CALL FOR PARTICIPATION

You are invited to present at the Conference for

Excellence in Language Instruction: Supporting Classroom Teaching and Learning

An international conference co-organized by TESOL International Association and the National Institute of Education, Singapore

3–5 December 2015

National Institute of Education
Nanyang Technological University
Singapore
PROPOSAL DEADLINE
Wednesday, 15 April 2015, 11:59 pm U.S. eastern time. To find the deadline in your time zone, please click here.

ELECTRONIC SUBMISSION OF PROPOSALS
All proposals must be submitted online through the TESOL website using the Oxford Abstract Management System. Faxed or mailed proposals will not be accepted or acknowledged.

TESOL INTERNATIONAL ASSOCIATION MISSION AND VALUES

Mission
The mission of TESOL International Association is to advance professional expertise in English-language teaching and learning for speakers of other languages worldwide.

Values
- professionalism in language education
- individual language rights
- accessible, high-quality education
- collaboration in a global community
- interaction of research and reflective practice for educational improvement
- respect for diversity and multiculturalism

NATIONAL INSTITUTE OF EDUCATION, NANYANG TECHNOLOGICAL UNIVERSITY

Mission
To excel in teacher education and educational research

Core values
- giving our best professionally
- being people-centered and collegial
- upholding integrity
- appreciating diversity of backgrounds and strengths
- embracing change

2015 TESOL in Asia Conference
Singapore is becoming an international powerhouse in education. What better place to hold the next TESOL International Association Regional Conference? This 2½ day conference in the heart of Southeast Asia brings together educators and leading experts in teacher education, classroom instruction, and international assessment for a conversation on English language classroom instruction. English language teaching professionals are invited to submit proposals and contribute to the conference program.

2015 Conference Theme
Excellence in Language Instruction: Supporting Classroom Teaching and Learning
The Venue

**National Institute of Education, Nanyang Technological University, Singapore**

**INVITATION TO PARTICIPATE**

Professionals and scholars from all English-language-teaching contexts worldwide and all related fields and content areas are invited to submit proposals to present at the 2015 TESOL in Asia Conference.

**RESPONSIBILITIES**

All presenters must

- register for the conference. (TESOL does not reimburse expenses, i.e., registration, travel, hotel, meals, etc.).
- refrain from changing the conceptual content of the session as described in the proposal abstract and description after the proposal has been accepted.
- engage the session audience rather than simply reading a scripted presentation.

**Audiovisual (AV) Equipment**

An Internet-connected computer, LCD projector, and screen will be provided free of charge in each session room. Presenters will need to bring a USB drive with their presentation slides on it. Additional equipment, including Internet access on campus, may be ordered at the conference presenters’ expense.

**PROPOSAL EVALUATION CRITERIA**

Each proposal is reviewed by at least two peer reviewers who are trained in the review process. They will not know the names or institutional affiliations of the session organizers or presenters, and session organizers or presenters will not know the names or institutional affiliations of the reviewers. Proposal reviewers will use the evaluation criteria and scoring rubric below. The maximum proposal score is 25 points. The peer reviewers will have the opportunity to provide comments that will be sent to the proposal submitter.

Reviews are referred to the TESOL Professional Development Committee and the NIE Conference Organizing Committee. The committees work together with TESOL staff to choose the proposals that will appear in the conference program.

