

Presenter Roles and Responsibilities

The Main Contact/Submitter Page

Use this page to designate the point of contact for this proposal. The contact person is responsible for notifying all other presenters of communication from TESOL regarding the proposal.

The contact person may be

- the lead or sole presenter.
- the moderator of a panel discussion.
- a person who acts as the contact but will not be presenting.

The Additional Presenters Page

Use this page to add those other than the main contact. The drop-down menu allows you to choose from the following roles:

- Lead/Sole Presenter - Select only if the contact person is not the lead presenter.
- Moderator of a Panel Discussion - Select only if the contact person is not the moderator.
- Presenter
- Panelist
- Contact Person Only - This selection should only be selected on the Main Contact/Submitter page.

Maximum Number of Presenters

Dialogues, poster sessions and teaching tips - 2

Presentations - 4

Panels and Workshops - 6

A reminder of the responsibilities of all presenters, moderators, and panelists

If your proposal is accepted, you agree to

- refrain from changing the conceptual content of the session as submitted in the session title, abstract, and description.
- engage the audience during the presentation, rather than reading a script.
- register for the convention. Please note that TESOL does not reimburse expenses, including for registration, travel, lodging, meals, and audiovisual equipment. Please see the [webpage for available grants](#).

For panels, you agree that

- all panelists have been contacted and agreed to participate prior to submission of the proposal.
- if a member of the panel is unable to attend the convention, you will find another panelist who will address the same topic or issue.