



PROPOSAL SUBMISSION GUIDELINES

The 38th TESL Ontario Conference will be held on October 28-30, 2010 at the Sheraton Centre Toronto Hotel. In addition to recognized plenary speakers, TESL Ontario is soliciting presentations for concurrent sessions.

The Conference Committee will judge proposals based on the following criteria:

- Appropriateness and significance of the topic and interest for the participants
- The ability of the proposal to demonstrate an innovative approach
- The quality of research; evidence of a theoretical framework and links to previous research
- Organization and clarity
- Application to the theme of the conference
- Indications that the presentation will be prepared, carefully thought out and encourage discussion

TYPE OF PRESENTATION

Workshop (60, 90 or 120 minutes)

A session emphasizing discussion, exchange of ideas and demonstration of methods of practical application of skills and principles. Workshops allow participants with differing values and priorities to build a common understanding of the problems and opportunities confronting them. Workshops MUST provide participants with the opportunity to actively participate. The abstract should include the goal of the workshop, a summary of the theoretical background and a description of activities to be conducted during the workshop.

Presentation (60, 90 or 120 minutes)

A presentation demonstrates a specific teaching or testing technique and/or materials; it is intended to introduce something new to the audience or to persuade them of a viewpoint. An effective presentation is planned, organized, and tailored to an audience to achieve a specific purpose.

Technology Lab (60, 90 or 120 minutes)

A structured, hands-on session where the presenter demonstrates activities that can be incorporated into adult ESL/LINC curricula. The hands-on sessions MUST provide participants with the opportunity to actively participate. The abstract should include the goal of the session, a summary of the theoretical background and a description of activities to be conducted during the session.

Technology Presentation (60, 90 or 120 minutes)

A presentation demonstrates a specific teaching or testing technique and/or materials. The focus is on a specific aspect of technology, relating to TESL.

Poster Session (1 hour) **NEW!**

A self-explanatory exhibit that allows for informal discussion with participants. A poster is an exhibit of research or techniques, activities or methods; it is presented on a display board that includes a title, the name of the presenter, and a brief display of graphics, text, photos, illustrations, summaries, charts, realia, etc. Posters presenting research should outline the research questions, methodology and findings. Presenters are available for discussion during the time designated for one-on-one discussion. No AV equipment or electrical access is available. *Poster submissions will be subject to a peer review.*

Paper (60 minutes)

A description and/or discussion to share empirical research or well-documented theoretical/practical perspectives. **DO NOT READ YOUR PAPER.** Handouts and audio visual supports should be used. Abstracts should include the main premise of the paper, a summary of supporting evidence and the conclusion. *Paper submissions will be subject to a peer review.*

Publisher's Workshop (60 minutes)

A publisher's workshop is an opportunity for publishers to present recently released textbooks, spotlight an author, or discuss commercial materials such as CDs or software programs. It is indicated as a publisher's workshop in the Conference Program.



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Research and Teaching: A Collaborative Process

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PRESENTATION TITLE

Must be clear and accurately reflect the content; **8 word maximum**

PRESENTATION SUMMARY (MAXIMUM 50 WORDS)

An accurate description of your presentation; describe what attendees will see/hear/do if they attend your presentation. This summary will be published in the electronic Conference Brochure.

PRESENTATION ABSTRACT (MAXIMUM 250 WORDS)

This is what reviewers will read to evaluate your proposal. Define the topic of the presentation, objectives, methodology, significance and any other pertinent information. Have a clearly stated purpose and point of view. Include supporting details and/or examples. **DO NOT** repeat the presentation summary from above. Research oriented papers and posters should include the topic of the presentation, objectives, theoretical perspective, methodology, findings and/or conclusions of your research. Please supply a brief bibliography of works relevant to your presentation. All papers and posters will be subject to a peer review.