**Proposal Rating Rubric**

<table>
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<tr>
<th>Evaluation Criteria</th>
<th>Poor (1 Point)</th>
<th>Fair (2 Points)</th>
<th>Good (3 Points)</th>
<th>Very Good (4 Points)</th>
<th>Excellent (5 Points)</th>
</tr>
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<tbody>
<tr>
<td>1. Currency, importance, and appropriateness of topic to the field</td>
<td>The topic is not current, and/or lacks importance or appropriateness to the field. It does not appear to be a worthwhile</td>
<td>The topic is only tangentially related to the field, not completely current or important to the field and/or to the potential audience.</td>
<td>The topic may not be completely current or groundbreaking, but it is relevant to the field and potential audience. It might be a worthwhile session.</td>
<td>The topic is current, important, and appropriate to the field and potential audience. It appears to be a worthwhile session.</td>
<td>The topic is cutting-edge, relevant, groundbreaking, or significant to the field and potential audience. It appears</td>
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<td>2. Purpose, participant outcomes, and session type</td>
<td>The proposal is inappropriate for the session type, and/or the objectives are not clearly stated or implied.</td>
<td>The proposal may be appropriate for the session type. The objectives and participant outcomes may be too general or broad to be achievable.</td>
<td>The proposal is generally appropriate for the session type. The objectives and participant outcomes are stated or implied but may lack sufficient focus.</td>
<td>The proposal is appropriate for the session type. The objectives and participant outcomes are clear.</td>
<td>The proposal matches the session type. The objectives and participant outcomes are very clear.</td>
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<td>3. Theory, practice, and/or research basis</td>
<td>The proposal does not mention theory, practice, or research, or it is unclear how this session is connected to the field.</td>
<td>The proposal provides background references to theory, practice, and/or research, but it is not specific, or it does not relate the theory, practice, and/or research to the content of the presentation.</td>
<td>The proposal refers somewhat to the theory, practice, and/or research on which the presentation is based in an understandable way and relates it to the content of the presentation.</td>
<td>The proposal refers clearly to the theory, practice, and/or research on which the presentation is based in a thorough and comprehensible manner and relates it directly to the presentation content.</td>
<td>The proposal refers specifically to the appropriate theory, practice, and/or research on which the presentation is based in a detailed, thorough, and comprehensible manner and relates it directly to the presentation content.</td>
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<td>4. Support for practices, conclusions, and/or recommendations</td>
<td>The proposal makes claims with no indication of the support for those claims.</td>
<td>The proposal makes some stated or implied reference to support, but it is not clear whether sufficient support will be provided for practices, conclusions, or recommendations.</td>
<td>The proposal gives some indication as to how practices, conclusions, or recommendations will be substantiated.</td>
<td>The proposal provides details indicating that the practices, conclusions, or recommendations will be substantiated.</td>
<td>The proposal provides ample details indicating that the practices, conclusions, or recommendations will be well substantiated.</td>
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<tr>
<td>5. Clarity of proposal as indicator of presentation quality</td>
<td>The way in which the proposal is written suggests that the presentation may be poor.</td>
<td>The way in which the proposal is written suggests that the presentation may be weak.</td>
<td>The proposal is adequately written but suggests that the presentation may be uneven or of moderate quality.</td>
<td>The proposal is clearly written and suggests that the presentation will be of very good quality.</td>
<td>The proposal is very well written and suggests that the presentation that will be of professional quality.</td>
</tr>
</tbody>
</table>

**Total Score:**

**Comments:**
Factors Affecting Proposal Selection

TESOL regional conferences bring together professionals and scholars from around the region working in diverse roles with English language learners of all ages and at all stages of language development. Therefore, an important factor in proposal selection is program balance. The Conference Program Committee strives to balance the conference program by considering the following:

- range of topics within the ELT profession
- relevance to TESOL conferences and to the conference theme
- number of presentations on the same or similar topics and/or subtopics
- content-area coverage
- presenters’ apparent level of expertise
- professional and geographic distribution of presenters

An important factor in proposal evaluation and scoring by reviewers is attention to all five of the criteria in the proposal rating rubric. Abstracts and session descriptions should be clearly and concisely written to convey the session’s significance and its appropriateness to the field and intended audience. Carefully written and edited, they should demonstrate evidence of a high quality of research and/or practice, as applicable, as well as clear evidence that the session will be well organized and presented.

Factors Disqualifying a Proposal

- TESOL does not receive the proposal by the deadline.
- The proposal is not received through the proposal submission system (i.e., it was mailed or faxed).
- The proposal is incomplete or not completed according to the guidelines in this call for participation.
- The session title, abstract, or description includes the name(s) or institution(s) of organizers or presenters.
- The presentation promotes commercial interests.

PREPARING YOUR PROPOSAL

Parts of a Proposal

The proposal has three components that are scored by peer reviewers: a 10-word title, a 50-word abstract, and a 150-word session description. The title and abstract will appear in the conference program book. Although the session description will not appear in the conference program book, it is carefully read by the reviewers and thus critical to the assessment of the proposal.

Title

The title should accurately reflect the session content and be clear to the intended audience.

The title must

- not exceed 10 words (each part of a slashed or hyphenated word counts as one word)
- not include exclamation or quotation marks
- not include presenters’ names, institutions, or published works
- capitalize all verbs, nouns, adjectives, adverbs, and pronouns. Conjunctions, articles, or prepositions of fewer than four letters are not to be capitalized
- capitalize both terms of hyphenated compounds and the first word after a colon
Abstract
Write the abstract with the proposal-evaluation criteria in mind. The abstract will be carefully read and scored by peer reviewers. Carefully write, edit, and proofread it. The abstract will appear in the conference program book, so it should be written to reflect the presentation’s quality and content and appeal to its appropriate audience.

The session abstract must
- not exceed 50 words
- not include presenters’ names, institutions, or titles of published works
- write out acronym(s) or abbreviation(s) used in the title except the following: L1, L2, CALL, CBI, EAP, EFL, EL, ELL, ELT, ESL, ESP, IEP, NNEST, SLA, TESOL, TESL, and TEFL.

Abstracts may be edited by the Convention Program Committee and TESOL staff editors for length and clarity.

