

PRELIMINARY BROCHURE

# GLASGOW

4 - 7 APRIL 2017

# 51<sup>ST</sup>

ANNUAL  
INTERNATIONAL  
IATEFL  
CONFERENCE AND  
EXHIBITION

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**51<sup>st</sup> iatefl**  
CONFERENCE 2017  
GLASGOW

*Bringing the world to  
the classroom and the  
classroom to life*

[NGL.Cengage.com/ELT](http://NGL.Cengage.com/ELT)

A member of the  
Untouchable caste  
working at a rock quarry  
in Bihar, India.

PHOTO: WILLIAM ALBERT  
ALLARD

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# GENERAL INFORMATION

IATEFL's 51st Annual International Conference and Exhibition will be held at the Scottish Exhibition and Conference Centre (SECC) in Glasgow, UK

Glasgow is a port city on the River Clyde in Scotland. It's famed for its Victorian and art nouveau architecture, a rich legacy of the city's 18th-20th-Century prosperity due to trade and shipbuilding.

Glasgow offers a blend of museums and galleries, stunning architecture and a diverse array of restaurants and bars.

Attractions include the Glasgow Science Centre, the Museum of Piping at the National Piping Centre and numerous Art Galleries and Museums.



The IATEFL Conference is a four-day event that takes place in the UK every year. This year it will take place from Tuesday 4th April - Friday 7th April 2017.

The Conference brings together ELT professionals from around the world to discuss, reflect on and develop their ideas. It offers many opportunities for professional contact and development and is a great networking event. It involves a four-day programme of over 500 sessions including forums, poster presentations, talks and workshops.

14 Pre-Conference Events (PCEs), organised by our Special Interest Groups, plus IATEFL's Associates' Day, will take place on Monday 3rd April.



ELT Resources Exhibiton 2016

A photo at the IATEFL stand, job opportunities, access to the latest ELT resources, books, course providers, publishers and ELT games, a conversation with an expert in your field or a small presentation with a cup of coffee and a snack or just a meeting place to catch up with your old friends and socialise. These can all be found in the ELT Resources exhibition that takes place alongside the IATEFL conference in Glasgow 2017, from Tuesday 4th-Thursday 6th April. The exhibition is free for all to enter and it is definitely something that is not to be missed.

If you have an interest in exhibiting at the IATEFL conference and would like to know about the changes we have implemented into the packages please email [exhibition@iatefl.org](mailto:exhibition@iatefl.org). Alternatively the exhibition manual will be published on our website from September 2016.

## Plenary Speakers

This year at the IATEFL Conference there will be five stimulating plenary sessions. These sessions will be presented by the following speakers:



Imtiaz Dharker



Gabriel Diaz Maggiolo



Sarah Mercer



Jane Setter



JJ Wilson

## Getting to Glasgow

### Venue address

The Scottish Exhibition & Conference Centre (SECC), Exhibition Way, Glasgow G3 8YW

For information on getting to Glasgow and the venue, as well as local travel information, please visit [www.secc.co.uk](http://www.secc.co.uk).

## Accommodation

Reservation Highway has arranged accommodation at various hotels in Glasgow, with different price bands from which you can choose. To reserve accommodation at your preferred hotel, we strongly recommend that you book as early as possible.

To book accommodation, please go to [www.iatefl.org/annual-conference/glasgow-2017](http://www.iatefl.org/annual-conference/glasgow-2017). Scroll down to where there is a link to book online and look at the hotels available.

If you have any queries, please email [admin@reservation-highway.co.uk](mailto:admin@reservation-highway.co.uk) or telephone +44(0)1423525577. If you do not receive confirmation one week after making your booking, you are advised to contact Reservation Highway at the above email address or telephone number.

## Booking for Conference

Bookings for the Conference and/or a Pre-Conference Event (PCE) can only be made online. Please read the information in this brochure before going online at:

[www.iatefl.org/annual-conference/glasgow-2017](http://www.iatefl.org/annual-conference/glasgow-2017)

Book early to take advantage of our early bird rate, which applies if full payment is received by 12th January 2017. Entrance to the exhibition and Jobs Market Fair is free and does not need to be booked.

The Conference fees are:	IATEFL Member	IATEFL Student Member*	Non-Member
Early bird rate: (booking submitted and full payment received on or before 12th January 2017)	£160	£100	£222
Standard rate: (booking submitted and full payment received after 12th January 2017)	£208	£117	£265
Single-day attendance fee: **	£90	£53	£106
Half-day attendance fee: (Friday 7th April 2017)	£40	£28	£50
<b>Pre-Conference Event (PCE) fees are:</b>			
Early bird rate: (booking submitted and full payment received on or before 12th January 2017)	£65	£65	£81
Standard rate: (booking submitted and full payment received after 12th January 2017)	£78	£78	£93

\* This rate applies only to delegates with Student Membership of IATEFL.

\*\* If you are attending for two or three days but the four-day rate is cheaper, please select the lower four-day rate when booking. You do not need to indicate on which days you'll be attending if you pay the four-day rate.

## Joining IATEFL

If you wish to **join IATEFL** in order to take advantage of the reduced members' rate, please join online at [www.iatefl.org](http://www.iatefl.org) or email [membership@iatefl.org](mailto:membership@iatefl.org) for a membership form. Please note that it can take up to two working days for your membership to become active.

## Non-speaker delegates

Please make every effort not to leave your conference booking until the last minute as the IATEFL Office will be fully committed to conference arrangements from March 2017. Unless we receive your online booking by 15th March 2017, you will need to book on arrival at the venue.

European funding might be possible to help with conference attendance costs. For details, visit the Education and Training website at <http://ec.europa.eu/programmes/erasmus-plus/>

## Local delegates

For the last 24 hours of the conference (lunchtime Thursday to Friday afternoon) we allow local ESOL and EFL professionals, who live in Scotland and are unable to make the whole conference, the opportunity to attend the conference and exhibition for the final 24 hours. This allows local delegates to visit the resources exhibition on Thursday, attend presentations, attend an evening event, watch two stimulating plenary sessions on Friday and network with fellow ELT professionals from around the world. How to book: when you book online, there is a tick box under the 'Conference Fees' for 'Local Delegate'. Alternatively, you can book onsite from 1300 hrs on Thursday 6th April.

