

# TESOL Pre- and Postconvention Institutes Call for Proposals



## TESOL 2017 Pre- and Postconvention Institutes

20–24 March 2017

Seattle, Washington 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

Proposal **must** be submitted online.

If you have any questions, contact TESOL at [learn@tesol.org](mailto:learn@tesol.org)

**Deadline 1 June 2016**

## 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 (\$450 for a 6-hour PCI and \$300 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*