Writing a Session Proposal for 2019 ACTFL/CLASS Convention

Chinese Language Association of Secondary-Elementary Schools

CLASS 引领中文教学
Empower Teachers in Chinese Education
Guidelines of Submitting a Proposal

- **Deadline**: Friday, January 11, 2019 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
• 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, 2019) or ACTFL (through Nov.30, 2019).

• 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

• 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
• 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.
• 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
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
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
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.
Become a member
Power in unity
Lead with languages

http://www.classk12.org