The fee for a local delegate is £57

## Invitation Letters for International Delegates

Delegates who require an invitation letter in order to make travel visa arrangements should first make a conference booking online at [www.iatefl.org/annual-conference/glasgow-2017](http://www.iatefl.org/annual-conference/glasgow-2017). Under the *Personal Information* section, tick the box 'invitation letter required' and fill in your passport number where indicated. Please ensure you have filled in your full name, postal address, nationality, passport number, and your email address in the correct fields.

Please note that invitation letters are only for overseas delegates who require an invitation to assist with their travel visa application.

## Cancellations and Insurance

Cancellations of Conference and PCE bookings received before 1st March 2017 will incur a 50% cancellation charge. Cancellations after this date will not be refunded. We strongly recommend that delegates purchase insurance to cover any cancellations and losses that may occur whilst they are away from home.

## Presenters' Information

Prospective presenters must be current members of IATEFL at the time of submitting their proposal. Proposals may be for talks, posters, workshops, panel discussions, or as a contribution to a forum, a symposium or the Interactive Language Fair.

Speakers book as a delegate at the time of submitting their online speaker proposal (**deadline 9th September 2016**), so there is no need to book again. Payment can be made at a later date but all accepted presenters must pay the conference fee by **15th December 2016**.

Joint presenters must also book online for the conference by 9th September. The online form will ask for your 'main' presenter's Booking Code. Please obtain this code from them before going online so that your record can be included in the presentation. Please read section 13 of the speaker proposal guidelines for more information.

We will let you know whether your proposal has been accepted at the end of **November 2016**.

**All** speakers must pay the **full four-day** conference fee by **15th December 2016**. Presenters who have

not paid by then will be removed from the programme. If you will not be able to make the conference, please let us know ASAP so we can assign your slot to someone on the waiting list. Please refer to the 8-page Speaker Proposal Information, Speaker Proposal Criteria and Speaker Proposal Guidelines before going online to submit a speaker proposal.

**Speaker proposals must be submitted online at:  
[www.iatefl.org/annual-conference/glasgow-2017](http://www.iatefl.org/annual-conference/glasgow-2017)**

**Deadline: 9th September 2016 (1600 hrs UK time)**

## Conference Times

### Monday 3rd April - Pre-Conference Events & Associates' Day

- 0800-0945 The registration desk is open for PCE delegates. (Conference delegates can register from 1300)
- 1000-1700 Associates' Day takes place (invited representatives)
- 1000-1700 PCEs take place
- 1300-1800 The registration desk is open for conference delegates

### Tuesday 4th to Friday 7th April - The four-day conference & exhibition

- 0800-1730 The registration desk is open
- 0815-0845 How To ... sessions
- 0830-1730 The exhibition is open (Tuesday 4th-Thursday 6th)
- 0900 Plenary sessions start
- 1830 Conference days end at approximately 1830, followed by evening events.

## Scholarships

Each year IATEFL offers a great range of conference scholarships to enable teachers/trainers/ELT professionals the opportunity to attend the IATEFL Annual Conference in the UK.

Any new developments will be highlighted in the monthly IATEFL eBulletin and on our website. IATEFL would like to thank all of our scholarship sponsors for their generous support.

The latest information and a full list of these conference scholarships, available to both IATEFL members and non-members, can be found online at:

[www.iatefl.org/scholarships/current-list-of-scholarships](http://www.iatefl.org/scholarships/current-list-of-scholarships)

The Scholarship application deadline is **21st July 2016** at 4pm, UK time



Scholarship Winners & Sponsors in Birmingham, 2016

## IATEFL Patron



Meet the Patron – David Crystal will be at the IATEFL exhibition stand during the conference.

If you would like to say hello or have a question for David, please join us there for this unique opportunity.

## IATEFL Jobs Market Fair

The IATEFL Jobs Market Fair is a valuable forum for connecting employers with talented ELT professionals from around the world. It demonstrates IATEFL's commitment to supporting our members in their own professional development, as well as our aim to extend our reach and bring new members into the IATEFL community. The fair offers conference delegates, and the wider public, opportunities to explore career moves within the English language teaching industry, and time to meet face to face with potential employers. Jobseekers should visit [www.iatefl.org](http://www.iatefl.org) to preview jobs online and apply for posts pre-conference. Successful candidates may be invited to interview during the conference.

Recruiters who would like to participate in the IATEFL Jobs Market Fair in Glasgow can view the package information at [www.iatefl.org](http://www.iatefl.org) or email [jobsmarket@iatefl.org](mailto:jobsmarket@iatefl.org). There are a range of opportunities for advertising roles online, on our Jobs Boards and interviewing candidates during the conference.

## British Council / IATEFL Glasgow Online

Working together with the British Council we are proud to be able to make the conference accessible to a large global community

of teachers and educators, both members and non-members, through Glasgow Online. Remote delegates will be able to watch live video sessions and recorded highlights of the conference on the Glasgow Online website and access a wide range of multimedia resources including video, audio and PowerPoint presentations of selected sessions. Online delegates will also be able to share their ideas around the content presented and follow the main conference themes. Glasgow Online will also feature video interviews with conference presenters and onsite delegates who will share their thoughts and experiences with the online community.

Coming to the conference in person isn't possible for all of our members, so we hope that Glasgow Online will be a very good alternative for those unable to attend.

Please see <https://iatefl.britishcouncil.org/> for more information





# SPONSORSHIP OPPORTUNITIES

## Think about your commute to work today

Whether you travelled in by bike, car, train, or walked, you were exposed to advertising on your commute.

## Think about your day at the office

The pens on your desk, the paper you write on, the emails you receive or the post you get, you were exposed to advertising at your job.

## Think about your evening at home

The dinner you make, the Television you watch, the newspaper you read or the messages you receive, you were exposed to advertising in your home.

In today's world the average person is exposed to between 3,000 to 20,000 advertisements, messages and brands a day.

Advertising has become limitless, and this has made it difficult for companies to stand out in the countless blur of advertisements and brands every day and find effective ways of communicating with their desired audience.

