

Presenter Roles and Responsibilities

The Proposal Submitter

The proposal submitter is responsible for notifying all other presenters of communication from TESOL regarding the proposal. TESOL will only notify the proposal submitter of the proposal status.

Proposal submitter may be

- the presenter/panelist of the session
- the mediator of a panel discussion.
- a contact person who acts as the contact but will not be presenting.

The Additional Presenters Section

Use this page to add all presenters/panelists for the session. You can select from the following roles:

- Contact Person Only
- Presenter
- Mediator for a Panel Discussion
- Panelist on a Panel Discussion

Your submission will need to have at least one presenter/panelist; otherwise, you will not be able to complete the submission.

Maximum Number of Presenters

Dialogues, poster sessions and teaching tips – 2 presenters
Presentations – 4 presenters
Panels and Workshops – 6 presenters

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.