

TESOL Pre- and Postconvention Institutes Call for Proposals



TESOL 2014 Pre- and Postconvention Institutes

25–29 March 2014

Portland, Oregon USA

Invitation to Submit Proposals for Pre- and Postconvention Institutes (PCIs)

TESOL invites proposals for PCIs that deal with classroom practices and applications of research in language learning and teaching. Proposals are welcomed from teachers, teacher educators, researchers, program administrators, materials and curriculum developers, and other professionals in communications, education, linguistics, foreign languages, and other related fields who have extensive experience in providing in-service programs and consulting for educational organizations. All proposals are refereed by TESOL's Professional Development Committee (PDC).

What Are PCIs?

PCI workshops offer participants an extended learning experience with hands-on, interactive training. Lecture is kept to a minimum, and participant involvement is maximized. PCI workshops differ in terms of length of sessions. PCIs are 4 and 6 hours long and are offered in conjunction with the annual convention. An organizer facilitates the planning of the workshop, recruits one or more presenters, and submits the proposal. The organizer may or may not be a presenter.

Steps for Submitting PCI Proposals

1. Complete and mail one copy of the Pre- and Postconvention Institutes Call for Proposals Form. Completely answer all questions on the form.
2. Include a document with a 250–300-word summary of the proposed PCI with the following information in the top left-hand corner:
 - title of the workshop
 - target audience (e.g., elementary school teachers, ESOL educators)
 - skill level (e.g., little or no experience, all levels of expertise)

- for computer-assisted language learning (CALL) workshops, the target audience's technical experience and capability (e.g., little computer experience; familiarity with navigating on the Web)
- optimal size of the audience

3. Include a detailed schedule of the workshop (4 or 6 hours), showing what the participants will be doing and how they will achieve the proposed workshop objectives.
4. Include evidence of the PCI organizer's experience and expertise with the workshop topic:
 - a one-page list of related presentations that the organizer has given on the topic, including title, location, date, and audience
 - curriculum vitae of no more than **three pages** for the PCI organizer only

Mail ONE copy of the COMPLETE package to:

Srisucha McCabe

Professional Development Manager

1925 Ballenger Avenue, Suite 550

Alexandria, VA 22314 USA

or

Fax to 703-836-7864

Email: edprograms@tesol.org

Deadline 3 June 2013

Factors Affecting Selection

The PDC uses the following criteria in selecting workshops:

1. PCI organizer is a TESOL member when the workshop is presented.
2. Abstract and summary show clarity of purpose, succinctness, appropriateness and significance for intended audience, familiarity with current practices, and, if relevant, quality of research on which the workshop is based.
3. PCI organizer demonstrates considerable experience and success in conducting teacher-training workshops, especially on the proposed topic.
4. Workshop is educationally sound and *does not promote commercial interests*.
5. Workshop topic is especially relevant to meeting continuing education needs of TESOL professionals.
6. Proposal includes a detailed schedule of the workshop (4 or 6 hours), showing what the participants will be doing and how they will achieve the proposed workshop objectives.
7. Proposal is complete, edited, and free of typographical errors.

Responsibilities of PCI Organizers

1. PCI organizers are responsible for notifying all other presenters about the status of their workshops.
2. PCI organizers must notify the Education Programs department of any changes in their contact information or affiliations of co-presenters.
3. PCI organizers must respond to inquiries from the Education Programs department in a timely fashion to expedite the best possible support for their workshops.
4. In the event they cannot present, PCI organizers must find suitable replacements to run the workshop exactly as it appears in the marketing materials and contact the Education Programs department immediately. The PDC is the approving authority for replacements.

Policies to Note Before Submitting Proposals

1. The content of the workshops should not change significantly after proposals are accepted.
2. TESOL pays *one* honorarium per workshop (\$400 for a 6-hour PCI and \$275 for a 4-hour PCI).
3. TESOL reimburses up to \$4.50 for handouts per planned participant. PCI organizers must submit a TESOL Reimbursement Form with receipts for photocopying to the Education Programs Department no more than 15 days following the last day of the convention. TESOL cannot reimburse without receipts.
4. TESOL covers costs of audio/visual equipment as long as the requests are noted on the proposals. Only the equipment listed on the Professional Development Proposal Form is covered.
5. TESOL reserves the right to sell seats in the workshops to the maximum number indicated on the proposals. TESOL may also cancel workshops that do not attract minimal enrollment.
6. All workshops are evaluated by the participants, organizers, and presenters. Organizers and presenters are responsible for distributing, collecting, and returning evaluations for their workshops. TESOL provides evaluations for online workshops.
7. On-site volunteers are normally available to assist PCI organizers on site.
8. All participants attending PCIs must pay appropriate fees.

Checklist for the PCI Proposal Package

- Complete PCI proposal form
- Workshop summary, including intended audience and level of expertise needed
- Detailed schedule of workshop activities
- One-page list of the PCI organizer's related presentations
- CV (not more than three pages) of the PCI organizer

See Pre- and Postconvention Institutes Proposal Form on Next Page

Pre- and Postconvention Institutes Proposal Form

DEADLINES FOR RECEIPT: 3 June 2013

PROPOSAL # (FOR TESOL USE)

Type or neatly print the name and mailing address of the person to whom all correspondence should be sent.