## Focus your marketing

In Birmingham 2016, IATEFL hosted more than 2600 delegates from 105 different countries, all of which came from the ELT industry. IATEFL has created opportunities for your company to maximise the exposure and impact of your brand to this highly specialised international audience.

We have created different sponsorship packages to offer you more choice, as we know that no two companies are alike. With so much variety, your company can choose the package that suits your marketing strategy and your budget. IATEFL is also open and flexible to suggestions, changes or additions that you would like to the packages, to ensure that the sponsorship works for you.

To begin a dialog about what you need from us, and for more information on the packages and the benefits you receive for being a sponsor at one of the world's largest and most dynamic ELT conferences, please email Lisa Duckworth at: [sponsorship@iatefl.org](mailto:sponsorship@iatefl.org).

Out of the 3,000 messages that you were exposed to today, make sure that you remember this one! Sponsoring IATEFL will help your company, your brand and your product reach new levels in the ELT world!

## Programme Information

### How to ... sessions

The How to ... sessions are 30-minute practical talks that take place from 0815 to 0845 before the start of the main conference day. They are designed to give delegates advice and tips on a range of specific topics and skills areas, such as presenting at international conferences, writing for publications, etc. The How to ... sessions on Day 1 (Tuesday 4th) are aimed at helping new delegates make the most out of the conference.

### Signature events

The signature events are hosted by major ELT institutions and publishers. They are designed to showcase expertise and throw light on state-of-the-art thinking in a key area which is relevant to the particular institution or publisher. The signature events provide a unique opportunity for delegates to find out about upcoming trends, learn about new areas of research, and engage with well-known, international experts in exciting and often controversial topics. The signature events vary in format and include talks, panel discussions and debates.

### IATEFL SIG Days (Special Interest Group Days)

Special Interest Group Day presentations give delegates the opportunity to follow talks and workshops during the main conference in the area of their interest. Each SIG Day includes an Open Forum which all delegates are welcome to attend in order to find out more about the SIG, its events and its committee.

**Don't forget important deadlines on page 16.**

## Contact Us

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# PRE-CONFERENCE EVENTS

Pre-Conference Events (PCEs), organised by all 16 IATEFL Special Interest Groups (SIGs), will be held on Monday 3rd April 2017 specifically for delegates who wish to concentrate on a particular topic. PCEs are planned as professional development days and participants will receive a certificate of attendance.



PCEs must be booked online at [www.iatefl.org/annual-conference/glasgow-2017](http://www.iatefl.org/annual-conference/glasgow-2017)

The online booking form has been designed for delegates who wish to attend a PCE, the main conference, or both. You don't need to be a member of a particular SIG to attend their PCE; all are welcome - members and non-members. Please note that PCEs are full-day events so delegates can therefore only book one PCE. We recommend that delegates book early for a PCE as there are limited places available. Places will not be confirmed until full payment is received.

PCE Fees	IATEFL Member	Non-Member
<b>Early Bird rate:</b> (booking & full payment received on or before 12th January 2017)	<b>£65</b>	<b>£81</b>
<b>Standard rate:</b> (booking & full payment received after 12th January 2017)	<b>£78</b>	<b>£93</b>

A light lunch is provided for PCE delegates. If you have any dietary requirements, please email [IATEFL\\_generalenquiries@iatefl.org](mailto:IATEFL_generalenquiries@iatefl.org)

## This year's Pre-Conference Events are:

- BE SIG** - Which skills? Which English?
- ES(O)L SIG** - International approaches to English language teaching
- ESP & TEA SIG** - Testing ESP and EAP: Approaches and Tensions
- GI SIG** - English for Peace: is language a force for good in an unstable world?
- IP&SEN SIG** - Inclusion in Action
- LA SIG** - Affective Dimensions in Language Learner Autonomy: From Theory to Practice
- LAM SIG** - Ethical and Effective Recruitment and Induction
- LT SIG & TD SIG** - unLimiTeD professional development with technology
- LMCS SIG & C-Group** - Light, camera, action! Using films for English language learning
- MaW SIG** - Nuts and bolts: practical considerations for the ELT materials professional
- Pron SIG** - Pronunciation teaching then and now
- RE SIG** - Researching ELT History: A Hands-on Workshop
- TTEd SIG** - How to plan, deliver and evaluate effectively CPD (Continuing Professional Development) programmes for teachers
- YLT SIG** - 21st Century Values Education in Teaching English to Young Learners

## Preliminary Details of the PCEs

### Business English Special Interest Group PCE

#### Which skills? Which English?

Helping learners to develop the language, business and intercultural skills for an ever-changing business world.

The aims of the IATEFL BESIG Pre-Conference Event are to:

- identify the business skills, soft skills and intercultural skills that our business English learners need to develop to be able to function effectively in international business.
- consider the role that English as a Lingua Franca plays in the international business environment and examine trainer attitudes towards errors and feedback.
- question what skills trainers need to have in order to be able to help our learners develop the relevant skills in our learners.
- look at the materials available to both learners and trainers which can be used to develop learners' language, business and intercultural skills

Six experienced business English practitioners will guide participants through each of these topics, presenting their own ideas but also encouraging discussion and self-reflection. The speakers will also suggest activities that can be used with learners to help them develop these skills.

### English for Speakers of Other Languages Special Interest Group PCE

#### International approaches to English language teaching

Governments often have a major say in the teaching of English to migrants and refugees. Priorities, funding and methodologies come and go. In this year's ESOL SIG pre-conference event we will focus on how well these initiatives promote the effectiveness of teaching and learning, and how we can make them work. We will use examples from countries such as Scotland, Ireland, the UK and the US to review what approaches work well for students and teachers. Come and join us, it should be an interesting day!

### English for Specific Purposes & Testing, Evaluation and Assessment Special Interest Groups Joint PCE

#### Testing ESP and EAP: Approaches and Tensions

- What role does assessment play in ESP and EAP?
- What is the influence of English as a lingua franca in tests of ESP and EAP?
- How can formal summative testing help to evaluate the effectiveness of ESP and EAP courses or programmes?
- How do the expectations of educational institutions and employers differ in terms of tests and assessment?
- How can we ensure positive washback in ESP and EAP tests?
- To what extent are local and international standards important in the assessment of ESP and EAP?

