Writing a Session Proposal for 2019 ACTFL/CLASS Convention

Chinese Language Association of Secondary-Elementary Schools

C.L.A.S.S

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**
- 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, 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

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 <u>one</u> 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

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Lead with languages

http://www.classk12.org