



# 2015 ESL Week Activity Guidelines

## “Sharing Inspirational Moments”

### Instructor/Administrator Division

#### ESL Week Activity Information:

TESL Ontario members are invited to share inspirational moments from their experiences as language training professionals in either written or video format. These moments will be posted in a special section of the TESL Ontario Blog. The top two entries from each category, determined by people's choice voting, will receive a special prize pack from TESL Ontario.

ESL week is a significant part of our efforts to raise awareness of the importance of English language learning opportunities in Ontario. All individuals involved with learning, teaching and organizing English language training in Ontario are invited to participate in the 2015 ESL week activities.

As a language training professional, you are in a unique position to help Ontario's newcomers adjust to life in a new country, to help international students reach their educational goals, to help internationally trained and educated professionals gain employment and most importantly to make a difference in the successes that all of your students achieve in Ontario. We encourage you to show your support of ESL Week by sharing inspirational moments from your career, celebrating professional pride with the language training community.

#### Submissions Deadline

All entries must **arrive** at the TESL Ontario office by **October 23<sup>rd</sup>, 2015**.

#### Who can participate in the 2015 TESL Ontario ESL Week Activities?

- All **Language Instructor activities** are open to any English language educators and administrators working in ESL, SLT, LINC, ELT, OSLT and EFL programs at elementary, secondary, college, university and adult educational institutions.
- ESL Week activities are **not** open to TESL Ontario employees, contractors, committee members or Board of Directors.

#### Length of Submissions

- All **written entries** must be **no longer than 300 words** double spaced typed in 12pt font.
- All **Video entries** must be **no longer than one minute in length**.

#### General Guidelines

All submissions must be in accordance with the guidelines listed below in order to be considered for participation in the TESL Ontario ESL Week activities.

- All entries must be submitted using the TESL Ontario **Online Submission form**.
- All entries must **depict appropriate content** in a non-derogatory, non-offensive manner.
- No student/learner first or last names will be mentioned in any entry. Any entry that contains learner names will be immediately disqualified.
- All entries must be **original works**, in English. Plagiarism, which includes the use of third-party poetry, song lyrics, characters or another person's ideas, without written permission or proper acknowledgment will result in disqualification.
- No unauthorized use of any copyright images, text, music or other material will be accepted.
- Each participant may **submit only one submission**.
- **All entries are final**. No revisions are accepted.
- All entrants must agree for their entry to be posted online with their first and last name on the TESL Ontario Blog for people's choice voting.

## Written Entry Guidelines

*Written entries should be kept short, and should recount a memorable or inspiring moment from your career in the language training profession written in first person narrative.*

- Written entries must contain a **title**, as well as the author's **first and last name**.
- All writing entries must be **typed in 12 pt font and double spaced**, in one of the following formats. All other formats will be disqualified.
  - MS Word
  - Adobe PDF
- Written entries must be no longer than 300 words in length
- Entries must **not** contain any student/learner first or last names
- **All** entries will be posted in a special ESL Week section of the TESL Ontario blog for people's choice voting.

## Video Entry Guidelines

*Video entries should be short recounts of a memorable or inspiring moment from your career in the language training profession.*

### Video Entries

- **All** video entries must be uploaded to **You Tube**. You must use your own You Tube account or create a new one at <http://www.youtube.com/> for your file upload. The You Tube link will then be submitted to TESL Ontario using the online submission form
- Video entries must be no longer than one minute in length
- Entries **must not** contain any student/learner first or last names
- **All** entries will be posted in a special ESL Week section of the TESL Ontario blog for people's choice voting

## People's Choice Voting

All entries will be posted on a special ESL Week section of the TESL Ontario blog and all TESL Ontario members will be invited to vote by clicking 'like' on the entries they find most inspiring.

**Public voting will close on: October 30, 2015**

## Prize Packages

- Prizes will be distributed to 2 entries from each category (written and video) with the highest 'likes' count.
- Prize will include a one day conference pass to the annual TESL Ontario conference November 12-13, 2015 in Toronto. *\*\*conference pass does not include travel and accommodation expenses.*
- All prize recipients will be notified individually and announced on social media platforms. If the contact information provided on the online submission form is not valid the entry will be disqualified and the next highest rated entry will be awarded the prize.

*\*\*You are responsible for informing TESL Ontario if your contact information changes before the entry ratings are announced.*

## Publishing of Entries

- All entries may be used by TESL Ontario for promotion of ESL Week. Submissions may **be published/displayed** on the TESL Ontario Website, and where appropriate, in our electronic magazine *CONTACT*, as well as on TESL Ontario social media platforms.
- Entrants may be approached by the TESL Ontario Blog administrators with a request to post their entry in the 'Reflections from the Field' Section of the TESL Ontario Blog throughout the year. A writer profile will be requested should this occur.
- TESL Ontario will be conducting a publicity campaign surrounding the ESL Week activities. Entrants may be contacted by media (newspapers, radio, television, online) for interviews about their participation in the ESL Week activities. These interviews will be facilitated by TESL Ontario's public relations specialist.
- TESL Ontario may also post entries we feel deserve an honourable mention on the ESL Week Contest webpage. Entries receiving an honourable mention will be notified prior to their work being placed on the website.

## How to Submit Entries

All entries **must be submitted no later than October 23<sup>rd</sup>, 2015 using TESL Ontario's online ESL Week Activity submission form** at: <http://www.teslontario.net/content/esl-week-entries-instructor>

The online submission form provides file upload capability for the following file types: MS Word & PDF

- The online submission form requires you to enter the following information:
  - Entry Category (written or video)
  - First and Last name
  - Day time and evening phone numbers
  - Email address
  - Mailing address
  - Name of Language centre/Institution where you are currently employed
  - Language centre/Institution address and phone number
  - Type of classes offered at the learning centre/institution
  - Entry title
  - URL Link (required for video entries)
  - Uploaded document for written entries

- All required information on the online submission form must be filled out appropriately for participation in the ESL Week Activities.