The PCE aims to explore these questions and other similar issues on the theme. It will bring together a diverse range of researchers and practitioners in professional, vocational and academic English to

share their views and practices and show their application in several EAP and ESP contexts.

Format of the PCE:

The PCE Day will allow interaction throughout the day and give the audience time to interact and share views and we therefore invite proposals in a variety of formats:

- Papers: 20 minutes followed by a 10-minute discussion,
- Forum with 3 presenters: 3 x 10-minute presentations in total followed by a 10-minute discussion.
- Debate with 3 presenters: 30 minutes total.

All contributions are welcome as presenters and whilst all proposals will be considered, we may not, because of the diverse nature of the event, be able to accept all proposals. Deadline for submission of papers: 15 November 2016.

All proposals and enquiries should be addressed to: Aysen Guven [espsig@iatefl.org](mailto:espsig@iatefl.org), Judith Mader and Neil Bullock [teasig@iatefl.org](mailto:teasig@iatefl.org)

## Global Issues Special Interest Group PCE

### English for Peace: is language a force for good in an unstable world?

We're all aware of global conflicts and the impact that these can have directly on students' education. We read daily about the lives of people that have been turned upside down by instability in their communities. How are teachers and trainers managing in these challenging circumstances? Furthermore, what can we do in our classrooms to raise our students' awareness about such issues and provide opportunities for exploring these areas in more detail?

If you would like to find out more about how you can positively address these problems then come to the Global Issues SIG PCE entitled English for Peace: is language a force for good in an unstable world? Whether it's through initiatives such as the English for Peacekeeping project or the use of English as a lingua franca in countries with a number of local languages we'll be discussing the role of language in terms of conflict resolution, reconciliation and mutual understanding. We will think about how we as educators can contribute to peace in the world through both awareness-raising in English classes and how we work in class e.g. developing cooperation more than competition.

We have a fascinating range of speakers and facilitators to inspire you: Nick Bilborough (talking about the Hands-up Project in Palestine), Kieran Donaghy (presenting his work on developing empathy through short films), Julie Pratten (facilitating a session on English for social change), Judy Boyle (presenting on how to develop understanding and involvement in anti-slavery through The No Project), Avgi Vafeidou (Peacejam projects in class in Greece and Turkey), Margit Szesztay (peace through collaboration in the classroom), Lone Goulani Bendixen (sharing her experiences of working on the Grammar for Peace-building project in Kurdistan and the Zaatari refugee camp, Jordan), Julietta Schoenmann, Linda Ruas and others.

Looking forward to seeing you there!

## Inclusive Practices and SEN Special Interest Group PCE

### Inclusion in Action

The first PCE offered by the newly-formed Inclusive Practices and SEN SIG (IP&SEN SIG) will be an opportunity to find out more about the wider issues of inclusion in language teaching.

The day will start with a panel discussion laying out the main aspects of inclusion that English

language teachers feel are important to consider in practice, and the underpinning principles of inclusive practices will be explored. Contributions from practitioners in several countries will allow us to understand how these ideas are understood in different contexts.

Following this, a programme of workshop sessions and talks will cover topics such as inclusive language use, neurodiversity, raising awareness and self-esteem, and the all-important practical activities and techniques that teachers can implement in any teaching situation, such as scaffolding and differentiation.

More details will be available later this year.

## **Leadership and Management Special Interest Group PCE**

### **Ethical and Effective Recruitment and Induction**

One of the key roles of the manager is recruiting the right staff – and for academic managers this will usually mean recruiting effective teachers who fit well into the organisational culture. There are many stages to this process – all the way through from initially identifying an organisational need to providing appropriate orientation to the person hired.

In this interactive workshop we will look at some of the key – and perhaps most difficult – parts of this process:

- Attracting the best teachers
- Ensuring you have a non-discriminatory recruitment policy that works in practice
- Obtaining the essential information from candidates at the application stage
- Providing candidates with the necessary information about the job
- Interviewing – both face to face and at a distance – ensuring that interview criteria, questions and tasks help you select the right candidates
- Induction – providing staff with the best possible information about the post, the organisation and the professional support and resources available.

Participants can expect to challenge the way they currently conduct the recruitment and induction process and take away new ideas or practices to improve how their LTO operates in this area.

## **Learner Autonomy Special Interest Group PCE**

### **Affective Dimensions in Language Learner Autonomy: From Theory to Practice**

We are glad to be able to announce that this time our Pre-Conference-Event (PCE) will start out with a plenary talk by Scott Thornbury, (The New School, NY) – ‘Taking the bull by the horns: defossilizing my Spanish’. It will be based on his personal experience of how he sought to become a more autonomous learner of Spanish, and how affective factors impacted on this decision. Reference will be made to the relevant literature on fossilization, affect and autonomy.

Later in the day Scott will follow up on his talk by running a workshop in which participants brainstorm practical approaches to some of the issues he has raised, when developing learner autonomy, such as anxiety, motivation, willingness to communicate, self-esteem, attitude, and identity formation.

In addition, the day will include short talks as well as poster presentations also covering issues of theory as well as practice – in connection with affective dimensions related to language learner autonomy. And there will be ample time for questions, answers and discussions on the issues raised. As is usual the case at our PCE, the success of the whole day depends utterly on participants’ active involvement.

## Learning Technologies Special Interest Group & Teacher Development Special Interest Group Joint PCE

### unLimiTeD professional development with technology

Teachers are passionate about what they do and have the desire to develop as professionals. Yet to succeed in this requires dedication, motivation, and, perhaps most importantly, know-how. Moreover, teachers are faced with growing demands from stakeholders to hone and develop their skills, especially in the area of technology. Feeling pressured to use resources that may not have been part of their original training, teachers may want to learn how to assess their own technological skills. Not knowing where to begin, we can often feel overwhelmed and lost. To help counteract this, we are bringing together LT and TD SIGs to explore how to help one another harness technology and introduce you to the concept of unLimiTeD professional development.