The correspondent must keep other presenters informed and send contact information changes to the Education Programs department immediately.

The correspondent will not appear in the convention advance program or convention program unless included as a presenter.

Name: _____ **E-mail:** _____

Postal Address: _____ **Office Telephone:** _____

Home Telephone: _____

Fax Number: _____

City State/Province Country ZIP/Postal Code

- Presenter(s):**
- list in alphabetical order—include correspondent if presenting
 - do not use acronyms for institutional affiliation
 - give both institutional affiliation and location (city, province/state, and country)
 - do not list departments, programs, or centers within affiliation

Family Name, Other Name(s)	Institutional Affiliation, City, Province/State, Country	E-mail
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____

Title of Proposal (10-word maximum): _____

Scheduling Preferences: While TESOL will do its best to honor preferences, they are not guaranteed for PCIs. This request may affect the acceptance of your proposal.

- I. **PCI:** (check all that apply) Tuesday Wednesday Saturday (afternoon) No Preference
 Evening (5-9 pm for Tuesday only) - optional
 1/2 day (4 hours) full day (6 hours): Tuesday and Wednesday only

II. **Room Setup:** Theater Style Classroom Style Rounds of _____ Other (Provide diagram.)

I will need _____ breakout rooms in addition to the workshop room. (This may affect the acceptance of your proposal.)

Abstract for the advance program and other promotional materials (60-word maximum)

Number of words in this description: _____

This form may be duplicated.

Pre- and Postconvention Institutes Proposal Form

Title of Proposal: _____ (10-word limit)

Content Area (check **ONE** box only):

- | | | |
|--|--|--|
| <input type="checkbox"/> A. Accreditation | <input type="checkbox"/> K. Learning Disorders | <input type="checkbox"/> U. Sociopolitical Concerns |
| <input type="checkbox"/> B. AIDS Education | <input type="checkbox"/> L. Learning/Teaching Styles | <input type="checkbox"/> V. Speaking/Pronunciation/
Phonology/Listening |
| <input type="checkbox"/> C. Assessment/Testing | <input type="checkbox"/> M. Literature/Arts/Media | <input type="checkbox"/> W. Specific Language Groups |
| <input type="checkbox"/> D. Bilingual Education | <input type="checkbox"/> N. Personal Development | <input type="checkbox"/> X. Standards |
| <input type="checkbox"/> E. Content-Based Instruction | <input type="checkbox"/> O. Program Administration | <input type="checkbox"/> Y. Technology in Education |
| <input type="checkbox"/> F. Curriculum/Materials Development | <input type="checkbox"/> P. Psycholinguistics/Neurolinguistics | <input type="checkbox"/> Z. Vocabulary/Lexicon |
| <input type="checkbox"/> G. Discourse/Pragmatics | <input type="checkbox"/> Q. Reading/Literacy | <input type="checkbox"/> AA. Workplace/Business English |
| <input type="checkbox"/> H. Employment/Certification | <input type="checkbox"/> R. Research | <input type="checkbox"/> BB. Writing/Composition |
| <input type="checkbox"/> I. English as an International Language | <input type="checkbox"/> S. Second Language Acquisition | <input type="checkbox"/> CC. Integrated Skills |
| <input type="checkbox"/> J. Grammar | <input type="checkbox"/> T. Sociolinguistics/Culture | |

Minimum and maximum number of registered participants:

1. This workshop should be canceled if it does not have at least _____ (fill in) registered participants.
(Note: TESOL reserves the right to cancel workshops that have fewer than 10 registrants by early registration deadline.)
2. Ideally, the maximum number of registered participants for this workshop should be _____ (fill in).

Audiovisual Equipment. All large rooms will have a microphone. TESOL will supply one A/V package from Column A below. Optional items added from Column B are charged to the PCI organizer. A/V package cannot be substituted or changed.

Application software **MUST** be provided by the organizer. When requesting special software to be installed on computers, PCI organizers must adhere to the policies of the computer lab where the workshop is held.

Audiovisual Equipment (PCI; only)

Please check one of the following:

- No A/V equipment needed
- Presenter(s) will provide own laptop (IBM Mac)

Please check only one package in Column A:

COLUMN A (TESOL pays for only one A/V equipment package)

- Flipchart and LCD projector
- Overhead projector, Audio cassette/CD player, and VHS/DVD player
- Flipchart, computer and LCD projector
- Flipchart, VHS/DVD player and LCD projector
- Flipchart, audio cassette/CD player and LCD projector
- Computer Lab (computer-based PCI only)

COLUMN B (Additional equipment at organizer's expense*)

- Audio cassette player
- CD player
- Additional microphones
- Flipchart with markers

Projection: includes appropriate screen size for room size

- Overhead projector/screen
- LCD projector/screen
- VHS (Universal Player)/Monitor
- DVD player/monitor

Computer Packages:

- IBM base system
- Macintosh base system
- Internet Access

* For prices of equipment, please contact edprograms@tesol.org.