



The 2nd National Symposium on Teaching Young Learners **28-29 May 2020 (8-9 Khordad 1399)** ***Proposal Guidelines for Presenters***

The Second National Symposium on Teaching Young Learners is the key event in the field of Teaching English to Young Learners. This nationally-recognized Symposium showcasing international figures provides a unique opportunity for all the participants to submit proposals for inclusion in the presentation program.

**You must read ALL of the guidelines
(information, criteria and guidance instructions for submitting)
before submitting your presentation proposal.**

IMPORTANT DATES

- Presentation proposals must be submitted online at <https://mla24.com/elearning/events/symp2020>
- The **deadline for submitting** a speaker proposal is **19 February 2020** (Wednesday 30 Bahman 1398).
- The outcome of **Proposal Acceptance** will be announced via email on **5 March 2020** (Thursday 15 Esfand 1398).
- The **deadline to pay** the full two-day Symposium Presenter's Fee is **19 March 2020** (Thursday 29 Esfand 1398).

THE SYMPOSIUM PROGRAM

We expect a great number of quality proposals submitted for selection to the Symposium program. The selection of proposals is done by the Proposals Committee. This follows a policy of inclusivity and aims to ensure that the Symposium program includes a balanced representation of:

- First-time and established presenters
- ELT topics and professional concerns related to the theme of the Symposium
- Geographical regions of Iran
- Different teaching contexts, including the private and public sectors
- Research and research in progress

SELECTION CRITERIA

In order to be considered for inclusion in the Symposium program, your proposal must fulfil the following set of technical and content criteria.

➤ *Technical Criteria*

Length of Title: Your title must be a maximum of 10 words.

Full Name, Affiliation, City: You must type your full name and place of work or study (if any) followed by your city under your title.

Length of Abstract: Your abstract must be between 50 and 60 words.

Length of Summary: Your summary must be between 200 and 250 words.

Repetition of Information in the Summary: You must not repeat your title or abstract or include any biodata in your summary.

Session Type: You must clarify whether you wish to present a research paper or facilitate a workshop. The proposals committee will consider your preference but may suggest a different session type. Successful presenters will be informed of their session type in their acceptance letter emailed on 19 March 2020 (15 Esfand 1398).

Length of Session:

Research Paper	20 minutes (including Q&A)
Workshop	40 minutes (including audience participation)

Audience Focus: You must clarify the audience focus associated with your presentation (i.e., experienced, less-experienced, Very Young Learners teachers, Young Learners teachers, Adolescence Teachers, etc.)

You must read all of the Presentation Proposal Guidelines BEFORE going online to submit your proposal.

➤ *Content Criteria*

Focus: In your abstract and summary, you must clearly indicate whether the focus of your session is mainly theoretical or practical, or a combination of both.

Clarity: Your title should communicate what you are going to talk about to your potential audience in the program without being gimmicky or using unnecessary technical jargon. In your abstract and summary, you must clearly state exactly what you are going to talk about.

Content: It must be clear from your abstract and summary that you have something new to say or that you plan to shed some new light on a topic.

Relevance: In your abstract and summary, it must be clear how your audience can apply what you say to their own context. This is especially important if you are planning to describe a course, project or product, or if your presentation relies heavily on a description of a local situation.

Specificity: If your session is based on research, it must be clear in your abstract and summary that you are going to report on a completed study or on a significant phase that has been completed and that what you report is applicable or relevant to the wider ELT sector.

Audience: It must be clear from your abstract and summary that you have catered for the level of knowledge of your target audience which you have indicated in your choice of audience focus.

Structure: In your summary, you must clearly outline how you are going to structure and organize your session.

Coherence: Your session title, summary and abstract must clearly reflect each other.

Timing and Amount: For a research paper presentation, it must be clear in your summary that there is sufficient time for the audience to ask questions. For a workshop, it must be clear in your summary that there will be a substantial amount of time allocated for audience participation. If your session is reallocated a different session type from what you originally submitted, you will be expected to adapt the content of your session to the length of time allocated.

OTHER CONDITIONS TO NOTE

You will be scheduled on any of the two Symposium days and we will let you know on which day your session takes place in a separate email on 4 May 2020 (15 Ordibehesht 1399). If you are not staying for the full Symposium, please do not book your travel until we tell you which day you are presenting on.

Please note that any presenter failing to deliver their presentation without first informing the Symposium Organizer by 4 May 2020 (15 Ordibehesht 1399) will not be entitled to submit a proposal for Symposium the following year.

You must ensure that you have permission to use any materials that you plan to show in your presentation and that there is nothing in your presentation that may contravene copyright law and academic integrity.

