

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

Chinese Language Association of Secondary-Elementary Schools-CLASS



CLASS 引领中文教学
**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

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

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.

The Body of Proposal



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

Language of Presentation



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



Target Audience

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

Proposal Description



Limit of **350 characters** including spaces and punctuation marks



Must be in English



Must be no spelling and grammar errors



Must be accurate, clear and concise of what will be presented



Must be written in third person



Presenter or institution name must not appear in the proposal



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



Review Process

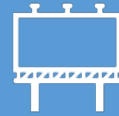
- The review process is done as a “blind review” neither the presenter’s name nor affiliation are seen during the review process.
- The ACTFL Convention Committee and partner organization language experts review proposals submitted
- Reviewers rate each proposal and the system produces an average of 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



全美中小学中文教师协会
Chinese Language Association of Secondary-Elementary Schools



<http://www.classk12.org>