**TESOL 2019 Proposal Worksheet**

This worksheet will help you draft your proposal. It has **six parts**, and it is formatted to correspond to the proposal submission form. Filling it out will facilitate the submission process. Please complete a separate worksheet for each proposal.

If you need additional help, please see

* [Presentation: Writing Successful TESOL Proposals](http://www.tesol.org/docs/default-source/tesol-convention/writting-successful-session-proposals.pptx?sfvrsn=0) (PowerPoint)
* [Checklist for Proposal Writers](http://www.tesol.org/attend-and-learn/international-convention/tesol-2019-call-for-proposals/checklist-for-proposal-writers/)
* [Proposal Rating Rubric](http://www.tesol.org/docs/default-source/tesol-convention/tesol-2019-proposal-rating-rubric.pdf?sfvrsn=4)
* Contact [TESOL Conference Services](mailto:conventions@tesol.org)

**Part 1. Presenters and Presenter Roles**

The number of presenters varies by [session type](http://www.tesol.org/attend-and-learn/international-convention/tesol-2019-call-for-proposals/tesol-2019-session-types/).

* Dialogue, Poster Session, or Teaching Tip: 1–2 presenters
* Presentation: 1–3 presenters
* Workshop: 1–6 presenters
* Panel: 3–6 presenters

**Note:** For sessions with multiple presenters, please make sure that all presenters have agreed to present before you submit the proposal.

Each presenter is assigned a role:

* Contact: this person acts as the contact with TESOL regarding this submission. This person may or may not present.
* Moderator
* Panelist
* Presenter

Moderators, panelists, and presenters will be listed in the convention program book and in the mobile app.

Each presenter must

* Register for the convention (TESOL does not reimburse expenses, i.e., registration, travel, hotel, meals, audiovisual equipment, etc.);
* Refrain from changing the conceptual content of the session as described in the proposal abstract and description after the proposal has been accepted.

For each presenter, you will need the following information. For multiple presenters, please copy and re-use the form. **Note:** If you do not have an institution, please write “Independent.”

**Presenter 1**

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution Name (spelled out, no abbreviations) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/Province \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Use an e-mail address that will be valid from 2 July 2018 to 30 March 2019, and ask the presenter to add [conventions@tesol.org](mailto:conventions@tesol.org) to his/her e-mail address book or to spam whitelist or safelist.)

Publish (email) in the convention program book? \_\_\_ Yes \_\_\_ No

Membership Status (does not affect review of proposal) \_\_\_ Member \_\_\_ Nonmember

Session Role (choose 1):

\_\_\_\_ Organizer/Presenter

\_\_\_\_ Organizer/Non-Presenter

\_\_\_\_ Presenter

First-Time Presenter? \_\_\_Yes \_\_\_No

**Part 2. Guidelines and Format for Session Title**

**Guidelines**

* 10-word maximum (Note: Each part of a slashed or hyphenated word counts as one word.)
* No exclamation or question marks
* Include only [approved acronyms and abbreviations](http://www.tesol.org/docs/default-source/tesol-convention/tesol-2019-approved-acronyms-final.pdf?sfvrsn=0).

**Format**

Capitalize

* the first letter of verbs, nouns, adjectives, adverbs, and pronouns.
* both terms of hyphenated or slashed compound words.
* the first word after a colon.
* Use lower case for conjunctions, articles, and prepositions of fewer than four letters.

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| --- |
| Write your session title here (10-word maximum): |

**Part 3. Context, Setting, Focus, Type, and Strands**

You will be required to choose the context, setting(s), and content areas (i.e., focus, type, and strand) that best corresponds to the scope of your proposal. Your proposal will be evaluated by TESOL members with expertise in the areas that you select. You can download a [chart with all the contexts, settings, focuses, types, and strands](http://www.tesol.org/docs/default-source/tesol-convention/tesol-2019-context-setting-focus-type-and-strand.pdf?sfvrsn=8).

**Part 3.1. Context**

Choose the most appropriate context for your proposal, whether the proposal focuses on or will be immediately relevant to this context and potential audiences therein (e.g., learners, teachers, teacher educators, administrators, researchers, policy makers, among others). It may be the be the context in which you work or for which you train teachers:

* ESL – English as a Second Language
* EFL – English as a Foreign Language
* EIL – English as an International Language
* B-ME – Bilingual/Multilingual Education
* All Contexts

**Part 3.2. Setting (No More Than Two)**

Please choose the most appropriate setting(s)/audience(s) for your proposal, whether the proposal focuses on or will be immediately relevant to this setting or potential audiences therein (e.g., learners, teachers, teacher-educators, administrators, researchers, policy makers, among others). It may be the be the setting in which you work or for which you train teachers.

