How to Successfully Write a Proposal for 2020 ACTFL Sessions on K-12 Topics

Chinese Language Association of Secondary-Elementary Schools-CLASS

Empower Teachers in Chinese Education
Guidelines of Submitting a Proposal

**Deadline:** Friday, January 10, 2020 at 11:59 p.m. Eastern Time

Submit online at [www.actfl.org](http://www.actfl.org)

Submit one (1) proposal as a lead presenter

You can be a co-presenter on one other proposal on a different topic.

Same group of presenters having the similar titles and content will be eliminated

Submit in English

Do not use symbols, special marks, and non-standard fonts

Submit in “final” publishable (no mistakes) format

Submit in English
Membership

• You do not have to be a member of ACTFL at the time you submit a proposal.

• If your proposal is selected to present, you **MUST be** a current member of **CLASS** (through Dec.31, 2020) or ACTFL (through Nov.30, 2020).

• If your proposal is selected, you **MUST be** available to present any day during the Convention.

• CLASS reserves the right to schedule presentations in any slot during the published convention dates and times

• CLASS cannot take individual requests for preferred presentation slot.

• If a presenter cannot accept the assigned time, the presentation will result in cancellation.
Submit proposal in English

Do not use symbols, special marks, and non-standard fonts

Write in third person format

Do not use “I”, “you” and “we.”

Do not include presenter(s) / institution name in the proposal.

Have someone proofread the proposal

Submit in “final” publishable (no mistakes) format
Title

- Will appear in the Program Guide, must be in **English**
- Limited to **75 characters** including spaces and punctuation marks
- Title should **match the content**, avoid rambling or being ‘cute’
- Should **not** be in all capitals or all lower-case letters
- **Capitalize** the **first letter** of every word
- **Do not capitalize: Articles** (a, an, the), **Conjunctions** (and, but, for) and **short Prepositions** (at, of, for)
- **Acronyms should be spelled out first** and then appear in parentheses following the words.
Session

- A session 45 minutes in length
- May have a single presenter
- May have a lead presenter with up to three co-presenters
- Presenter(s) should use interactive format to engage audience participation
Select a primary language for presentation from the drop-down menu.

Select Non-Language Specific if presentation is applicable to all language learners.

Your presentation may be in Chinese, but, the program title and its description must still be in English.
Select only **ONE** Keyword for Proposal

- Articulation and Collaboration
- Assessment and Feedback
- Program and/or Educator Effectiveness
- Innovative Use of Technology
- Interculturality
- Languages Across the Curriculum
- Leadership and Advocacy
- Literacy
- Personalized Learning
- Research
- Proficiency-oriented Language Instruction
- Teacher Preparation
- Teacher Recruitment and Retention
Select one audience for which your presentation is most appropriate from the drop-down menu:

- Pre-K-Elementary
- Middle School
- High School
- Post-Secondary
- Administration
- All
<table>
<thead>
<tr>
<th>Proposal Description</th>
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<tbody>
<tr>
<td><strong>Limit of 350 characters including spaces and punctuation marks</strong></td>
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<tr>
<td><strong>Must be in English</strong></td>
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<td><strong>Must be no spelling and grammar errors</strong></td>
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<td><strong>Must be accurate, clear and concise of what will be presented</strong></td>
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<td><strong>Must be written in third person</strong></td>
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<td><strong>Presenter or institution name must not appear in the proposal</strong></td>
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Content and Purpose

Ask yourself: what will your presentation focus on and what new insights will it provide?

Limit of 1,000 characters including spaces and punctuation marks

Must be in English

Must show the relevance of today’s teaching and learning Chinese

Must show originality and new insight into the topic based on current practices.

Must align with the keyword and audience level selected
Outcomes

ASK YOURSELF: WHAT THREE THINGS WILL PARTICIPANTS BE ABLE TO DO AFTER ATTENDING YOUR PRESENTATION?

LIMIT OF 350 CHARACTERS INCLUDING SPACES AND PUNCTUATION MARKS

WRITE IN THREE CAN-DO STATEMENTS ON WHAT PARTICIPANTS WILL LEARN AND BE ABLE TO DO
Strategies for Engagement

Ask yourself: How will you actively engage participants as part of your presentation?

Limit of 1,000 characters including spaces and punctuation marks

Highlight how you will present the session

Indicate how information will be shared with audience

Explain how your interaction requires audience participation
The review process is done as a “blind review,” neither the presenter’s name nor affiliation are seen during the review process.

The ACTFL Convention Committee and partner organization language experts review proposals submitted.

Reviewers rate each proposal and the system produces an average of the combined scores from all reviewers.

The number of proposals accepted are based on the meeting space allocation for the ACTFL Convention.

The Committee’s decisions are final.
Submission

Please check “Chinese” for Applicable Language

Choose “K-12” for Audience Level
Become a member
Power in unity
Lead with languages