

The Language School San Cristóbal has the honor to invite you to

The 5<sup>th</sup> International Seminar for English language Teachers

## “Promoting Proficiency in ELT: Application of Competencies and Innovations”

May 29-31, 2013

### CALL FOR PARTICIPATION

Deadline April 29<sup>th</sup> 2013.

#### Steps in Submitting a Proposal

1. To facilitate communication and handling, please submit your proposal online at [ponencias.seminariolenguas2013@hotmail.com](mailto:ponencias.seminariolenguas2013@hotmail.com) via electronic mail. For further information, please send a message of request to [eltseminar@hotmail.com](mailto:eltseminar@hotmail.com)
2. Prepare a one-page proposal and a one-page Abstract to be read by the Academic Readers which include the information below at the top of the page:
  - a) The type of presentation (conference, workshop, academic demonstration).
  - b) The title of the proposed presentation.
  - c) The presenter(s) name(s) (Note: Maximum **two** presenters except for the cultural presentations)
3. Make sure the information meet the following requirements: A maximum 100-word summary of the presentation and a maximum 75-word Biodata statement for each participant. This information will be included in the program. If the Summary or Biodata Information exceeds stated limitations, it will not be printed in the program. Also, please proofread your summary and bio-data carefully. We are not responsible for correcting errors.
4. Send only your completed one-page Proposal and one-page Abstract as an attachment in Word to: [ponencias.seminariolenguas2013@hotmail.com](mailto:ponencias.seminariolenguas2013@hotmail.com)
5. All abstracts will be read by the Selection Committee. They will judge the proposals based on academic merit and evidence of clear planning. Accepted proposals will also be chosen in order to present a balanced program.
6. You will be notified via electronic mail or by telephone that your proposal has been received. If you do not hear from the Selection committee within two weeks, please inquire at the e-mails above mentioned to confirm that your proposal has been received.
7. It is important that presenters officially register for the Seminar by April 29th, attend the Seminar and give their presentation.

#### To simplify editing

**Title.** Only the title, area of interest, presenter's name and institutional affiliation appear in the Daily Schedule section of the program. The title is important for attracting participants to your session. Thus, it should be clear and appealing to the intended audience and no longer than 9 words.

**Summaries.** Summaries will appear in the seminar program. They help participants to decide which presentations will be the most appropriate to their interests. Summaries of more than 100 words cannot be included. The summaries of accepted proposals will be copy-pasted directly into the program. The program committee is not responsible for correcting any errors that the presenters make when submitting their summaries. Please proofread your texts carefully.

**Biographical statements (Biodata).** In a maximum of 75 words per participant, give the first name or initials, family name(s), institutional affiliation (optional) and relevant activities. The biodata section is not a list. Write in complete sentences in the third person singular. The biodata of accepted proposals will be copy-pasted directly into the program. The organizing committee is not responsible for correcting any errors that the presenters make when submitting their biodata. Please be sure to proofread your texts carefully.

**Abstracts.** The abstract does not appear in the program, but it is the only part of the Proposal seen by the Selection Committee. Carefully read all instructions. Abstracts should be one full page, double-spaced or ½ page, single-spaced (**approximately 350 -400 words**). Evidence of careful planning is essential in the abstract.

**IMPORTANT NOTE:** Titles, biodata statements and summaries will be cut at the maximum number of words indicated above. Hyphenated words count as two (or more) words and acronyms count as one word. Also, abstracts of less than the minimum indicated above will not be considered.

Given that some presenters prefer that their name appears with one first name and one last name in the program, make sure you mention this in your proposal. Additionally, write down your full name as you want it to appear in the official paper in order to facilitate the printing of papers.

## ***To enhance your proposal***

- Complete the proposal form carefully.
- State your topic and point of view clearly.
- Select the type of presentation that best suit your presentation (paper, demonstration, workshop, etc.).
- Plan to use a variety of presentation techniques (activities, visuals, etc.).
- Include supporting details and examples.
- Allow sufficient time to cover the material outlined.
- Use a title that correctly reflects the content.
- Prepare a program summary that will draw the most appropriate audience to your presentation
- Submit the proposal in Word (font Arial 12). Please do not write in all capital letters, use bold letters or any other special features.
- Only capitalize the first word of the title or proper nouns. All other words must be in lower case in the title and summary.

