The Title, Abstract, Session Description, and Citations

This is the crux of your proposal! Please take time to review the information in this section as well as the Checklist for Proposal Writers carefully. You may find it helpful to use the Proposal Worksheet or to type in a word processing program for easier proofreading.

An Important Note Before You Start

Each year some proposals are disqualified because they violate the guidelines below.

A proposal will be disqualified if

- it is submitted after the deadline;
- it is not submitted electronically through the abstract management system;
- it is incomplete or completed without following the guidelines in the call for proposals;
- it includes the presenter(s) or organizer(s) name(s) or institution(s) in the title, abstract, or summary;
- it contains plagiarized content;
- it or a similar proposal is submitted to multiple strands; or
- it promotes a commercial interest.

Sample Proposals

You may want to begin by reviewing sample proposals for the different session types to how successful proposal writers have organized and presented their ideas for past conventions.

Dialogue	Sample Proposal 1	Sample Proposal 2
Panel	Sample Proposal	
Poster Session	Sample Proposal 1	Sample Proposal 2
Presentation	Sample Proposal 1	Sample Proposal 2
Teaching Tip	Sample Proposal	
Workshop	Sample Proposal 1	Sample Proposal 2

The Title

Your title appears in the convention program book and app. As such, it should be clear to the intended audience and accurately reflect the content of the presentation.

Maximum of 10 words

No exclamation or question marks

Only approved acronyms/abbreviations

Capitalization Rules

Capitalize the first letter of the title and most words, including the word after a hyphen, slash, or colon.

Use lower case for the first letter of articles, prepositions, and conjunctions of three or fewer letters.

Capitalization Examples

An Exploration of Identity in TESOL

Self-Reflection as Practice

The Abstract

The abstract is a concise description of your proposal. It appears in the convention program book and app for attendees to find sessions of interest. It is also scored by reviewers in the rating process. Consider including key words your audience may search for. Please note that TESOL staff editors reserve the right to edit abstracts for length and clarity.

Maximum of 50 words

Do NOT include presenter name(s) or institution(s) or publication(s).

Style Rules

Use third person present tense, *e.g.,*

This workshop encourages . . . .

The presenters explore . . . .

The panelists begin by . . . .

The Session Description

This portion of the proposal describes the presentation concisely and demonstrates the presenter(s) expertise. See the Proposal Worksheet for suggestions on writing effective proposals.

Maximum of 300 words

Do NOT include presenter name(s) or institution(s).

Style rules

Spell out all acronyms on first use other than those on the accepted acronyms list.

Citations

This year you may include citations for sources referenced in the summary in this separate field. This allows citations to be provided without substantially reducing the word count in the summary.

Citations may be given in APA or any other format that allows the original work to be located.

A Note About Language

TESOL acknowledges a range of Englishes as a part of "professional quality" writing. Please ensure that your writing follows the standards and conventions of the professional community, as raters use writing quality as one indication of the probable quality of the presentation.

Approved Acronyms for 2022

Acronyms on this list need not be written out in the proposal. All other acronyms should be written out on first use.

L1	First Language
L2	Second Language
CALL	Computer Assisted Language Learning
CBI	Content-Based Instruction
CLIL	Content and Language Integrated Learning
EAP	English for Academic Purposes
EFL	English as a Foreign Language
EL	English Learner
EIL	English as an International Language
ELL	English Language Learner
ELT	English Language Teaching
ESL	English as a Second Language
ESOL	English for Speakers of Other Languages
ESP	English for Specific Purposes
IEP	Intensive English Program
ITA	International Teaching Assistants
NNEST	Non-Native English Speakers in TESOL
SLA	Second Language Acquisition
TESOL	Teaching/Teachers of English to Speakers of Other Languages
TEFL	Teaching/Teachers of English as a Foreign Language

Criteria for Selection - TESOL 2022 Rubric

- ❏ Proposal is disqualified for the following reason(s):
    - ❏ Presenter(s) or institution(s) are identified in the proposal.
    - ❏ Proposal has been submitted to multiple strands.
    - ❏ Proposal promotes commercial interests.
    - ❏ Proposal contains plagiarized material.
- ❏ Proposal has been submitted to the wrong strand. The strand that this proposal is more appropriate for is (please suggest strand): _____
- ❏ Proposal addresses sensitive issues and requires further review.
- ❏ I would like to be recused from reviewing this proposal.

The topic is important and appropriate to the field and the audience.
4 - The proposal addresses a critical, groundbreaking or cutting-edge topic in TESOL.   3 - The proposal addresses an important topic in TESOL.   2 - The proposal addresses a topic of some importance or interest in TESOL.   1 - The proposal does not address a topic of interest to TESOL professionals.
The proposal is based on current theory, practice, research, and/or policy that is relevant to the presentation.
4 - The proposal fully integrates with or builds session content upon current and relevant research, theory, practice, or policy, *e.g.,* through the use of citations and terminology.   3 - The proposal supports session content with current and relevant research, theory, practice, or policy, *e.g.,* through the use of citations and terminology.   2 - The proposal refers only tangentially to research, theory, practice, or policy, or those referred to may not be current.   1 - The proposal does not mention research, theory, practice or policy or those mentioned are unrelated to the field or the topic.
The proposal specifies participant outcomes that are relevant to TESOL professionals.
4 - Participant outcomes are clear and specific.   3 - Participant outcomes are mostly clear and specific.   2 - Participant outcomes are unclear or very general.   1 - Participant outcomes are not provided, or the outcomes are not relevant to the session or TESOL

professionals.

The proposal provides a clear, coherent overview of the session plan. Session plans may be organized very differently depending on the session type.

4 - The proposal describes the session, including how it will achieve the stated objectives, clearly, coherently, and in detail.

3 - The proposal describes the session, including how it will achieve the stated objectives, clearly and coherently.

2 - The proposal lacks coherence or only loosely describes the session and how it will achieve the stated objectives.

1 - The proposal does not describe the session or how it will achieve the stated objectives.

The session type is appropriate for the plan, goals, and delivery methods stated in the proposal. Appropriateness may be in terms of the amount of time available, or the fit with the type of session or method of presentation involved, among other considerations.

4 - The session type is clearly appropriate.

3 - The session type is mostly appropriate.

2 - The session type is somewhat inappropriate.

1 - The session type is inappropriate.

Overall Recommendation

4 - This proposal is clear and well-written, suggesting the presentation will be of professional quality. I strongly recommend this session.

3- This proposal is clear, suggesting the presentation will be of good quality. I recommend this session.

2 - This proposal is somewhat clear, suggesting the presentation may be of weak quality. I might recommend this session.

1 - This proposal is vague and/or poorly edited, suggesting the presentation may be of poor quality. I do not recommend this session.