



How to Prepare Your TESOL Graduate Student Forum Proposal

Proposals must include the following information:

- Full name
- University affiliation
- Graduation year
- Email address
- Postal Address
- Proposal title, abstract, and summary
- Designated interest area (see below)

Title Guidelines (10 words max.)

The title should

- not exceed 10 words
- be carefully written and proofread
- accurately reflect the presentation content
- be clear to the intended audience
- not have a colon or quotation marks
- capitalize all major words

Abstract Guidelines (50 words max.)

The proposal must include an abstract. The abstract will appear in the forum's program book, and attendees will use it to decide whether to attend your presentation, so it should be carefully written and proofread.

The abstract should

- not exceed 50 words
- be written in the third person present tense (e.g., "The presenter begins by... and she...")
- not refer to published works
- be carefully edited and proofread
- be written to draw the most appropriate audience to the presentation
- spell out any acronym(s) used in the title
- not include names of presenter(s) or institution(s)

Summary Guidelines (300 words max)

The summary should

- not exceed 300 words
- not include names of presenter(s) or institution(s)
- clearly state a purpose and point of view
- include supporting details and examples
- contain evidence of current practices and/or research
- refer to published works
- be carefully edited and proofread
- select appropriate format for presentation (e.g., Demonstration, Study in Progress)
- include/discuss a designated interest area (see below)

Designated Interest Area

You must select one area, and your choice must match the interest area listed in the summary.

- Adult Education
- Applied Linguistics
- Bilingual Education
- Computer-Assisted Language Learning
- Elementary Education
- English as a Foreign Language
- English for Specific Purposes
- Higher Education
- Intercultural Communication
- Intensive English Programs
- International Teaching Assistants
- Materials Development
- Nonnative English Speakers in TESOL
- Program Administration
- Refugee Concerns
- Second Language Writing
- Secondary Schools
- Social Responsibility
- Speech, Pronunciation, and Listening
- Teacher Education
- Video and Digital Media



Adjudication Process

Factors Affecting Selection

Balance: To ensure that the Graduate Student Research Forum brings together individuals from a variety of institutions and backgrounds, the Graduate Student Research Forum Program Committee seeks balance in

- range of topics
- interests covered
- proposal's relevance to the needs of TESOL graduate students

Quality of proposal summary

Summaries should

- clearly state the proposal's purpose
- be succinct
- be appropriate to the type of session proposed
- show the proposal's significance for the intended audience
- indicate the quality of research (if relevant)
- show evidence that the presentation will be well prepared

You may submit only one proposal for either a presentation or poster session.

Factors Disqualifying a Proposal

Your proposal will be disqualified if it

- promotes commercial interests
- is not completed according to the guidelines outlined in this call
- is not received by the deadline

Responsibilities of the Presenter

- Registration for the forum (and convention) opens in mid-October.
- Only two presenters are allowed per presentation. The presenter listed first is responsible for notifying the co-presenter of the status of the proposal and any other notifications received.
- Do not change the conceptual content of your session once it has been accepted.
- Bring a computer and power cord for your oral presentation (if necessary).
- Support the other presenters by participating in all forum activities.