GUIDANCE INSTRUCTIONS FOR COMPLETING THE PROPOSAL FORM

To ensure that your proposal qualifies for selection, please read the information, proposal criteria and guidance instructions for completing the online proposal form.

Your proposal will not be considered unless it meets the criteria and guidelines and is submitted by the deadline on 19 February 2020 (Wednesday 30 Bahman 1398).

Payment of the full two-day Symposium fee must be received from accepted speakers latest by 19 March 2020 (Thursday 29 Esfand 1398). You do NOT need to pay the Symposium fee when submitting your proposal.

Presenters may submit only ONE proposal. Due to the large number of proposals we expect to receive, no one may be involved in more than one presentation.

SHARING YOUR INFORMATION

- By submitting a presentation proposal, you will be agreeing that iTEFL shares your Name, Affiliation and Email address with the following persons:
- Your Name and Affiliation will be passed to our Symposium Organizer and, if selected to present at the Symposium, these details will be in the Symposium Program, on our website.
- Unless you say otherwise on your speaker proposal, your Name and Affiliation will be passed to our Special Interest Groups (SIGs) for consideration to be part of a SIG.
- Unless you say otherwise on your speaker proposal, your contact information will be recorded and used for future communication and marketing at www.mla24.com.

DETAILS OF PRESENTERS

Please type your name and place of work (Affiliation) carefully as this information will be printed in the Program – for example “Ali Alirezaee (University of Tarbiat Modares, Tehran)”. If you would like your workplace listed on your delegate badge, this information will need to be written in your proposal submission file. You may also type “freelance”, if that applies to you.

As we send all communication regarding your proposal and Symposium registration to the email address you enter on your Symposium record, please make sure it is the email address of the named presenter and is entered carefully.

If the named person is unable to attend the Symposium, iTEFL will NOT generally allow another person to present the session.

All presenters must be at the Symposium to present; remote presenting for a Symposium session is NOT permitted.

LENGTH AND TYPE OF PRESENTATION

Length: Please see Technical Criteria for session lengths. All presenters must stick strictly to the time they are allocated. iTEFL will end any session that continue over the allowed time.

Types: If you select Paper Presentation or Workshop, please note that the Proposals Committee reserves the right to change the session type and program you in another one.

Paper Presentation: A 20-minute session that describes what you are doing, or have done, in relation to theory and practice or that focusses on commercial materials or products. Its content must be of relevance and use for delegates who work outside your local context. We strongly recommend that you focus on the most salient points (3-4 points max) of your subject matter, use visual aids during the session and include some interaction with the audience. We also request you allow adequate time for a Q&A session. For each parallel session we expect about 30 participants.

Workshop: A 40-minute session which must maximize active audience participation through experiencing and discussing tasks provided by the presenter. You must make clear when and how you plan to do this in your proposal summary, for example, by giving a brief outline of activities that will involve the audience.

Equipment: The organizer will ONLY provide a laptop and a video projector. Please be prepared to send us your PowerPoint slides by 19 March 2020 (Sunday 31 Farvardin 1399). In addition, you must bring your presentation files (PowerPoint, images, videos, audios, etc.) on a USB drive to the Symposium. If you need markers, sheets, handouts, etc. it is your responsibility to prepare them in advance at your own cost. Meet the coordinator of your session to manage technicalities well ahead of your session.

Mentoring and Guidance: iTEFL offers two public online sessions for the prospective presenters to guide them to submit their proposals; these two sessions are scheduled in February 2020 (Bahman 1398). Two additional online sessions will be held for the selected presenters to assist with successful presentations in the Symposium in May 2020 (Ordibehesht 1399).

Title of presentation: Please check your title is spelt correctly and is no more than 10 words in length. It should be submitted in Sentence case, not Title Case. Your title gives the first impression so choose a catchy and snappy title.

The abstract: Your abstract will appear in the Symposium Program. It is on the basis of this abstract that delegates will choose whether they wish to attend your presentation, or come to view your poster. Your abstract must therefore accurately reflect the content of your presentation. No abstract may contain an offer of free books or other materials, although titles of any publications or products that will be mentioned during your presentation must appear in the abstract. Abstracts must be 50 to 60 words in length.

The summary: All proposers are required to submit a 200-250-word summary. Proposers must outline exactly what you are going to talk about in the presentation and how the presentation will be structured. The summary will be read by the Proposals Committee as a basis for selection but will not appear in the Symposium Program. Do not repeat your title or abstract or include biodata in your summary. If you have to make a reference, please make it very short.

Good luck and looking forward to welcoming you as a presenter in the 2nd National Symposium on Teaching Young Learners.

Adopted (and modified) from IATEFL2020 Speaker Proposal Guidelines

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