



CoTESOL 41st Annual Fall Convention
Launching the Future, Reaching the Stars
November 3 & 4, 2017 ~ Radisson Hotel Denver Southeast

GUIDE TO SUBMITTING A PROPOSAL ONLINE

Deadline: Friday, June 23, 2017 www.cotesol.org

To open the convention to as many as possible, presenters are allowed participation in a maximum of two presentations.

A. Complete the proposal form.

1. **Lead/Contact Presenter:** All communication will be directed to the contact presenter. It is the responsibility of the contact presenter to keep co-presenter(s) informed.
2. **CoTESOL / Regional Affiliate Member:** Membership does not affect your chances of being selected to present. *All presenters (including panel participants) are expected to register and pay fees for the convention.*
3. **Co-presenters:** Write the first and last name; e-mail address; and affiliation (school, college, IEP, organization, company, etc.).

Only the following information (#s 4 – 10) will be submitted to the co-chairs of the Special Interest Group (SIG) you chose to read and adjudicate your proposal.

4. **Special Interest Group (SIG):** Please choose the SIG which is most appropriate to read your proposal for inclusion in the program: Adult Education (AE); Content-Area (CA); Elementary Education (EE); Intensive English Program / Higher Education (IEP/HE); Secondary Education (SE); Socio-Political, Teacher Education / Action Research (TE/AR), and Technology (Tech).
5. **Type of Presentation*:** Please choose the most appropriate one.

*** Presentations of a commercial nature are not acceptable in these academic sessions listed below. Exhibitors submit their proposals through the Exhibitor Session form.**

- **Paper** (45 minutes): Describes and discusses work the presenter is doing or has done in relation to either theory or practice. Generally, these presentations are delivered as lectures with some audience participation rather than simply being read.
- **Demonstration** (45 minutes): Shows a teaching or testing technique. Generally statements of theory are limited. These presentations show rather than tell.
- **Panel** (45 minutes): Several presenters discuss or debate an issue or series of issues. Dialogue is emphasized.
- **Workshop** (45 minutes): Presenter(s) works with the audience to solve a problem or develop and practice a specific teaching or research technique. The emphasis is on the participants' activity which is carefully structured by the presenter(s).
- **Discussion** (45 minutes): Presenter(s) prepares a short introduction (10 minutes) on a topic of professional interest and leads colleagues in a discussion of that topic.
- **Poster** (45 minutes): Presenter(s) prepares a flat-mounted poster illustrating a popular classroom activity or pedagogical technique. Posters will be displayed in one location for 45 minutes. Presenter(s) should be prepared to answer questions or comments about the poster during that session.

6. **Presentation Abstract for Program Book:** This 50-word (maximum) abstract should include the objectives, a description of the content, and an outline of session activities. The abstract will largely appear as written in the convention booklet, but may be edited for consistency.

Sample: *How can parents who are themselves in the process of learning a language become role models for literacy and active participants in their children's education? Presenters will describe a program developed in the Philippine Refugee Processing Center and implications for adaptation. Video, sample activities, and suggestions for implementation will be included.*

7. **Intended Audience:** Choose up to three.
8. **Presentation Title:** Please limit your title to seven words. The title should accurately reflect the content, be clear to the intended audience, and not use quotation marks. Capitalize only the first word, initials, and proper nouns. Example: *An awakening in in-service teacher training* (seven words)
9. **Presentation summary:** As with the abstract for the program book, your 50 to 200-word summary should include the objectives, a description of the content (central idea or purpose and sufficient supporting detail), and an explanation of session activities. This summary will be read by the referee committee of your choice and will not appear in the program.

Sample: *How can parents who are learning a new language become role models for literacy and active participants in their children's education? The answer to this question and implications for educators will be addressed as presenters describe a program developed in the Philippine Refugee Processing Center. Participants will view the development of an intergenerational literacy project in a refugee camp setting and look at possible adaptations. Presenters will 1) show videotaped examples of parent-student interaction; 2) provide examples of activities and materials; 3) present strategies for implementation; and 4) review feedback from parents and educators.*

10. **Citations:** For proposals based on established theory and/or research, CoTESOL encourages presenters to make reference to the relevant literature by including appropriate citations and references.

CoTESOL Policy on Audio/Visual/Digital Equipment: CoTESOL will provide free of charge screens and digital projectors in all of the presentation rooms. Any other audio/visual equipment (i.e., laptops, speakers, transparency projectors, TVs/VCRs/DVDs, flipcharts, etc.) is the responsibility of the presenters. Presenters may bring their own equipment to the convention. Presenters should be careful to bring special Apple and Android connectors for their own needs. There will be a practice station set up at the convention to test your equipment before the presentation. Please note that there are no whiteboards in the presentation rooms. Limited tech support will be available.

CoTESOL Policy on Convention Registration and Fees: All presenters (including panel participants) are required to register and pay fees for the convention. (There are special registration rates for students/volunteers/retirees/part-timers, one-day attendees, and "early bird" registrations.) There is a \$10 discount for presenters. Enter this code online to receive the discount: *presenter*.

B. Submit [the online proposal form](#) by **June 23, 2017**

All proposals will be read by CoTESOL Board members in early July, and people who submitted proposals will be notified by email of the results by the end of July. If you do not hear from CoTESOL by the beginning of August, please contact cotesol@cotesol.org.

