

## **Guidelines and Abstract Agent User Manual**

**THE (Towards Higher Education) Conference** welcomes the proposals of English Language Teaching professionals and researchers from all over the world. THE Conference aims to be a sharing, discussion and solution arena for language teaching and learning issues in academic bridge programs and preparatory classes.

You may submit your proposal by visiting the Abstract Agent abstract submission system (you will be required to sign up first):

<https://www.abstractagent.com/2019theconference/>

***It is strongly advised that you thoroughly read the guidelines before submitting your proposal.***

### **Step 1/10: Presentation Options**

**Abstract Category/Topic:** Choose a subtopic that matches your presentation best.

**Presentation Type:** Choose your presentation type according to the descriptions below.

#### ***Oral Presentation***

This will be a 30-minute session generally accompanied by audiovisual aids. It may be practice-oriented, theory-oriented or a combination of both. Presenters should allow 20 minutes for their presentation, and 10 minutes for a question and answer session.

#### ***Workshop***

This will be a 60-minute hands-on session where maximum audience participation is encouraged. Presenters must ensure active discussion, problem-solution dialogue, or the development of specific teaching techniques or materials.

#### ***Poster Presentation***

This will be a 60-minute active session where each presenter will hold informal discussions at their visual displays and receive questions.

Visual displays must be A1 paper size and include the presenter's name and affiliation on the upper margin. Presenters are advised to include pictures, charts or photos with clear labels and very brief texts. There will not be any equipment or computers available.

### ***Panel Discussion***

The panel discussion will be a 60-minute forum in which 3-4 presenters with expertise in their field do an 8-10 minute presentation and hold discussions about ELT issues with the audience. The panel discussion will be facilitated by a convenor who will ensure maximum participation by allowing the audience to ask questions and express their opinions on a particular issue. A panel discussion can be organized:

- a. by a convenor who has put together his or her own group and who invites scholars to contribute to the topic being discussed
- b. by the organization committee who has invited experts on a particular issue

Presenters are expected to coordinate with one another and exchange papers in advance. However, be it a member of a group or an invited speaker, each presenter must submit their paper individually.

### **Step 2/10: Affiliation Information**

**Affiliation of Authors:** Type the affiliation of the authors. Please type each institution only once.

### **Step 3/10: Author Information**

**Author Information:** Type the full name of the authors, and choose the matching affiliation.

### **Step 4/10: Presenting Author Information**

Enter the contact information of one of the presenters.

### **Step 5/10: Abstract Title**

The title must be a maximum of **10** words. Bear in mind that a catchy title will attract more participants.

### **Step 6/10: Abstract**

The abstract must be a maximum of **250** words in length. It must outline exactly what you are going to talk about in the session and include a detailed outline. Please do not repeat your title in this part.

Proposals will be selected by the reviewers based on the abstracts, so it is vital that you indicate the relevance of your session to the theme of the conference and address the target audience stated in the theme. Your abstract should include a clear description of the purpose of your session and include an outline. The outcomes that will be drawn from the session should also be clearly and succinctly defined. Please make sure that you indicate whether your session will be theoretical, practical or a combination of the two. If research-oriented, please add the methodology employed in the abstract. If practice-oriented, please mention the techniques and practices used. Your session should contribute a new approach to the topic, so please indicate in your abstract why your session is of significance to the field and the potential audience.

It is also strongly advised that prospective presenters read the review criteria below before they submit their proposals.

### **Step 7/10: Keywords**

Please type minimum 1, maximum 6 keywords related to your proposal. Make sure you separate them by commas.

### **Step 8/10: Additional Files**

You do not need to upload your full texts here. You can move on to the next step.

### **Step 9/10: Preview & Check**

- a. Preview: In this step proposals can be previewed before submission.
- b. Biography: Please write a short biography for the presenting author in the space provided.

### **Step 10/10: Submit to the Committee**

When you decide to submit the abstract please click 'Submit to the Scientific Committee Now' button. Please note that editing will NOT be possible after this step. You will be notified of acceptance by 8 July 2019.

### **REVIEW CRITERIA**

The abstracts will be assessed by the reviewers according to the criteria below.

#### Relevance to the theme of the conference:

- The abstract is directly relevant to the issues outlined by the conference theme and addresses the target audience.

#### Appropriateness to the session type

- The abstract conforms to an appropriate session type (e.g. oral presentation, poster presentation, workshop, colloquium)

#### Clarity of purpose, structure and outcomes:

- The abstract has a clear description of the purpose and the structure/outline of the session. The outcomes of the session are clearly and succinctly defined. The topic of the session is clearly communicated in the abstract.

#### Solidity of the research or practice

- The abstract clearly shows that the session is solidly based on current research, theory and/or practice in the field.
- It indicates whether the session is theoretical, practical or a combination of both.
- If research-oriented, it includes the methodology employed.
- If practice-oriented, it contains the techniques and practices used.
- It has solid conclusions, and/or recommendations drawn from ample details.

#### Importance and contribution of the content to the field:

- The topic is significant to the field and potential audience. It contributes a new approach to the topic. It appears to be a worthwhile session.