

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 2021 IATEFL BESIG Online Conference. Following the success of the last year's conference, BESIG have planned another 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 Zoom from Friday, 12 November to Sunday, 14 November 2021. The theme of this year's conference is "**Business as Usual**".

Only members of IATEFL BESIG can give a presentation or hold a workshop. You may submit a proposal if you are not a member, but you will need to join IATEFL BESIG to be included as a speaker in the programme. All speakers will be required to register for the conference. Early-bird registration for all IATEFL BESIG members, including speakers, is 10 GBP.

[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 "**Business as Usual**". We will be accepting proposals primarily (but not exclusively) on this theme.

Examples include:

- adopting an AGILE approach in business English teaching, training and coaching
- business English instructional design
- building rapport online
- blended learning
- new approaches to needs analysis
- professional development, reskilling and upskilling
- adapting materials and activities for online, face-to-face and hybrid classes
- life-work balance

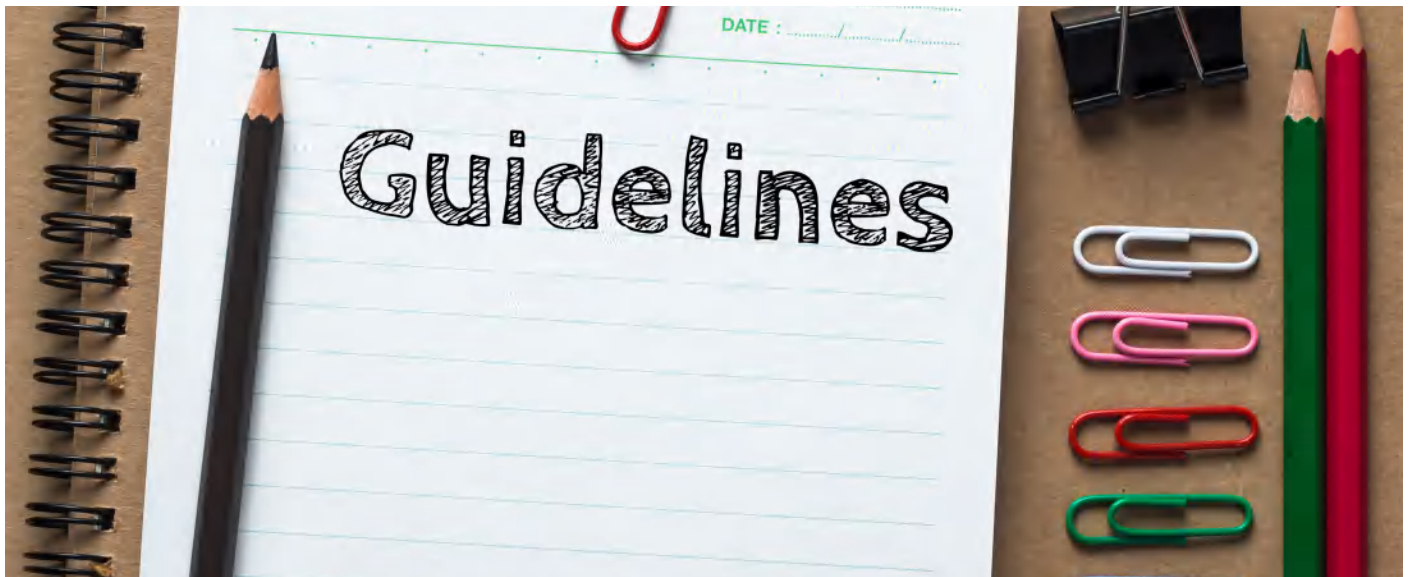
The deadline for submitting a proposal is **Friday 13 August 2021** 16:00hrs UK time. We will be accepting around 40 proposals.

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 **1 and 7 September**. The deadline for speakers to confirm their participation is **Friday 17 September**.

You will not be added to the programme until you register and pay the conference fee. Only members of IATEFL BESIG can give a presentation or hold a workshop. You may submit a proposal if you are not a member, but you will need to join IATEFL BESIG to be included as a speaker in the programme.

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.**



GUIDELINES FOR SUBMISSIONS

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 (30 minutes)**- select this option if you wish to inform delegates about your topic.
- **workshop (45 minutes)** - select this option if you intend to involve the audience actively with discussions and tasks. You will be asked to attach a detailed workshop plan to the submission.
- **commercial presentation (30 minutes)** - select this option if you are sponsored or promoting a product or service. Additional fees will apply. Please contact andreea.nechifor@besig.org for more information about the fees.

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 IATEFL BESIG 1st Time Speaker Scholarship

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.

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 IATEFL BESIG 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 2021
- agree to give a brief summary of your work at the IATEFL BESIG Open Forum at the Annual Conference in November 2021.

- write up your conference experience for the next edition of ***Business Issues***.

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
- send a photo for inclusion in the IATEFL BESIG newsletter and on the website
- write a short bio of 30 words or less
- submit your proposal for your presentation or workshop by 13 August 2021 16:00hrs UK time.

The winner will be informed by 1 October 2021. Other applicants will be contacted around 7 October 2021.

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

WHEN YOU SUBMIT YOUR PROPOSAL, YOU WILL HAVE THE OPTION TO APPLY FOR THE 1ST TIME SPEAKER SCHOLARSHIP, IF APPLICABLE.