

GENERAL INFORMATION

Thank you for wishing to submit a speaker proposal for the 2019 IATEFL BESIG 32nd Annual Conference in collaboration with the Global Issues Special Interest Group.

The conference will take place at Wista conventions Adlershof, Berlin, Germany from 9.00am on Friday, 11 October to 2.00pm Sunday, 13 October. We are expecting around 400 people at this event.

The theme of this year's conference is "**Back to Basics**". We will be accepting proposals primarily (but not exclusively) on this theme. Examples include the fundamentals of business English teaching, tried and tested (as well as innovative) products and practices, interesting research findings, "How to" sessions etc.

The conference will also include a **GISIG strand on tackling global challenges such as sustainability, climate change and inclusion in the business English classroom**. Please indicate whether you would like your proposal to be included in the strand.

Proposals which take into account the conference theme will be given priority during the selection process.

The deadline for submitting a proposal is Friday, **31 May 2019**. We will be accepting more than 80 proposals. You will be contacted by email to confirm whether or not your proposal has been successful. Notification of acceptance of proposals will take place **24-25 June**. The deadline for speakers to confirm their participation is **Monday, 8 July**. You will not be added to the programme until you register and **pay the conference fee**. For session speakers, the deadline for this is **Monday, 22 July**.

2019 IATEFL BESIG 32ND ANNUAL CONFERENCE

11 -13 OCTOBER 2019



WISTA conventions
Rudower Chaussee 17
12489 Berlin
+49 30 63922200

<https://conventions.wista.de>

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BESIG →



Image source: WISTA



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TYPE OF SESSION

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.

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.

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.

GUIDELINES FOR SPEAKERS

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.



Image source: WISTA

COMMERCIAL PRESENTATIONS

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.

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.

If you have any questions about submitting a proposal, please contact Andreea Nechifor, IATEFL BESIG Events Coordinator at andreea.nechifor@besig.org



Image source: WISTA