Speaker Proposal Guidelines

Essential reminders	
Conference dates:	Friday 19 and Saturday 20 February 2016
Deadline for submission of speaker proposals:	Monday 30 November 2015
Communication of acceptance of proposals:	Monday 21 December 2015
Deadline for speakers to pay the conference fee:	Monday 11 January 2016

Information

The "Best of British English Language Teaching" conference (BBELT) will gather ELT experts from Britain and Mexico to disseminate best practices in all areas of ELT.

We expect to welcome over 800 conference delegates, including pre-primary, 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 and institutes from across the country.

We are looking for speakers who are leaders in promoting best practices in their field of expertise. **Speakers must submit their proposals online** by Monday 30 November 2015 to **qualify for the speaker conference fee.**

The conference programme

The programme must ensure a balanced coverage of ELT topics likely to appeal to the majority of conference delegates. The main conference theme, "To teach or not to teach" will have the following topics:

- English as a Lingua Franca, the role of English in the world today, Global English
- New directions in independent learning (autonomy, technology assisted learning, self-access resources, learner training)
- Distance education (online/remote/blended learning, teaching and training)
- Curriculum reform and implementation
- Using materials and resources effectively (with an emphasis on literature)
- Testing and evaluation
- Teacher training and continuing professional development
- Equality, diversity and inclusion in ELT

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

b) Workshop (60 minutes): Should focus on one of the main areas of the conference and must 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.

c) Commercial presentation (60 minutes): May be delivered in a presentation or workshop format, and introduce new teaching materials or products, or show how to best exploit a teaching resource. All commercial presentations must focus on one of the main areas 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 must be a maximum of 10 words.

4. Abstract
Your abstract (between 50 and 100 words) must clearly reflect on 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. Type 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 time they are allocated.

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 you will need for your session. Consider 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.
- Internet access will be available only if booked in advance and at a cost for the speaker ($150 MXN).

Criteria for selection

All abstracts will be reviewed by the Selection Committee and marked by two Academic Referees who are practitioners in the area of your topic. Referees will judge the proposals based on academic merit and evidence of clear planning. Proposals will also be chosen in order to present a balanced programme.

In order to be considered for inclusion in the conference programme, proposals must:
- Be submitted online before Monday 30 November 2015.
- Refer to at least one of 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.

Notification of acceptance of proposals

You will receive notification of acceptance or rejection of your proposal by email or telephone by Monday 21 December 2015.

Conference fee

Speakers whose proposals are accepted will be offered a special speaker fee ($1,000).
This reduced fee will only apply to **speakers** who **register before Monday 11 January 2016**.

Contact

If you have any questions, please email us at mxbbelt2016@britishcouncil.org