VIETESOL

THE THIRD INTERNATIONAL VIETTESOL CONFERENCE
English Language for Diversity, Equity and Inclusion

December 07-08, 2017
Thai Nguyen University, Thai Nguyen, Vietnam

SPEAKER PROPOSAL GUIDELINES

Speaker Proposal Deadline: **30 August 2017, 5:00 pm, Hanoi Time.**

IMPORTANT DATES

Speaker proposal submission deadline	30 August, 2017
Notification of selected abstracts	Mid - September, 2017
Deadline for presenter/participant registration	End September, 2017
Main conference events	7-8 December, 2017
Submission of full papers to be considered for publication in the conference proceedings or the Thai Nguyen University Journal of Science and Technology	Early January, 2018
Publication of Conference Proceedings	Early March, 2018

1.   DETAILS OF PRESENTERS

Please type your name and institution carefully. If the named person cannot attend the conference, VietTESOL will not allow another person to present your session in your place. Please type your email address carefully as we send all communication regarding your proposal and conference registration to this email address only.

2.   NUMBER OF PRESENTATIONS

Speakers may submit two different proposals for a presentation, workshop, poster, or the interactive language fair.

3.   TITLE OF PRESENTATION

The title must
- not exceed 15 words (each part of a slashed or hyphenated word counts as one word)
- not include presenters' names, institutions, or titles of their published works
- capitalize all verbs, nouns, adjectives, adverbs, and pronouns; do not capitalize conjunctions, articles, or prepositions of fewer than four letters
- capitalize both terms of hyphenated compounds and the first word after a colon

4.   TYPES AND LENGTH OF PRESENTATION

Length

All presenters must stick strictly to the time they are allocated. VietTESOL will end any sessions that continue over the allowed time.

Type and session length

- *Presentations* (30 minutes): An oral presentation can be either research-oriented, discussing the theoretical perspectives, methodological paradigms and findings of a study or practice-oriented, discussing a pedagogical technique. The presenter would spend about 20 minutes for the main content of the presentation and 10 minutes for Question and Answer (Q&A) section.
- *Workshops* (60 minutes): The presenter demonstrates a teaching initiative or innovation for about 15 minutes before delivering a hands-on activity (activities) that engage all participants to join, share, discuss and produce specific outputs. The activities might be a discussion about heated topics, a simulation, designing a lesson plan, designing materials and tasks, drafting an action plan and so on.
- *Poster Fair* (45 minutes): A poster presentation is a visually explanatory exhibit that allows for short, informal discussions between the presenter(s) and the participants as they circulate within the poster-session area. Poster sessions serve as an important and interactive forum for sharing professional ideas and for receiving feedback. The presenters are expected to be very flexible with time and their participants within their allowance of 45 minutes per session.
- *Technology Fair* (45 minutes per PC): This session will offer concurrent presentations and cater to diverse needs such as classroom-based learning, mobile learning, or self-access learning. The participants will be exposed to open computer-based resources for direct and virtual educational modes. The facilitators will be stationed around the computer lab space and the audience will ask questions and get hands-on experiences. The facilitators are expected to be very flexible with time and their participants within their allowance of 45 minutes per PC.
- *Electronic Mini-workshop* (15 minutes per presentation): The session like the technology fair demonstrates the use of current non-print media resources for English language education. It offers sequential presentations and cater to diverse needs such as classroom-based learning, mobile learning, or self-access learning. In a small group, the participants will gain hands-on practice with the guidance of an instructor who specializes in using a particular technology application, device or Internet-based resource. The presenters are expected to stick tightly to the timeframe.

