

CALL FOR PROPOSALS

The official guidelines for speakers at the IATEFL BESIG Annual Conference



GENERAL INFORMATION

Thank you for your interest in submitting a speaker proposal for the 2020 IATEFL BESIG Online Conference. Although we won't be face-to-face this year for our annual conference, BESIG have planned an online event to be remembered for years to come. We are delighted that you would like to be a part of it.

The conference will take place on Adobe and Zoom from 11.00 am UTC on Saturday, 14 November to 5.00 pm UTC on Sunday, 15 November. We are planning to welcome up to 500 people in the main Adobe room or split over the concurrent sessions.

Members of IATEFL BESIG will be given priority during the selection process, and will be able to participate free of charge. All speakers will be required to register for the conference, and access will require a password. BESIG members' registration will be free, whereas non-members will be required to pay a 10 GBP fee.

[Please click here if you wish to become a member of IATEFL BESIG.](#)



CONFERENCE THEME AND DATES FOR SUBMISSIONS

The theme of this year's conference is "**Challenge and Change**". We will be accepting proposals primarily (but not exclusively) on this theme. Examples include:

- lessons learned from the recent global crisis and how we can turn challenges into opportunities
- future-proofing business English methods, practices and materials
- alternative channels and tools for BE training
- new directions for research
- marketing yourself in a shrinking, more connected world
- making the transition from face-to-face to online teaching.

The deadline for submitting a proposal is **Friday 14 August 2020 16:00hrs UK time**. We will be accepting around 40 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 between **31 August and 7 September**. The deadline for speakers to confirm their participation is **Monday 15 September**.

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 15 September**.

Only non-members need to pay a conference fee. IATEFL BESIG members also need to register to attend the event. A link to the registration page will be sent in the confirmation of acceptance and in emails to members about the event.

**IF YOU ARE A FIRST-TIME SPEAKER AT AN IATEFL BESIG CONFERENCE,
YOU CAN APPLY FOR THE IATEFL BESIG FIRST-TIME SPEAKER
SCHOLARSHIP IN HONOUR OF MARIA KELLER.**



GUIDELINES FOR SUBMISSIONS

The length of the sessions will be **45 minutes**.

You may submit a proposal for a talk, a workshop or a commercial presentation. Your abstract should be no longer than 500 characters including spaces, and should accurately reflect what you are going to talk about, and your chosen topic should ideally be related to the conference theme.

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

- **talk** – select this option if you wish to inform delegates about your topic. Please try to include some degree of audience participation.
- **workshop** – select this option if you intend to involve the audience actively via the experiencing and discussing of issues and tasks. You will be asked to attach a detailed workshop plan to the submission.
- **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.

Please ensure that:

- you are explicit about whether you are offering a presentation or workshop which is personal or commercial/sponsored.
- you have catered for the level of knowledge of your audience
- 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
- 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
- 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 rather than talk about general issues
- you include a bio (250 characters with spaces) and a photo.

WE WANT TO BE SURE THAT WHEN DELEGATES REGISTER FOR SESSIONS, THEY CAN DO SO ON THE BASIS OF ACCURATE INFORMATION.



THE BESIG FIRST-TIME SPEAKER IN HONOUR OF MARIA KELLER

The scholarship for first-time speakers at a BESIG conference, which includes **a one-year membership** of IATEFL and BESIG and a **grant of 300 GBP**, will be awarded as usual.

To qualify you must:

- have been a member of IATEFL BESIG for at least a year
- have participated in IATEFL BESIG (e.g. contributed to the monthly discussion topic on Facebook,
- have written a post for the BESIG World Blog or an article for the newsletter, attended a webinar or online weekend workshop, organised or participated in a local event
- give a presentation or lead a workshop on an aspect of teaching Business English at the Annual IATEFL BESIG Conference 2020
- agree to give a brief summary of your work at the IATEFL BESIG Open Forum at the Annual Conference in November 2020.

- write a report on your conference experience for Business Issues by 1 December 2020.

To be considered you should:

- submit a 250-word summary outlining how you became involved in teaching, why you enjoy it and how you found out about IATEFL BESIG.
- a photo for inclusion in the IATEFL BESIG newsletter and on the website
- a short bio of 30 words or less
- submit a proposal for a presentation or a workshop.

The winner will be informed by 1 September 2020. Other applicants will be contacted around 7 September 2020.

All applicants, including the winner, will be contacted by the IATEFL BESIG Committee whose decision is final.

**PLEASE SEND YOUR SCHOLARSHIP APPLICATION TO
BESIG@IATEFL.ORG BY 14 AUGUST 2020.**