Sharing the expertise of two of IATEFL's Special Interest Groups, our one-day mini-conference offers something for all teachers wanting to explore technology and teacher development.

The morning will provide a selection of short plenary talks that aim to equip teachers with a framework to assess their own capabilities with technology, as well as to point them in the direction of where to turn to develop.

The afternoon will provide case studies and hands on practical examples of technology in use as a TD tool. We end the day by sharing what we've learned in an open space environment to help us draw up our own action plans for taking technology back to our educational context.

Come and see how just how unLimiTeD technology and teacher development can be.

**NB: This event is offsite at a venue within 10 minutes walk of the SECC.**

## Literature Special Interest Group & Creativity Group Joint PCE

### Light, camera, action! Using films for English language learning

The day will offer participants a series of talks and workshops on how to explore films with English language learners. The presenters will share ideas on how films can be used both inside and outside the classroom to promote language awareness, critical thinking and the development of the four skills as well as tools for the fostering learner autonomy and independent learning skills.

This will be a joint event with the Creativity Group (C Group), whose members will be among the presenters. Talks and workshops will be delivered by experienced teachers, renowned ELT teacher trainers, and experts in the field of Film Studies.

## Materials Writing Special Interest Group PCE

### Nuts and bolts: practical considerations for the ELT materials professional

Now you've decided to work in the ELT materials field and you've got the basic skills to write and edit great rubrics, exercises and texts, what's next? In this highly informative PCE, we will delve into the business side of becoming an ELT materials professional. Do you know how to negotiate the best deal for you? Do you understand the publishing process and how to have the best working relationship with your editorial team? Do you have a good understanding of the challenges facing publishers and how, as a writer or editor, you fit into the bigger picture?

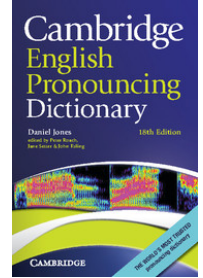
If you're new to the business, or if you've been writing or editing for many years, the MaWSIG 2017 PCE

will be a day of learning, sharing and networking with a wide range of people from the ELT materials writing community. Hear from experts in their field giving their well-tested advice and ideas to help you become the best materials professional you can be.

## Pronunciation Special Interest Group PCE

### Pronunciation teaching then and now

To celebrate the 100th anniversary of the publication of Daniel Jones' landmark English Pronouncing Dictionary, we will be exploring a century of trends and changes in pronunciation teaching through a day of talks and workshops. Featured presenters include the editors of the current edition of Daniel Jones' dictionary (Cambridge English Pronouncing Dictionary, 18th Edition), Peter Roach, Jane Setter and Robin Walker, an authority on pronunciation teaching and its role in teacher education.



Peter taught at the Universities of Leeds and Reading. He is the author of English Phonetics and Phonology (Cambridge University Press) and has been the principal editor of the Cambridge English Pronouncing Dictionary (in succession to Daniel Jones and A.C. Gimson) from the 15th edition to the present (18th) edition. He has been Emeritus Professor of Phonetics at the University of Reading since his retirement.

Jane is Professor of Phonetics at the University of Reading and a Senior Fellow of the UK Higher Education Academy. Her research interests are in phonetic and phonological aspects of Hong Kong English, speech prosody in clinical populations and English pronunciation and phonetics teaching and learning. She has presented at conferences and published in these areas, but is probably best known as the co-editor of Daniel Jones's English Pronouncing Dictionary (18th Edition 2011, Cambridge University Press).

Robin is a freelance teacher, teacher educator, and materials writer. He has been in ELT for over 30 years, and regularly collaborates with Trinity College London, and Oxford University Press. His main interests are teacher education and pronunciation, a subject on which he has published numerous articles. In 2010 he published Teaching the Pronunciation of English as a Lingua Franca, a title in the OUP Handbooks for Language Teachers series.

## Research Special Interest Group PCE

### Researching ELT History: A Hands-on Workshop

This one-day event aims to show how uncovering ELT history can provide useful new perspectives, both for our own professional practice and for the field more generally.

From an initial focus on participants' language learning and professional histories, we will consider broader historical findings in order to better situate ourselves as individuals and as a profession. On this basis, we will consider historiographical issues relating to the fallibility of memory and 'folk memory' and the reliability or otherwise of different kinds of secondary and primary sources.

There will be input on and practice in historical methods, with a particular focus on hands-on activities relating to oral history, textbook history and use of documents. The day-long workshop (led by Richard Smith) will be of interest and use to practising teachers and teacher educators as well as to students currently researching their own topics, historical or otherwise.

## Teacher Training and Education Special Interest Group PCE



## How to plan, deliver and evaluate effectively CPD (Continuing Professional Development) programmes for teachers

Many institutions provide their teachers with CPD programmes and opportunities but how effective are they? In this interactive workshop, we will discuss ways of:

- planning appropriate programmes using need analyses and other means
- assessing the training and developmental options available to teachers
- delivering effective CPD sessions
- evaluating the effectiveness of sessions and programmes.

## Young Learners and Teenagers Special Interest Group PCE

### 21st Century Values Education in Teaching English to Young Learners

Our Glasgow 2017 PCE focuses on 21st Century Values Education in Teaching English to Young Learners and is highly relevant for today's classroom practitioners, content developers, academic managers and teacher educators working with all Young Learner age ranges (Early Years / Primary / Lower Secondary / Upper Secondary).

Values Education in the 21st Century is about developing children's and teenagers' understanding of human, social, cultural and ethical values and teaching how to live as a responsible citizen in a rapidly changing, globalised world. Values Education is fast becoming a key component of many English language national curriculums, ELT syllabuses and international English language teaching materials in many countries.

In TEYLs, the 'Values' umbrella includes many powerful topic and content areas, such as:

- protecting the environment and animal rights
- personal values including positive self-esteem and identity
- community cohesion and harmonious social relationships
- celebrating diversity (age, ethnicity, gender, language, religion & belief)
- intercultural understanding, including fostering racial tolerance and respect

The ever increasing importance of Values Education in TEYLs reflects a growing concern worldwide to equip children and teenagers with life skills and attitudes to enable them to better navigate the complex and diverse world we live in.