* Early Childhood (PreK, Very Young Learners)
* Primary (Elementary, Grades 1–6, Young Learners)
* Secondary (Grades 7–12, Teens)
* Adult Education (Community-based programs, Refugee programs, Vocational-workplace programs)
* Community Colleges
* 4-Year Colleges/Universities
* (Post-)Graduate Academic and Professional Programs
* Intensive English Programs/Private Language Teaching Programs
* International Teaching Assistantships
* Tutoring

**Part 3.3. Session Focus**

Choose a session focus. For more information on sessions, please see the [TESOL 2019 Call for Proposals](http://www.tesol.org/attend-and-learn/international-convention/tesol-2019-call-for-proposals).

* Practice-, Pedagogy-Oriented Session
* Research-Oriented Session
* Conceptually Oriented Session
* Policy-Oriented Session

**Part 3.4. Session Types**

Choose a session type. For information on session types, please see the [TESOL 2019 Call for Proposals](http://www.tesol.org/attend-and-learn/international-convention/tesol-2019-call-for-proposals).

**Part 3.5. Strands**

Choose a strand that best represents your proposal’s content. The term “strand” refers to narrowly defined content areas of inquiry and practice and is used to facilitate the proposal submission and review process. The strands will appear in the convention program book. For more information, please see the [TESOL 2019 strand descriptions](http://www.tesol.org/attend-and-learn/international-convention/tesol-2019-call-for-proposals/tesol-2019-strand-descriptions).

* Advocacy and Social Justice
* Applied Linguistics
* Content and Language-Integrated Approaches
* Culture and Intercultural Communication
* Digital Learning and Technologies
* Language Assessment
* Listening, Speaking and Pronunciation
* Materials Development and Publishing
* Personal/Professional Development and Continuing Teacher Learning
* Program Administration and Evaluation
* Reading, Writing and Literacy
* Teacher Education and Teacher Learning
* Vocabulary and Grammar

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| Write your Strand here: |

**Part 4. Presentation Information**

Information in this section is used for scheduling and planning accepted proposals. It is not used to evaluate your proposal. If your proposal is accepted, you will be asked three questions:

1. How many people do you anticipate will attend your session?

\_\_\_\_\_ < 50 \_\_\_\_\_ 51–99 \_\_\_\_\_ 100­–200 \_\_\_\_\_ 201–300 \_\_\_\_\_301–400

2. Will you need internet access? \_\_\_ Yes \_\_\_ No

3. Will you refer to any TESOL Press publications? \_\_\_ Yes \_\_\_ No

If yes, please write the title(s) here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 5. Abstract for Convention Program Book**

Write the abstract with the audience and the [Proposal Rating Rubric](http://www.tesol.org/docs/default-source/tesol-convention/tesol-2019-proposal-rating-rubric.pdf?sfvrsn=4) in mind: Peer reviewers will read and score your abstract, and it will be printed in the convention program book. TESOL staff editors reserve the right to edit abstracts for length and clarity.

**Guidelines**

* 50-word maximum
* Do not include presenters’ names, the names of institutions, or the names of publications or published works
* Use may use [approved acronyms](http://www.tesol.org/docs/default-source/tesol-convention/tesol-2019-approved-acronyms-final.pdf?sfvrsn=0) without spelling them out (spell out all others on first use).

The attendees will use your session title and abstract in the Convention Program Book to decide whether to attend your session. The session abstract **should**

* describe the content of your session as clearly and as succinctly as possible
* highlight what attendees should expect to take away from the session

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| Draft your Abstract here (50-word maximum): |

**Part 6. Session Description**

The session description is your opportunity to explain your vision for your presentation. Reviewers will see its clarity as a reflection of the proposal’s overall quality. Please use the [Proposal Rating Rubric](http://www.tesol.org/docs/default-source/tesol-convention/tesol-2019-proposal-rating-rubric.pdf?sfvrsn=4) as a guide.

**Guidelines and Format for Session Description**

* 300-word maximum
* Do not include presenters’ names, the names of institutions, or the names of publications
* You may use any of the acceptable acronyms without spelling them out (spell out all others on first use).

Your description should include

* a clearly stated purpose and point of view with supporting details and examples
* evidence of knowledge of current theory, practices, research and/or policy
* an outline of the session with an appropriate amount of content for the allotted time
* activities, visuals, or other techniques to engage the audience (and be sure that they are appropriate for the session type, e.g., dialogue, teaching tip, or presentation)
* clear indication of the target educational context(s) and student population(s)

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| Draft your session description here (300-word maximum): |