

Speaker Proposal Guidelines

Essential reminders	
Conference dates:	Friday 07 and Saturday 08 February 2020
Deadline for online submission of speaker proposals:	Thursday 31 October 2019
Proposals acceptance notification:	Monday 18 November 2019
Deadline for conference fee payment:	Friday 20 December 2019

Information

The Best of British English Language Teaching conference (BBELT) gathers ELT experts from the UK, Mexico and other parts of the world to share best practices in all areas of ELT.

We expect to welcome over 1,000 conference delegates, including preschool, primary and secondary school teachers from both state and private schools, as well as high school and university teachers, teacher trainers, and teachers from language schools from across the country.

We are looking for teachers, trainers and other ELT professionals who would like to participate as speakers in this year's conference. **Speakers must submit their proposals online by Thursday 31 October 2019.**

The conference topics

The programme must include a balanced coverage of ELT topics likely to appeal to most conference delegates. The main conference theme, **Transformative teaching**, will cover the following topics:

- Impact-led teaching (global issues, resilience and change)
- Research in ELT
- Continuing professional development
- Assessment, testing and evaluation
- Equality, Diversity and Inclusion in ELT
- Developing core skills
- Innovation and digital learning
- Teacher empowerment

The conference programme

There will be three different types of sessions, speakers can choose the format that best suits their content:

a) Presentation (60 minutes): Presentations should be delivered in plenary style and examine the theory and practice of at least one of the main topics of the conference. Presenters may describe and discuss a project they are currently working on, and/or report on ongoing or recently completed research. Presentations may not promote commercial interests.

b) Workshop (60 minutes): Workshops must focus on at least one of the main topics of the conference and show participants how to do something in the classroom (use a specific technique, solve a problem, implement a programme, etc.). The audience should be invited to actively participate in the session. Workshops may not promote commercial interests. Feedback from delegates informs that our audience prefers interaction in this type of session. They expect to get practical ideas and suggestions for their classroom practice. For these reasons, workshops are the preferred sessions in the conference, and this will be taken in consideration during the selection phase.

c) Commercial presentation (60 minutes) - just available to our sponsors: Commercial presentations may be delivered in a presentation or workshop format to introduce new teaching materials or products, or to show how to best exploit a teaching resource. All commercial presentations must focus on at least one of the main topics of the conference.

Submission of proposals

All proposals must be submitted online. Presenters will be asked to provide the following information:

1. Details of presenter(s)

Name, institutional affiliation and contact details (email and telephone number are mandatory fields). If there is more than one presenter (maximum of 3), only the first presenter will be contacted regarding the status of the proposal.

2. Biodata

Your biodata (maximum of 50 words per presenter, written in third person) will be published in the conference programme. **Please proofread your text before submitting, as it will not be edited.**

3. Title of session

Your title can be a maximum of 10 words.

4. Abstract

Your abstract (between 50 and 100 words) must clearly reflect the content of your session, as this is what attendees will read in the conference programme. **Please note that abstracts will not be edited.**

5. Summary

Your summary (180 to 250 words) should outline exactly what you intend to present and how your presentation is structured. Summaries will be read by proposal reviewers only and will not be printed in the conference programme.

6. Format of session

Select an appropriate format (presentation, workshop or commercial presentation). Please remember that all sessions are 60 minutes long and that all presenters must stick strictly to the allocated time.

7. Content focus

Select up to two conference topics to indicate the content focus of your session. If you select 'Other', please provide a clear description of your focus.

8. Equipment needs

You must specify any equipment requirements for your session. Please take into consideration that:

- laptops and data projectors will be available in every room at no cost.
- video and sound equipment can be made available only if booked in advance.

Criteria for selection

All abstracts will be reviewed by an academic committee. The committee will judge the proposals based on academic merit and evidence of clear planning. Proposals will also be chosen in order to achieve a balanced programme.

In order to be considered for inclusion in the conference programme, proposals must:

- Be submitted **online** before **Thursday 31 October 2019**.
- Refer to at least one of the **The conference topics**
- Clearly communicate what the speaker is going to talk about.
- Outline the structure of the session.
- Mention the intended audience and state how the session will be relevant to them.
- Indicate whether the session is theoretical, practical or a combination.
- Explicitly state if any commercial materials will be used or promoted.
- Show that presenters are experts in the topic they will address.
- You must not have given this session, or a version of this session, at a previous BBELT or any other conference in Mexico.
- It is likely that you will be contacted for an interview by a remote connection.

Sharing your information

By submitting your proposal, you will be agreeing that BBELT shares your Name, and Email address with the following people:

- Your Name and Email address will be passed to our Conference Programmer and, if selected to present at the conference, these details will be in the Conference Programme, on our website and on our Conference App.
- Your Name and Email address will be passed to our Special Interest Groups (SIGs) for consideration to be part of a SIG Showcase. If selected, your Email address will be passed to the relevant SIG Coordinator to enable them to contact you.
- Your presentation may be filmed, and if we include your presentation on the filming schedule, your Name, and Email address will be passed to the Conference Online Team to enable them to contact you. The recorded presentations could be included in the annual BBELT's video.

Acceptance of proposals notification

You will receive an email of acceptance or rejection of your proposal on **Monday 18 November 2019**.

Conference fee

Speakers whose proposals are accepted will be offered a special speaker fee (\$1,100.00 MXN). This reduced fee will only apply to **speakers** who **register before Friday 20 December 2019**.

Speaker cancellations

Please inform the conference organizers of any cancellations by **Friday 29 November 2019**, so that the conference committee can inform speakers who are on the reserve list.

Contact

If you have any questions, please email us at BBELT2020@britishcouncil.org