PROPOSAL SUBMISSION: Deadline is April 30/2010

AUDIENCE SIZE

Please indicate the size of audience you are comfortable presenting to: (your preference will be taken into consideration but cannot be guaranteed): Up to 30 30 to 60 60 to 120

Maximum # of attendees (if applicable):

TARGET AUDIENCE (select all that apply)

- All Participants Teachers without Experience Teachers with Experience
 Administrators Researchers

PRESENTATION LENGTH

- 60 minutes 90 minutes 120 minutes

SESSION CATEGORY

- Workshop Presentation Technology Lab Technology Presentation
 Publisher's Workshop Paper Poster Session

SESSION LEVEL (select all that apply)

- Elementary Secondary ELT/SLT Adult ESL/LINC College/University

FOCUS GROUP

- Assessment/Evaluation Community/Equity Issues Certification Program Administration
 Electronic Classroom/Technology Teaching and Learning Other:

PLANNING FOR YOUR SESSION

Does your presentation promote the sale of a particular material, product or publication? Yes No

Are you willing to repeat your presentation? Yes No

When are you available to present? Anytime
 Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM

When are you unable to present?
 Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM



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ROOM SETUP (your preference will be taken into consideration but cannot be guaranteed)

- Theatre (rows of chairs) Round Tables (8 people per table)

AUDIO VISUAL EQUIPMENT (check all required; an invoice will be sent to you if fees apply)

Presenters will be provided with a data projector and screen, a black board and a wired podium microphone (if room size requires) on a complimentary basis; additional items will be charged on a cost-recovery basis.

- Internet Access (complimentary if requested by April 30)
 Data Projector and Screen (complimentary if requested by April 30)
 Wireless lapel microphones - \$200 each x _____ units
 Audio Connection (audience to hear sound from laptop) - \$65
 Overhead projector - \$60
 Flipchart and markers - \$50
 CD Player - \$50
 VCR - \$60
 DVD Player - \$70
 Other (you will be provided with a cost): _____

Presenter Information

- If you are planning only to give a presentation, registration for the conference is not necessary. If you are planning to attend the conference, you should register as a regular attendee.
- Presenters are not paid a fee or honorarium; benefits of being a presenter include sharing knowledge and experience with your industry peers and colleagues, and gaining greater industry recognition.
- As a professional non-profit organization, TESL Ontario is unable to reimburse presenters for expenses associated with the conference (including but not limited to travel, accommodations, meals, handouts, etc).
- ***Please note that your session may be filmed or taped for the purpose of webcasting and made available through the TESL Ontario website.***
- ***Photographs may be taken and used for promotional purposes by TESL Ontario.***

PRESENTERS WILL BE NOTIFIED WITHIN ONE MONTH OF THE CLOSE OF THE CALL FOR SUBMISSIONS ABOUT THE SUCCESS OF THEIR PROPOSAL(S).

SUBMISSION INFORMATION

FAX: 1-866-860-0666
ONLINE: www.teslontario.org
EMAIL (IN WORD FORMAT): conference@teslontario.org

QUESTIONS? Stefanie Wolf, Conference Manager, 1-866-860-0666



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PRIMARY PRESENTER (this person is responsible for relaying information to all other presenters)		
LAST NAME	FIRST NAME	EMPLOYER/AFFILIATION
ADDRESS	CITY/PROVINCE	POSTAL CODE
HOME PHONE	WORK PHONE	EMAIL
SUMMER CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)		
BIOGRAPHY (INCLUDE CURRENT POSITION, PROFESSIONAL BACKGROUND AND EXPERIENCE) – 30 WORDS MAXIMUM		

OTHER PRESENTERS		
LAST NAME	FIRST NAME	EMPLOYER/AFFILIATION
ADDRESS	CITY/PROVINCE	POSTAL CODE
HOME PHONE	WORK PHONE	EMAIL
BIOGRAPHY (INCLUDE CURRENT POSITION, PROFESSIONAL BACKGROUND AND EXPERIENCE) – 30 WORDS MAXIMUM		

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