5.   ABSTRACT

Your abstract will appear in the Conference Programme. Your abstract must therefore accurately reflect the content of your presentation. Your abstract length should be between 150-250 words. Abstracts may be edited by VietTESOL editors. The abstract must
- not exceed 250 words
- not include presenters' names, institutions, or published works
- not include acronym(s) or abbreviation(s) except the following:
  - ☐ L1 first language
  - ☐ L2 second language
  - ☐ CALL computer assisted language learning
  - ☐ CBI content-based instruction
  - ☐ EAP English for academic purposes
  - ☐ EFL English as a foreign language
  - ☐ EL English learner
  - ☐ ELL English language learner
  - ☐ ELT English language teaching
  - ☐ ESL English as a second language
  - ☐ ESOL English for speakers of other languages
  - ☐ ESP English for specific purposes
  - ☐ IEP intensive English program
  - ☐ NNEST nonnative English speakers in TESOL
  - ☐ SLA second language acquisition
  - ☐ TESOL teachers of English to speakers of other languages
  - ☐ TEFL teachers of English as a foreign language

6.   EQUIPMENT

On your proposal please request any equipment you require. This will enable VietTESOL to allocate your session to a relevant session room.

7.   MENTORING

Mentoring offers an opportunity for first-time speakers at the conference to benefit from the advice and support of an experienced speaker before giving their presentation. Mentoring includes contact before the conference, e.g., by email or Skype and/or meeting up at the conference to talk things through before the presentation takes place. If this is your first presentation at a conference, please tick the 'mentee' box on your proposal if you would like the opportunity to ask an experienced speaker for advice. If you're an experienced speaker and are willing to act as a mentor to a first-time speaker, please tick the appropriate box.

8.   ESSENTIAL INFORMATION TO NOTE
- •   Proposals must be submitted online through the VietTESOL Convention website using the Open Conference Systems (OCS) abstract management system.
- •   If you have co-presenters, they must submit a record by the proposal deadline.
- •   The deadline for speaker proposal submissions is 17:00hrs Hanoi time on Tuesday 15 August 2017.

- Please check that you have completed all relevant sections of the online form correctly as proposals not meeting the guidelines will not be considered.
- You do not need to pay the conference fee at the time of submitting your proposal.
- We will let you know whether your proposal has been accepted at mid-September 2017. Please note that if you have put in a proposal for a talk or a workshop, the Proposals Committee may programme your presentation as part of a forum or symposium or as part of an Interactive Language Fair instead.
- You will be programmed on any of the two conference days and we will let you know on which day your session takes place in your acceptance email in November. Please do not book travel if you are not staying for the full conference until you know which day you are presenting on.
- Your abstract must accurately reflect what you are going to talk about.
- Please note: Any presenter failing to deliver their presentation without first informing the Conference Organiser will not be entitled to submit a proposal for conference the following year.
- Cancellations of registration fees received before 15 October 2017 will incur a 50% cancellation charge. Cancellations after this date will not be refunded. All bank charges must be paid by the delegate.

9.   PROPOSAL SELECTION CRITERIA

The selection of proposals is made by the Abstract Review Committee. This adheres to a policy of diversity and inclusivity, ensuring that the conference agenda addresses an equal representation of:
- first-time and experienced presenters
- the 2017 theme and professional concerns
- geographical regions and countries
- professional institutions
- teaching contexts, including primary, secondary higher institutions in the private and public sectors, business, ESP, ESOL, publishers, exam boards and other non-teaching organisations
- researchers and practitioners.

Specifically, your proposal will be assessed based on the following criteria:

1. Format	The title must be a maximum of 15 words. The abstract must between 150 and 250 words. Session type and sub-theme must be selected.
2. Relevance	The proposal is current and relevant to the field and/or the 2017 theme.
3. Theory-based	The proposal refers clearly to the theory, practice, and/or research basis (via updated citations, terms, and/or debates in the field).
4. Practicality	The proposal provides clear participant outcomes and details/evidence to support the practices, conclusions, or recommendations.
5. Clarity	The proposal is clearly written, implying that the proposed presentation will be of good quality.

10.   PRESENTATION SUGGESTIONS

• Do not run over your allocated time.
• Use a minimum of 24pt font for PowerPoint.
• Be aware that if using Prezi, the motion can affect some members of the audience.
• On your first slide, include your session title, presenter name(s), affiliation and email address.
• Something in your session must be new.
• Something in your session must be practical.
• If your session is a presentation, limit the content to 3-4 salient points.
• Your session must follow your abstract closely.
• Only focus on published or commercial products if you have declared this in your abstract.
• If your session is a workshop, it must include plenty of active audience participation throughout.

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