

**SPEAKER GUIDELINES**

Thank you for wishing to submit a speaker proposal for the 2018 IATEFL BESIG 31<sup>st</sup> Annual Conference. To ensure your proposal has a higher chance of being accepted, please read these speaker guidelines *thoroughly* before submitting your proposal.

The conference will take place at the Hotel International, Iasi, Romania from **9.00am on Friday, 16 November to 3.00pm Sunday, 18 November**. We are expecting around 300 people at this event.

The theme of this year's conference is "Exploring the frontiers of business English". We will be accepting proposals primarily (but not exclusively) on this theme. Examples include innovative (as well as tried and tested) products and practices, interesting research findings, the impact of technology on business English, etc. Proposals which take into account the conference theme will be given priority during the selection process.

The length of the sessions will be 45 or 60 minutes. You may submit a proposal for a talk, a workshop or a commercial presentation. If you would like to give a talk, please ensure you include some degree of audience participation.

We will be accepting more than 80 proposals. There are two sizes of room: small (20-30 people) or large (100-200 people). Please indicate which size of room you would prefer and we will try where possible to accommodate your preference. Some of the sessions will be simulcast – please indicate whether you would be willing to be live-streamed or not.

You will be contacted by email to confirm whether or not your proposal has been successful. Notification of acceptance of proposals will take place on Monday, 4 June. The deadline for speakers to confirm their participation is Monday, 18 June. However, **you will not be added to the programme until you register and pay the conference fee. For session speakers, the deadline for this is 1 August 2018.**

Your **abstract** should be no longer than **500 characters**.

Your **bio** should be no longer than **250 characters**.

Your abstract should **accurately** reflect what you are going to talk about and your chosen topic should **ideally** be related to the conference theme. It should also be clear that:

- a) you have catered for the **level of knowledge** of your audience.
- b) your session is of **some practical use** for the delegates. If your talk is mainly theoretical, include a consideration of the practical issues and implications that it raises.
- c) your audience can **apply your experience to their own context**. This is especially important if you are describing a course, project or product, or if your presentation relies heavily on a description of your local situation.



- d) if you are presenting a *personal* research project, your research should either be **completed** (or a significant phase of it should be completed), to enable you to present details rather than talk about general issues.

If this is the first time you have submitted a proposal for a BESIG conference, don't worry! We will be in touch nearer the time to help you with ensuring that your talk will be useful and relevant for the delegates (non-first time speakers will also be contacted about this).

## GENERAL INFORMATION

### **If you are speaking on behalf of a publisher or institution, please make this very clear**

Delegates are likely to be disappointed if a session they attended based on the description in the abstract turns out to be an advertisement for a publication, product or course. The submissions of speaker proposals for commercial presentations is welcomed but, if you are basing your presentation either in part or in full on newly or recently published material, you should clearly say this in your abstract.

### **Is the information in your abstract clear?**

Be explicit about whether you are offering a personal or commercial presentation or a hands-on workshop. We want to be sure that when delegates register for sessions, they can do so on the basis of accurate information. Should you be forced to change your session contents after submission, please inform us of this **before 1 August** in case adjustments need to be made to the conference schedule.

### **Please select which type of session you would like to hold:**

- a) **talk** – select this option if you wish to inform delegates about your topic. Please try to include some degree of audience participation.
- b) **workshop** – select this option if you intend to involve the audience actively via the experiencing and discussing of issues and tasks.
- c) **commercial presentation** – select this option if you are speaking on behalf of a publisher or if you are focusing on specific materials, products or courses.

### **Technical support/equipment**

Every room at the venue is equipped with a digital projector, loudspeakers and internet connection. **You need to bring your own laptop computer or other digital device.**

### **Wifi**

Wifi is freely available throughout the venue for the duration of the conference.

*We encourage speakers to send their presentation slides to IATEFL BESIG after the conference. They will be uploaded as pdf files and will be available to those who attended the session, as well as those interested in the topic.*

If you have any questions about submitting a proposal, please contact Andrzej Stesik, IATEFL BESIG Administration and Development Coordinator at [andrzej.stesik@besig.org](mailto:andrzej.stesik@besig.org)