TESOL 2023: Virtual 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 proofread your proposal more easily.

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 1 primary): - REQUIRED

_____ Early Childhood (PreK, Very Young Learners)
_____ Primary School (Elementary, Grades 1–6, Young Learners)
_____ Secondary School (Grades 7–12, Teens, Adolescent Learners)
_____ Academic English (Students preparing for and/or studying 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

The secondary audience for this session is interested in English language teaching, learning, or policy in (select 1 secondary): - Optional

_____ Early Childhood (PreK, Very Young Learners)
_____ Primary School (Elementary, Grades 1–6, Young Learners)
_____ Secondary School (Grades 7–12, Teens, Adolescent Learners)
_____ Academic English (Students preparing for and/or studying 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.

For virtual presentation, there are only two presentation types accepted. Please review the session types to determine which best meets the objectives of your session.

Which session focus is most appropriate for your proposal?

_____ Presentation only (30-minute prerecorded session)
_____ Presentation with Q and A (30-minute prerecorded session with 15-minute text Q and A)
_____ Teaching Tip (20-minute prerecorded session)

Step 6. 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 keywords 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.

Step 7. 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.

This person is:

     _____ the Presenter

     _____ The Contact person only

Next, provide the requested information for the contact person. Items with an asterisk (*) are required.

Prefix   _____ Mr. _____ Mrs. _____ Ms. _____ Prof. _____ Dr.

First Name*   _____

Last Name / Surname* _____

Title   _____

City   _____

State   _____

Province (id outside of the U.S.) _____

Zip / Postal Code   _____

Country*   _____

Phone   _____

Email* _____

Institutional Affiliation (Name)* _____

    Note: If you are not affiliated with an institution, write "Independent" or "Retired."

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 Teaching Tips.
- 4 for Presentations.

If you have any questions, please contact TESOL Strategic Events at conventions@tesol.org.