

LEARNING COMMUNITIES

TESOL Italy's 39th National Convention
Rome, November 14-15, 2014

**Content and Language: Perspectives and Practice
Fostering Inclusive Education
Competencies for New Generations**

STEPS IN SUBMITTING A PRESENTATION PROPOSAL

Please return the Call for Papers (CFPs) form to TESOL Italy no later than **June 6th, 2014**. You may submit it using one of the following methods: 1) e-mail (tesolitaly@gmail.com), 2) fax (+39) 06.4674.2478, or 3) regular mail (Via Boncompagni 2, 00187 Rome) or you may submit the online version at: www.tesolitaly.org. In preparing your proposal, please bear the following in mind.

1. **Adapt** your presentation either to the convention theme or one of the subthemes.
2. **Submit** just one proposal.
3. **Print** or **type** clearly.
4. **Provide** all the requested information. Incomplete proposals will not be accepted.
5. **Respect** word/character limits for title, biodata, abstract and summary especially for online proposal submissions.

PLEASE NOTE

1. **TESOL Italy is unable to reimburse speakers for expenses. All presenters are kindly requested to pre-register for the convention and cover required fees (membership and participation fees), thereby establishing membership in TESOL Italy.**
2. All rooms will be equipped with PC and Video Beam. (Preparing back-up materials, in case of technical problems with computers, is recommended).
3. The time allocated for each presentation is 45 minutes.
4. Types of presentations:
Workshop: speaker introduces a topic with a mini-lecture, and guides active participation of the audience;
Talk: speaker describes and discusses theoretical/practical issues related to the themes of the convention;
Demonstration: speaker shows how certain materials, techniques etc. can work in a classroom setting;
Panel: three or more speakers present their ideas on a topic followed by a Q&A session with the audience;
Poster session: speaker stands by the poster with pictures, charts and/or realia, and shares ideas with attendees;
Commercial presentation: speaker promotes materials published and advertised at the - Book Exhibition.
5. **Professional/ Biographical background** Please avoid references to personal websites, lists of course-books or other personal commercial activities as they will be removed in the editing phase.

Please note that TESOL Italy will not accept proposals which do not conform to the above guidelines.

