive Practices & SEN	Pron = Pronunciation
BE = Business English	LAM = Leadership and 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
ESP = English for Specific Purposes	Lit = Literature	TEA = Testing, Evaluation & Assessment
	MD = Materials Development	YLT = Young Learners & Teenagers

You must choose **one or two content** categories from the list of categories – *please note* the form allows for multiple selections, if you tick three or more boxes your proposal will be set to General only and this may affect the decisions made by the Proposals Committee. If you choose any other category along with General this will be set to General only. Some proposals are selected to feature in a Special Interest Group (SIG) Showcase based on the content category selected. Showcases are a collection of thematically linked sessions that are grouped in the programme in a way that enables delegates to attend a suite of sessions from within a particular area of interest. Please indicate in the comments section whether you are willing for your presentation to be considered for inclusion in a SIG Showcase. Please note: The Proposals Committee may **change the content focus category** that you select if they deem it necessary.

10. Session Title, Abstract and Summary

The proposals committee will read all proposals **blind** so please **do not** include any information that would make you identifiable in any way. Your session Title, Summary and Abstract must clearly relate to each other part. If you have used any abbreviations, acronyms or other shorthand within these sections you must include the definitions in the relevant place further down the form.

Please ensure you check your spelling and grammar.

Title	100 characters maximum - This must be submitted in sentence case, not Title Case or UPPER CASE. - It should communicate effectively what you are proposing to be talking about to your potential audience. Only your title will be listed in the printed Conference Programme, which is how many 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.
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Abstract	500 characters maximum • This will appear in the Conference App. • 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 <i>first person</i> 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	1750 characters maximum • 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. • Poster presentation proposals must indicate the topic area and structure of the poster. • 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. • 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 or panel discussion, 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.

11. Questions and comments for IATEFL

Please use this box to raise any questions you may have about the conference with IATEFL or to inform the conference programmers of anything important, such as request for restricted audiences; 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 choose to save a draft copy it will be available for you the next time you log into My Dashboard and access the proposals form. Please note that proposals still showing as in 'draft' 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 **will not** be able to make changes to your proposal after submitting.

13. Adding joint or panel presenters

To add your joint or panel presenters you must log on to My Dashboard on the IATEFL website, 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 My Dashboard pages.

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.

Please repeat this process for each of your joint or panel presenters.

Questions?

If you have any questions that you would like to ask before you submit your proposal, please send these to IATEFL via info@iatefl.org