

## TESOL 2020: Proposal Worksheet

This worksheet provides information on the various areas of the proposal form and is presented in the same order as on the online form. We encourage you to use this form to facilitate completion of the online form and to more easily proofread your proposal.

### Step 1. Select a strand.

A strand refers to a topic or content area. [Review the strands](#) and select the one which best matches the content of your proposal. Then check your selection below.

- Advocacy, Social Justice, & Community Building
- Applied Linguistics
- Content-Integrated Approaches
- Culture & Intercultural Communication
- Digital Learning & Technologies
- Language Assessment
- Listening, Speaking & Pronunciation
- Materials Development & Publishing
- Personal & Professional Development
- Program Administration & Evaluation
- Reading, Writing, & Literacy
- Teacher Education
- Vocabulary & Grammar

### Step 2. Select a context.

Which context would this proposal be most relevant to?

- ESL - English as a Second (or Other) Language
- EFL - English as a Foreign Language
- EIL - English as an International Language
- B-ME - Bilingual/Multilingual Education
- All of the above

### Step 3. Select settings/audiences.

Please consider the settings or audiences your proposal most closely addresses and select one or two.

The selected audiences will be listed in the Convention Program Book, desktop planner, and mobile app.

The primary audience for this session is interested in English language teaching, learning, or policy in (select up to 2):

- Primary School (Elementary, Grades 1–6, Young Learners)
- Secondary School (Grades 7–12, Teens)
- Academic English Programs (Programs that prepare students for and/or support students in undergraduate education in *e.g.*, community colleges and 4-year colleges/universities)
- Adult Education (General and workplace English in *e.g.*, community and technical colleges, and community-based, refugee, vocational, technical, and workplace programs)
- Graduate/Post-Graduate Academic and Professional Programs, including Teacher Education Programs
- International Teaching Assistantships
- Intensive English Programs/Private Language Teaching Programs
- Tutoring

### Step 4. Select the session focus.

Proposals may focus on one of four areas. Please consider which most accurately describes your session as choosing the wrong focus adversely impacts the reviewer ratings.

If your session:

- is based on classroom experience or meant to be applied directly to the classroom or work environment, it is **practice- or pedagogy-oriented**. Participants will learn concrete ways to do something (teach, grade, administer, write, create, etc.), then select this session focus.
- reports on your or your team's original research, including pedagogy- or policy-focused research, it is **research-oriented**. This research may be classroom- or action-based and may have implications for pedagogy, but the primary goal is to provide information rather than concrete applications.

- provides new perspectives by interpreting or reinterpreting existing theory, practice and/or research, it is **conceptually-oriented**.
- addresses policy issues and/or mandates, it is **policy-oriented**. It may analyze, propose, debate, or otherwise focus on policies or mandates that affect language teaching and learning.

Which session focus is most appropriate for your proposal?

- Practice- or pedagogy-oriented session  
 Research-oriented session  
 Conceptually-oriented session  
 Policy-oriented session

#### Step 5. Select the session type.

This year we have added length options for panel discussions and presentations. Please [review the session types](#) to determine which best meets the objectives of your session.

Which session focus is most appropriate for your proposal?

- Dialogue (45 min.)  
 Panel Discussion (75 min.)  
 Panel Discussion (45 min.)  
 Poster Session (1 hr., 45 min.)  
 Presentation (30 min.)  
 Presentation (45 min.)  
 Teaching Tip (20 min.)  
 Workshop (1 hr., 45 min.)

#### Step 6. Decide whether to grant permission to change the session type.

On occasion, convention program planners may request that a session type be changed, for example, from a presentation to a teaching tip. Would you be willing to consider a different format for your session, if asked? No changes will be made without your permission.

Would you consider a request to change the session type for your proposal?

- Yes  
 No

Step 7. Decide whether to grant permission to record your session.

The Conferences Professional Council chooses a selection of sessions to audio record each year. If chosen, do you give permission for TESOL to record your session?

Do you grant permission for your session to be recorded, if selected?
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Step 8. Indicate whether your session is related to the 6 Principles®.

Please let us know if your proposal is related to **The 6 Principles®** or **The 6 Principles of Exemplary Teaching of English Learners®**.

Is your proposal related to <b>The 6 Principles®</b> and <b>The 6 Principles of Exemplary Teaching of English Learners®</b> ?
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Step 9. Indicate the anticipated audience size.

This question is used to plan room assignments for dialogues, panel discussion, presentations, and workshops. If your proposal is a teaching tip or poster session, select "Not applicable."