## **Disqualifying Factors**

- The Proposal was **not completed according to the guidelines** on this Call for Participation.
- The Proposal involves **extensive use of expensive audiovisual equipment**, making the cost of presenting the session prohibitive.
- The Proposal was **not received** at the Selection Committee **by the deadline**.

## **Description of Types of Presentations**

**Academic Demonstration (1 hour).** An academic presentation which is often used for showing, rather than telling, a technique for teaching or testing.

**Academic In-Progress Session (45 minutes).** An opportunity for research graduate students, administrators, teacher trainers, classroom teachers, or any other interested person to report on research, programs, textbooks or techniques that are "in progress" and to meet others interested in the topic. The presentation lasts between 35 to 40 minutes giving a 5-10 minute space of time for questions and answers.

**Academic Paper (50 min).** An oral summary where the presenter discusses and describes something the presenter is doing or has done in relation to either theory or practice. The presenter often has handouts and may also use audiovisual aids. The topic is covered in 40 minutes leaving the last ten for questions and answers.

**Academic Workshop (1 hour 20 minutes).** Very little lecturing by the leader; the emphasis is, rather, on the participants' activity, which is carefully structured by the leader. The leader works with a group, helping participants solve a problem or develop a specific teaching or research technique.

**Exhibitor's Session (50 minutes).** Presented by book publishers, authors, editors, distributors, manufacturers, and others whose goods or services have significance for TESOL students and educators and may have an impact on language teaching.

**Cultural presentation. (1 hour to 1 hour 30 minutes)** an opportunity for poets, writers, painters, teacher trainers and trainees who belong to artistic groups or associations to present their work (plays, magazines, exhibits and the like) for attendants' benefit and entertainment. The presentation is carried out in English and will be scheduled at the end of the day's work.

### **Topic Area**

**Classroom Methods/Techniques:** Ideas that can be applied to ELT classes.

**Applied Linguistics:** Theoretical aspects of ELT, i.e., research

**Technology in EFL:** Technological advances, such as computers, videos, DVDs.

**Testing:** Presentations related to classroom evaluation situations.

**Teacher Training/Supervision:** Related to teacher training or supervision situations.

**Program/Syllabus Development:** Ideas for material or course development.

**Planning work in the classroom.**

**Learning problems.**

**Arts in general/ arts in the language classroom:** directed to all audiences

### **Area of Interest:**

**Pre-school:** Under 6 years old; before first grade of primary school.

**Primary:** Elementary School. 6 to 12 years old. Grades 1 to 6.

**Secondary:** Junior High School. 13 to 15 years old. Grades 7 to 9.

**Preparatory:** High School. 16 to 18 years old. Grades 10 to 12.

**Bilingual Education:** ESL Programs. English and Spanish are taught equally.

**University:** Post High School. 18 years old and up; higher education programs.

**Adult:** Over 18 years old. Usually in private language institutes.

Please read the instructions before completing this form and submitting your Proposal. Several changes have been made from previous years. Also, submit only the following two pages and the abstract.

## Fees

Type of participant	Pre-register		On site May 29 <sup>th</sup> .
	February 1 <sup>st</sup> to April 30th	May 1 <sup>st</sup> to 28th	
Speakers	\$300.00		
Teachers in general	\$400.00	\$500.00	\$600.00
Students	\$250.00	\$350.00	\$400.00

## How to register

The registration process will be published at the “Escuela de Lenguas San Cristobal” web page [www.elsc.unach.mx](http://www.elsc.unach.mx) or well it will be sent to those who ask for information to their personal mail address.

In order to get extra information about the seminar, please send an electronic message to: [eltseminar@hotmail.com](mailto:eltseminar@hotmail.com).