BC TEAL Proposal Session Formats and Guidelines

Overall notes:

- Please note that speakers are entitled to a 20% discount on conference fees as a token of our appreciation.
- To be included in the schedule, presenters must be registered before the Early Bird deadline.
- Please be sure to adhere to word counts and proofread for typos and accuracy
- The word count limit does not include the reference list items (use APA)
- All sessions will be 45 minutes in length
  - If you require a longer time, please submit Proposal Part 1 and Proposal Part 2
- The Ed Tech Jam and Poster sessions will be open for longer, but the schedule has not been determined yet.
- Please double-check the [Conference Proposal Selection Criteria](#)
- BC TEAL reserves the right to limit the number of sessions especially when proposal content overlaps significantly. The Proposal Coordinator will consult with these presenters.

Proposal Review Process (may take 3 to 4 weeks)

- The two volunteer reviewers will only review the Session format, Streams, Title, Brief 50-word description, and the 300-word Description for Reviewers.
- The Proposal Coordinator will review the ratings and comments and determine if it is accepted or not.
- Speaker 1 will be notified and is responsible for communicating with the other speakers.

Speaker Info

- The photo/ avatar can be added later.
- The bio and institutional affiliation will be included in the conference webpage.

Title (10 words maximum)

- The title should reflect what the focus will be.
- Short and concise titles are better, and longer titles will be cut after 10 words

Brief Description for Web (50 words maximum)

- This is what the participants will read on the webpage. Ideas to consider include:
  - What are the main points and what will attendees gain?
  - What makes your session unique?
  - Why should participants choose to attend your session when they have 10 choices?
  - Use 3rd person present tense (The presenter explores …)
  - Submissions over 50 words will be cut off.

- o Names of speakers and institutions must not be included in the text.
- o Internal citations should not be included.

Streams

- Try to choose only 2 or 3 streams. This will help participants organize their schedules.

Description for Reviewers (300 words maximum)
- o Clearly identify the objectives of the session
- o Provide a theoretical synopsis if applicable
- o Specify what you hope the participants will take away from your session.
- o Follow the specific Session Format Guidelines (below)
- o Names of speakers and institutions <u>must not</u> be included in the text.
- o Use APA internal citations and APA for the reference list which is not included in the total word count.

Session Format Guidelines

Ed Tech Jam (1 -2 presenters. Time length & schedule slot to be decided)
- Presenters will be in the same room with participants going from station to station.
- Presenters can demonstrate software, apps, or virtual reality tools, but they will be fielding questions rather than speaking at length.
- Tools that are used in online, blended or classroom settings can be showcased.
- The *Description for Reviewers* should briefly explain the tool and explain the pedagogical strategies for their innovative use.

Exhibitor
- The Proposal Coordinator will review and manage these proposals.
- This is for exhibitors who will be presenting specific products or services.
- Participants can learn about new resources, activities, and techniques that are supported by the materials.
- The session should focus on how the skills or materials can be used in innovative and engaging ways and the session should not simply be a promotional presentation.
- Identification of the company name and/or material can be included in the *Description for Reviewers.*
- BC TEAL reserves the right to limit the number of exhibitor sessions.

Panel (3 - 4 presenters)
- A panel provides short presentations on and the discussion of a topic or issue in a 45-minute session.
- Generally, the chairperson (Speaker 1) submits the proposal, keeps track of time, moderates the question period, and summarizes the session.

- All panel members should be listed in the Speaker section of the proposal form.
- The *Description for Reviewers* should include a synopsis of the topic/ issue(s), objectives, its relevance to the BC TEAL community, and the focus of each presenter's portion.
- Each presenter's expertise can be summarized, but names or affiliations <u>must not</u> be included in the *Description for Reviewers.*
- If space, expertise can be included in the *Brief Description for the Web*

Poster Session (1 - 2 presenters. Time length and schedule slot to be decided)
- A poster is a visually engaging presentation of research, teaching tips/techniques, or a project. Content can be highlighted through large font text, charts, graphs, maps, etc.
- Researchers, TESL program students, and graduate students are encouraged to share.
- Presenters will share ideas as participants stop by their poster and ask questions.
- The *Description for Reviewers* should include the main topic(s) and a description of the features in the display.
- Audio equipment and electricity will not be available for poster sessions.
- The dimensions of the display board will be provided after the selection.

Research Reports (1 - 2 presenters)
- Here's the opportunity to report on research or projects that are completed or "in progress."
- The *Description for Reviewers* should summarize the project objectives and design.
- The *Description for Reviewers* and the presentation should clearly explain the research design (research question, data collection, analysis procedures, etc.).
- Implications for practice or policy is an asset in the presentation.
- Time for Q & A to encourage engagement is required.

Workshop (1 - 2 presenters)

- Workshops feature interactive activities that allow participants to share info, experience simulations, create materials and/or develop action plans.
- The *Description for Reviewers* should include session goals, a synopsis of the theoretical framework, and a brief description of the activities.

Thank you again for contributing to the Professional Development of the EAL community.