Approximately how many people do you anticipate will attend this session?
<input type="checkbox"/> 50 or fewer
<input type="checkbox"/> 51-99
<input type="checkbox"/> 100-200
<input type="checkbox"/> 201-300
<input type="checkbox"/> 301-400
<input type="checkbox"/> Not applicable. This proposal is for a poster session or teaching tip.

Step 10. Compose the title, abstract, and session description.

Please note that this is the portion of the proposal which reviewers rate. Before you begin, [review the guidelines](#) for this portion of the submission, including sample proposals from previous years.

## The Title

The title has [special formatting rules](#) and a maximum of 10 words.

Review the rules for titles, then type your title here. This title will be used in the program book, as well as for the desktop and mobile apps.

## The Abstract

Write the abstract with the audience and the [Proposal Rating Rubric](#) in mind: Peer reviewers will read and score your abstract, and it will be printed in the convention program book. TESOL staff editors reserve the right to edit abstracts for length and clarity.

## Guidelines

- 50-word maximum
- Do NOT include presenters' names, the names of institutions, or the names of publications or published works.
- You may use approved acronyms without spelling them out (spell out all others on first use).
- Consider including key words to allow your target audience to search in the app for your session.

The attendees will use your session title and abstract in the Convention Program Book to decide whether to attend your session. The session abstract **should**

- describe the content of your session as clearly and as succinctly as possible
- highlight what attendees should expect to take away from the session

Draft your Abstract here (50-word maximum):

## The Session Description

The session description is your opportunity to explain your vision for your presentation. Reviewers will see its clarity as a reflection of the proposal's overall quality. Please use the [Proposal Rating Rubric](#) and the [Proposal Writer's Checklist](#) as guides.

### Guidelines and Format for Session Description

- 300-word maximum
- Do NOT include presenters' names, the names of institutions, or the names of publications.
- You may use any of the acceptable acronyms without spelling them out (spell out all others on first use).

Your description should include

- a clearly stated purpose and point of view with supporting details and examples.
- evidence of knowledge of current theory, practices, research and/or policy.
- an outline of the session with an appropriate amount of content for the allotted time.
- activities, visuals, or other techniques to engage the audience (and be sure that they are appropriate for the session type, e.g., dialogue, teaching tip, or presentation).
- a clear indication of the target educational context(s) and student population(s).

Draft your session description here (300-word maximum):

**Optional: Sources Cited**

In this section, list sources that you have cited in your session description. You may use any standard format (APA, MLA, etc.) for sources.

Type your sources here.

**Step 11. Provide contact information.**

In the next section of the form, you will be asked to provide contact information for the presentation.

From the dropdown menu, select the role of the person who will be the contact person for the proposal. This person is responsible for ensuring that communication from TESOL is provided to others who will be presenting.

<p>This person is:</p> <p><input type="checkbox"/> the Lead/Sole Presenter.</p> <p><input type="checkbox"/> the Mediator for a Panel Discussion.</p> <p><input type="checkbox"/> a Panelist on a Panel Discussion.</p> <p><input type="checkbox"/> The Contact person only.</p>
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**Next, provide the requested information for the contact person. Items with an asterisk (\*) are required.**

Prefix	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Prof. <input type="checkbox"/> Dr.
<b>First Name*</b>	_____
<b>Last Name / Surname*</b>	_____
Title	_____
City	_____
State	_____
Province (id outside of the U.S.)	_____
Zip / Postal Code	_____
<b>Country*</b>	_____
Phone	_____
Phone Extension	_____
Fax	_____
<b>Email*</b>	_____

(Continued on next page.)

**Member\***      Yes    No  
Note: Membership is not required to submit a proposal.

Student      Yes    No

**Institutional Affiliation (Name)\*** \_\_\_\_\_  
Note: If you are not affiliated with an institution, write "Independent."

**Institutional Affiliation (Country)\*** \_\_\_\_\_

**Publish Email?\***  Yes    No  
Note: May TESOL publish your email in the program book?

**First time presenting?\***  Yes    No

On the next page of the online form, you will provide the same information for each additional presenter. The maximum number of presenters, including the lead presenter, for each session type is:

- 2 for Dialogues, Poster Sessions, and Teaching Tips.
- 4 for Presentations.
- 6 for Panel Discussions and Workshops.

If you have any questions, please contact TESOL conference Services at [conventions@tesol.org](mailto:conventions@tesol.org).