Our PCE will provide an overview of the key drivers and obstacles involved in incorporating Values Education in TEYLs as well as a repertoire of practical, age-appropriate approaches, tasks and activities to enable you do so confidently. Ideas and inspiration for your classrooms, staffrooms, virtual learning spaces and training rooms will be priorities for the PCE.

Our provisional line up for the day will be:

- Opening Plenary
- Concurrent Workshops (focused on four different age groups)
- Panel Discussion (to capture learning from the workshops)
- Closing Plenary
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We look forward to seeing you in Glasgow!

## DATES FOR YOUR DIARY

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Open Now!

**Scholarship applications**

<http://www.iatefl.org/scholarships/current-list-of-scholarships>

Open Now!

**Speaker proposal & delegate booking**

<http://www.iatefl.org/annual-conference/glasgow-2017>

21st July 2016

**Scholarship application deadline**

<http://www.iatefl.org/scholarships/current-list-of-scholarships>

9th September 2016

**Speaker proposal submission deadline**

<http://www.iatefl.org/annual-conference/glasgow-2017>

November 2016

**Results** of the conference speaker selections will be emailed to all proposers

15th December 2016

**Speaker payment deadline**

12th January 2017

**Early bird payment deadline** for non-speaker delegates

15th March 2017

**Online conference booking closes**

(existing orders can be paid prior to arrival at conference and onsite bookings are welcome)

3rd April 2017

**Pre-Conference Events and Associates' Day**

4th-7th April 2017

**IATEFL's 51st Conference and Exhibition**

# SPEAKER PROPOSAL INFORMATION

The annual IATEFL conference is one of the key events in the global ELT calendar. The international nature of the conference provides a unique opportunity for all new and established IATEFL members to submit proposals for inclusion in a programme which reflects the diversity and variety of the profession. The conference also provides extensive opportunities for members to network professionally, whether formally as part of the conference programme, informally, or online.

**It is important that you read all these pages of speaker information, criteria and guidelines before going online to submit your speaker proposal, even if you have presented before at the IATEFL annual conference.**

Speaker proposals must be submitted online at  
[www.iatefl.org/annual-conference/glasgow-2017](http://www.iatefl.org/annual-conference/glasgow-2017)

The deadline for submitting a speaker proposal is  
**1600hrs UK time on Friday 9th September 2016**

The deadline for speakers to pay the conference fee is  
**1600hrs UK time on Thursday 15th December 2016**

You must have current IATEFL membership at the time of applying.  
You will be asked for your IATEFL membership number and password.  
Please email [membership@iatefl.org](mailto:membership@iatefl.org) before going online if - you have forgotten your number or password.

Please visit the website at [www.iatefl.org](http://www.iatefl.org) if  
- your membership has lapsed and you wish to renew  
- if you wish to join IATEFL

Please allow up to 48 hours (Monday to Friday) for your membership to become active.

## The conference programme

The quality and number of proposals submitted for selection to the conference programme increases every year. Feedback from delegates informs the current guidelines and the criteria for selecting proposals. The selection of proposals is made by the Proposals Committee. This follows a policy of inclusivity and aims to ensure that the conference programme includes a balanced representation of:

- first-time and established presenters
- ELT topics and professional concerns
- geographical regions and countries
- different professional associations and organisations
- different teaching contexts, including primary, secondary and further & higher institutions in the private and public sectors, business, ESP, ESOL, publishers, exam boards and other non-teaching organisations
- mainstream and alternative systems of education and development
- research and research in progress.

Visit [www.iatefl.org/web-events/qhow-toq-webinars](http://www.iatefl.org/web-events/qhow-toq-webinars)  
to watch Madeleine du Vivier's webinar on  
**How to write an effective IATEFL conference proposal**

# SPEAKER PROPOSAL CRITERIA

## Criteria for selection

In order to be considered for inclusion in the conference programme, your proposal must fulfil the following set of technical and content criteria.

### Technical criteria

#### 1 Length of Title

Your title must be a maximum of 10 words.

#### 2 Length of Abstract

Your abstract must be between 50 and 60 words.

#### 3 Length of Summary

Your summary must be between 200 and 250 words.

#### 4 Focus on Publications/Products

In your abstract, you must include the titles of any publications or products that will be focussed on in your presentation.

#### 5 Repetition of Information in the Summary

In your summary, you must not repeat your title or abstract or include any biodata.

#### 6 Repeat of Session

You must not have given this session, or a version of this session, at a previous IATEFL Annual Conference.

#### 7 Session Type

You must indicate whether you want to give a poster, a talk, a panel discussion, a workshop, present in a forum or in a symposium, or take part in the interactive language fair. The proposals committee will look at your preference but if you have selected talk or workshop, your presentation may be programmed as part of a forum or a symposium on a similar theme or in the Interactive Language Fair (see Types of Presentation in section 4 of the guidelines). Successful speakers will be informed of their session type in the acceptance letter emailed at the end of November.

#### 8 Length of Session

Forum presentation	20 minutes (including Q&A)
Symposium presentation	20-30 minutes (including Q&A)
Talk	30 minutes (including Q&A)
Workshop	45 minutes (including audience participation)
Panel discussion	65 minutes (including Q&A)
Poster presentation	10 minutes to present at their poster

#### 9 Audience Focus

You must indicate the audience focus (e.g., experienced, less-experienced).

#### 10 Content Categories

You must choose one or two content categories (e.g., BE, EAP).

## Content criteria

### 1 Focus

In your abstract and summary, you must clearly indicate whether the focus of your session is mainly theoretical, mainly practical, or a combination of both.

### 2 Clarity

Your title should communicate what you are going to talk about to your potential audience in the programme without being gimmicky or using unnecessary technical jargon. In your abstract and summary, you must clearly state exactly what you are going to talk about.

### 3 Content

It must be clear from your abstract and summary that you have something new to say or that you plan to shed some new light on a topic.

### 4 Relevance

In your abstract and summary, it must be clear how your audience can apply what you say to their own context. This is especially important if you are planning to describe a course, project or product, or if your presentation relies heavily on a description of a local situation.