Session Description
Write the session description with the proposal-evaluation criteria in mind. This description will be carefully read and scored by peer reviewers. It will not be published in the convention program book, but it will reflect the overall quality of the proposal, so it should be written, edited, and proofread with care.

The session description should:
- include a clearly stated purpose and point of view
- include supporting details and examples
- contain evidence of current practices and/or research
- include a variety of techniques (e.g., activities, visuals)
- indicate an appropriate amount of material for the allotted time

In addition, the session description must
- not exceed 150 words
- not include presenters’ names, institutions, or titles of published works
- write out acronym(s) or abbreviation(s) used in the title except the following: L1, L2, CALL, CBI, EAP, EFL, EL, ELL, ELT, ESL, ESP, IEP, NNEST, SLA, TESOL, TESL, and TEFL.

Content-Areas
Choose one (1) primary content area to be printed in the conference program book that most closely relates to your proposal topic:

- Assessment of Language Skills and Competencies
- English for Specific Purposes
- English Language Program Evaluation
- English Language Teaching Methodology
- English Learning for Young Learners
- Enhancing Teacher Knowledge and Skills
- Innovation in Language Teaching and Learning
- Language Curriculum Development
- Multicultural Education
Standards-Based Instruction
- Teacher Education
- Technology and Blended Learning
- World Englishes

**SUBMITTING YOUR PROPOSAL**

All session organizers must submit proposals online through the TESOL web site using the Oxford Abstract Management System. The software system does not allow for entries or changes to entries after the deadline date and time.

The submission deadline for proposals is Wednesday, 15 April 2015, 11:59 pm U.S. eastern time. *(To find the deadline in your time zone, click here.)*

A separate online proposal submission must be completed for each proposed session.

Mailed or faxed proposals will be disqualified and not acknowledged. All submissions must adhere to the guidelines in this call for participation. If you have questions, email TESOL Education Programs or call the TESOL Staff Office at +1-703-518-2514.

**Recommended Procedure for Submitting Your Proposal**

Collect and prepare all submission information well in advance.

1. Draft the proposal using the TESOL 2015 Proposal Worksheet below.
2. Refer to the detailed information and instructions in this call for participation.
4. You will be asked to create a username and password. Once you do that, you will be able to enter the system to edit your submission as needed until you are ready to submit.
5. Follow the instructions to submit your proposal through the Oxford Abstract Management System. To avoid possible technical problems, do not wait until the final hours to submit your proposal. *(Note: Please do not mail or fax a duplicate copy of your proposal to TESOL.)*
6. After successfully submitting the proposal, the session organizer will receive an e-mail message confirming receipt of the submission. The message will contain your proposal number for future reference. Please include this number on all correspondence concerning the proposal.

**STATUS OF PROPOSALS**

The person designated as the proposal organizer will be notified by email concerning the status of the proposal by the end of June 2015.

**TESOL 2015 PROPOSAL WORKSHEET**

All proposals must be submitted to the Oxford Abstract Management System, an online convention proposal software program. Proposal organizers need to complete the sections below online. To assist in the development of your proposal, the worksheet is formatted to correspond to the order in which the information will be requested during the online submissions process.

**Presenters**

All presenters must register for the convention. If presenters are not pre-registered for the convention, accepted sessions may be eliminated from the convention schedule.
The organizer will need the following information for each person in the proposal **before** submitting the proposal:

- First Name
- Last Name
- Institution Name (*Avoid acronyms or abbreviations. Don’t list departments, programs, or centers.*)
- Institution City
- Institution State/Province
- Institution Country
- E-mail Address

The organizer will be notified by email concerning the status of the proposal by the end of June 2015. To ensure that TESOL can communicate with the organizer about the proposal, please

- use an e-mail address that will be valid from 1 January to 30 November 2015.
- Add **edprograms@tesol.org** to your e-mail program’s address book or your spam white (safe) list.

**Title of Proposal** (10-word maximum)

**Content-Areas**
Choose one (1) primary content area to be printed in the Conference Program Book that most closely relates to your proposal topic in the drop down boxes:

- Assessment of Language Skills and Competencies
- English for Specific Purposes
- English Language Program Evaluation
- English Language Teaching Methodology
- English Learning for Young Learners
- Enhancing Teacher Knowledge and Skills
- Innovation in Language Teaching and Learning
- Language Curriculum Development
- Multicultural Education
- Standards-Based Instruction
- Teacher Education
- Technology and Blended Learning
- World Englishes

**Abstract for Convention Program Book** (50-word maximum)

*As you draft the abstract, refer to the proposal-evaluation criteria in the rubric.*

**Session Description** (150-word maximum)

*As you draft the session description, refer to the proposal-evaluation criteria in the rubric.*

*The description will not appear in the conference program book but will be evaluated by the peer reviewers.*