TOWARDS HIGHER EDUCATION (THE) CONFERENCE

GUIDE FOR PROPOSALS

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 Ex Ordo abstract submission system (you will be required to setup an account first):

https://theconference2017.exordo.com/

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

Steps and guidelines for proposals

1. **Choose a presentation format**

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:

i. by a convenor who has put together his or her own group and who invites scholars to contribute to the topic being discussed
ii. 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.

2. Write your Title, Abstract and Summary

Title

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

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. Abstracts won't appear in the program booklet and are for reviewer use only.

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.

Summary

The summary must be a maximum of **50** words in length. This part will be included in the conference program booklet in order to help conference participants decide whether they wish to attend your session or view your poster, so your summary must accurately reflect the content of your session. An attractive summary typically includes brief information about:

- the topic of the session

- the organization of the session
- what participants might gain from the session

After the summary part, you can also attach an optional image or file about your proposal.

3. Write the details of the presenting and corresponding author(s)

Please type clearly the names and work affiliations of all the authors who contributed to this submission as this information will appear in the program booklet. Please note that only one author can be the corresponding author.

4. Write your biography

Please include a short biography for the presenting author(s).

5. Choose a maximum of two topics

Please choose a maximum of two topics that reflect the focus of your presentation. The topics include:

- Language Skills: Writing, Reading, Speaking, and Listening
- Language Systems: Vocabulary and Grammar
- Learning Strategies
- TELL (Technology Enhanced Language Learning)
- Learner/ Teacher Autonomy
- Motivation
- Testing and Assessment
- Syllabus Design
- Materials Development
- Professional Development and Teacher Training
- Policy Making and Administration

6. Submit your proposal

Each prospective presenter can submit a maximum of 2 proposals. Once you submit your proposal, it is possible to make changes or withdraw it before the submission deadline **(December 15, 2016).** Each proposal is blind-reviewed by two reviewers whose names and affiliations are not revealed. Once the review process starts, it is also possible to see how the selection process is progressing. Prospective presenters will be able to see:

- if their submission was successful
- if their proposal has been assigned to a reviewer
- if the review process has been completed

7. Receive an email from the organization committee

Prospective presenters will be informed by email whether or not their proposals have been accepted by **January 15, 2017.**

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.