### 5 Specificity

If your session is based on research, it must be clear in your abstract and summary that you are going to report on a completed study or on a significant phase that has been completed, rather than discuss general issues.

### 6 Audience

It must be clear from your abstract and summary that you have catered for the level of knowledge of your target audience which you have indicated in your choice of audience focus.

### 7 Structure

In your summary, you must clearly outline how you are going to structure and organise your session.

### 8 Coherence

Your session title, summary and abstract must clearly reflect each other.

### 9 Timing and Amount

For a talk or panel discussion, it must be clear in your summary that there is sufficient time for the audience to ask questions. For a workshop, it must be clear in your summary that there will be a substantial amount of time allocated for audience participation. If you are allocated to a forum or a symposium, you will be expected to adapt the content of your talk or workshop to the length of time allocated.

**You must read all 8 pages of the Speaker Proposal Information, Speaker Proposal Criteria and Speaker Proposal Guidelines BEFORE going online to submit your proposal**

# SPEAKER PROPOSAL GUIDELINES

## Guidelines for completing the proposal form

To ensure that your proposal qualifies for selection, please read the proposal information, proposal criteria and proposal guidelines. Your proposal will not be considered unless it meets the set of criteria and the guidelines and is submitted by the deadline of 16:00 UK time on Friday 9th September 2016. Full payment of the conference fee by accepted speakers is due strictly by 16:00 UK time on **Thursday 15th December 2016**.

### 1 Details of presenters

Please type your name and work affiliation carefully. This information will be printed in the Programme – for example “John Smith (University of Glasgow, UK)”. If the named person is unable to attend the conference, IATEFL will not allow another person to present your session in your place. Please type your email address carefully as we send all communication regarding your proposal and conference registration to this email address only.

### 2 Number of presentations and membership details

Speakers may submit only ONE proposal for a talk, workshop, poster, panel discussion or as part of a forum, a symposium or the interactive language fair. Due to the large number of proposals we receive, no one may be involved in more than one presentation.

Joint presenters must each submit their own individual record online before the deadline (9th September). Without a submitted record by the deadline, it will be too late to include them at a later date.

Please see section 13 of the guidelines for details on how to submit as a joint presenter.

Institutions may submit up to FOUR proposals as part of their membership (further proposals using the same membership number will not be possible).

You will not be able to proceed online to submit a speaker proposal without valid membership. If you have mislaid your membership number or password, or your membership has lapsed, please email [membership@iatefl.org](mailto:membership@iatefl.org) or telephone the IATEFL office. Please don't leave this to the last minute as you may not have time to submit a speaker proposal by 16:00 on 9th September. Please allow up to 2 working days (Monday-Friday).

### 3 Title of presentation

The maximum number of words in the title must be 10.

### 4 Types and length of presentation

#### Length

All presenters must stick strictly to the time they are allocated. IATEFL will end any sessions that continue over the allowed time.

Please see point 8 of the Technical Criteria above for session lengths.

#### Types

##### i) Forum

A forum is a special format that gives three speakers the opportunity to present together on a given topic, e.g., Forum on Extensive Reading. The 65-minute slot, led by a facilitator (either self-selected or invited by the Proposals Committee from one of the proposals) can be organised according to the needs of the group. Presenters have 20 minutes each, with 5 minutes extra for handover time between speakers. Speakers can either present alternately for 15 minutes followed by a 5-minute Q&A session, or present for 15 minutes each followed by a 15-minute group Q&A session. Please note that each

speaker must submit their own separate speaker proposal as three proposals make up a forum. All proposals for forums will be evaluated on an individual basis (not as a group) and must therefore meet all the technical and content criteria. If submitting as a group, please suggest a title for your forum and nominate which one of you will be the facilitator. In addition to speakers opting to be in a forum, the Proposals Committee may also invite speakers who have submitted talk and workshop proposals on the same topic to be part of a forum as appropriate.

### ii) Interactive Language Fair

The Interactive Language Fair (ILF) takes place twice during the conference for a period of two hours at a time. At the beginning, the two facilitators will give an introduction to the audience outlining each presentation. This is followed by each presenter presenting to small groups of interested delegates through a combination of handouts, posters and other realia at their individual ILF stand (each ILF stand consists of a poster board and a table). The ILF will end with questions with the audience.

You may display any material you like and bring your own laptop with a presentation or more interactive activities. (You'll need to operate your laptop in battery mode. There will not be any projection facilities nor wired internet access.)

Please bear in mind that members of the audience will want to visit several tables and that traditional presentations will be impossible in the space, so your approach should be to enable interaction with your display and to set things up in a way that permits your audience to drop in and move on as and when they wish.

Your abstract will appear in the Conference Programme and you can submit a report of your contribution to the Fair for consideration for Conference Selections.

### iii) Panel discussion

A panel discussion allows different people to present their views on a topic in a short space of time, after which the discussion is opened up to the audience. Panels are 65 minutes long. The number of speakers on a 65-minute panel must be four or five, with at least 20 minutes for discussion with the audience.

### iv) Poster

A special area will be set aside dedicated to posters. Posters play a major part in the conference, furthering IATEFL's aim of linking, developing and supporting ELT professionals worldwide. For this reason, all poster presenters are guaranteed acceptance, subject only to the normal criteria of membership, relevance to ELT, etc. The presenter must be present at the conference to provide further information about their poster. An electronic version of each poster displayed at the conference may be posted on the IATEFL website for 12 months following the conference. Poster presenters may submit a version of their poster for consideration for publication in Conference Selections. Posters may address any area relevant to ELT and can be minimum size A1 portrait (59.4cm wide x 84cm high) and maximum size 70cm wide x 1 metre high. This can be one poster or a collage. Poster presenters will be timetabled to present for 10 minutes at their poster during conference.

### v) Symposium

Symposiums are led by a convenor and include four to six other presenters. The purpose of the symposiums is to bring together speakers and audiences with common interests in a format that includes presentations and audience discussion, e.g., The use of L1 in the classroom or The psychology of language learning. Symposiums last for 2 to 2½ hours and presenters have 20-30 minutes each. Audience discussion is a very important element of this particular format and it is the responsibility of the convenor to ensure this is the case.

