

The 2nd National Symposium on Teaching Young Learners 21-22 July 2022 (30-31 Tir 1401) *Proposal Guidelines for Poster 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 national figures provides a unique opportunity for all the participants to submit proposals for inclusion in the poster presentation program.

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

IMPORTANT DATES

- Presentation proposals must be submitted online at <https://mla24.com/elearning/symposium2022/>
- The deadline for submitting a speaker proposal is 17 June 2022 (Friday 27 Khordad 1401).
- The outcome of Proposal Acceptance will be announced via email on 22 June 2022 (Wednesday 1 Tir 1401).
- The deadline to pay the full two-day Symposium Poster Presenter's Fee is 24 June 2022 (Friday 3 Tir 1401).

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. (To be submitted in Word.)

Format of the Poster: The size of the poster should be 200 cm x 90 cm portrait. (To be submitted in JPEG)

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.)

➤ **Content Criteria**

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, you must clearly state exactly what you are going to talk about.

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

Relevance: In your abstract, 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 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 that you have catered for the level of knowledge of your target audience which you have indicated in your choice of audience focuses.

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

Timing and Amount: As of a poster presentation, there is no time limit but you should be able to present your poster for interested audience concisely.

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 8 July 2022 (17 Tir 1401). 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 11 July 2022 (20 Tir 1401) 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.
- ✓ Please be noted that your poster presentation will be scheduled in the refreshment breaks and will be located in the common areas outside the plenary hall.
- ✓ The payment of on-site registration fee is essential and it does not cover the expenses related to poster printing. The print expenses should be paid in cash as soon as you receive your poster at the registration desk.

SHARING YOUR INFORMATION

- By submitting a presentation proposal, you will be agreeing that the organizer 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 contact information will be recorded and used for future communication and marketing at www.mla24.com.

DETAILS OF POSTER PRESENTERS

- ✓ Please type your name and place of work (Affiliation) carefully as this information will be printed in the Program – for example “Ali Alirezaee (Mehrdad Language Academy, 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, the organizer will NOT generally allow another person to present the session.
- ✓ All presenters must be at the Symposium to present; online presenting for a Symposium session is NOT permitted.

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

The Symposium Chair,

Mehrdad Moloudi, PhD (TESL)