Speakers can either present alternately on an aspect of the topic for 15-20 minutes followed by a 5-minute Q&A session, or present for 15-20 minutes each followed by a group Q&A session. Please note that each speaker must submit their own separate speaker proposal. All proposals for symposiums will be evaluated on an individual basis (not as a group) and must therefore meet all the technical and content criteria. If submitting as a group, please suggest a title for your symposium and nominate which one of you will be the convenor. In addition to speakers opting to be in a symposium, please note

that the Proposals Committee may also invite speakers who have submitted proposals on the same topic to be part of a symposium as appropriate. If you would like your proposal to be considered for inclusion in a symposium, please tick 'symposium' under 'Type of Presentation'. Should your proposal not be chosen as part of a symposium, it will then be considered as a 30-minute talk for the wider conference programme.

## **vi) Talk**

A talk should describe what you are doing, or have done, in relation to theory and practice or may focus on commercial materials or products. Its content must be of relevance and use for delegates who work outside your local context. Talks are 30 minutes long. We strongly recommend that you focus on the most salient points (3-4 points max) of your subject matter, use visual aids during the session and include some interaction with the audience. We also request you allow adequate time for a question and answer session. If you would like to restrict the size of your audience, there is a place on the speaker proposal for you to indicate your preferred audience size.

## **vii) Workshop**

As opposed to a talk, a workshop must maximise active audience participation through experiencing and discussing tasks provided by the presenter. You must make clear when and how you plan to do this in your proposal summary, e.g. by giving a brief outline of activities that will involve the audience. Workshops are 45 minutes long. If you would like to restrict the size of your audience, there is a place on the speaker proposal to indicate your preferred size. We try to programme workshops in rooms with moveable furniture but cannot guarantee this.

## **5 Additional information**

### **i) Audience focus**

The details under Additional Information are coded in the programme to provide an initial filter for the delegates to decide if they would like to attend your presentation. Select "e" if you feel your presentation is aimed at delegates who are experienced in their field. Select "le" if you believe your presentation is aimed at a less-experienced audience.

### **ii) Materials focus and speaker affiliation**

Please indicate whether you are focussing on published or commercial products, and if you are talking on behalf of an institution, professional association, publisher or examination board. As a result of feedback, the speaker proposal asks you to indicate whether you intend to promote a book or product in your presentation. The Conference Programme will include both prod prom and pub as presentation categories. Prod prom means that the speaker is promoting a particular book or product. Pub means that the speaker is representing or sponsored by a publisher but not focussing on a particular book or product. Only presentations marked prod prom should promote particular books or products. You must mention the title of any product you are promoting in your abstract. This distinction aims to help delegates who want to know more about a book or product and prevent other delegates straying unknowingly into a presentation which they don't want to attend.

## **6 Content focus**

Please choose a maximum of two content categories which reflect the main focus of your presentation. The category you choose will appear in the Programme as another way of helping delegates to decide whether to attend your session. Please note that the category ES(O)L refers to provision for migrants and refugees. If your presentation is of a general nature please tick just the box General. The SIG Coordinators choose presentations for the SIG Days according to the category you tick. Please indicate if you do NOT wish your presentation to be included in a SIG Day. SIG Days enable IATEFL Special Interest Groups (SIGs) to showcase sessions delivered on topics of interest. The Proposals Committee or SIGs may change the content focus category that you tick if they feel it is not really relevant to that coding.



## 7 The abstract

Your abstract will appear in the Conference Programme. It is on the basis of this abstract that delegates will choose whether they wish to attend your session, or come to view your poster. Your abstract must therefore accurately reflect the content of your presentation. No abstract may contain an offer of free books or other materials, although titles of any publications or products that will be focussed on in your presentation must appear in the abstract. Abstracts must be 50 to 60 words in length.

## 8 The summary

All proposers are required to submit a 200-250 word summary. Poster proposals must indicate the topic area and structure of your poster. Other proposers must outline exactly what you are going to talk about in the session and how the session (or your part of the session if you are proposing to be part of a forum or symposium) will be structured. The summary will be read by the Proposals Committee as a basis for selection. The summaries will not appear in the Conference Programme. Do not repeat your title or abstract or include biodata in your 200-250 word summary.

## 9 Filming sessions for the online conference

IATEFL and the British Council work together to enable teacher audiences worldwide to participate in the IATEFL Conference via the internet. We will be offering video presentations of selected sessions as well as interviews with speakers and delegates. These sessions and interviews will be complemented by discussion forums and interaction with conference presenters via the website; this is all part of our online conference coverage for remote delegates. Please tick the box on the proposal form if you agree to your presentation being filmed. If you agree, and if your session is selected for filming, we will film your whole session which will then be posted on the Glasgow Online website. You don't need to do anything differently from what you would have done if your session hadn't been filmed. Please ensure that there is nothing in your presentation that may contravene copyright law. Your presentation may also be featured on the IATEFL YouTube channel or other IATEFL video sites. You will retain copyright of the talk itself and you can request that the video is removed at any point in the future. In the new year, we will email the presenters whose sessions are shortlisted for consideration to be included on the filming list.

Please note that NO filming will be allowed without prior written agreement from IATEFL.

## 10 Equipment

On your proposal please request any equipment you require. This will enable IATEFL to allocate your session to a relevant session room. IATEFL will NOT be able to accommodate requests at a later date. As the hire cost of equipment to IATEFL is extremely high, please only request equipment that you need and will actually use for your presentation. Please note that no equipment is provided in the room as standard so you must ask for it on your speaker proposal.

## 11 Mentoring

Mentoring offers an opportunity for first-time speakers at the conference to benefit from the advice and support of an experienced speaker before giving their presentation. Mentoring includes contact before the conference, e.g., by email or Skype and/or meeting up at the conference to talk things through before the presentation takes place. If this is your first presentation at IATEFL, please tick the 'mentee' box on your proposal if you would like the opportunity to ask an experienced speaker for advice. If you're an experienced speaker and are willing to act as a mentor to a first-time speaker, please tick the appropriate box.

## 12 Advice to note

- Do not run over your allocated time.
- Use a minimum of 24pt font for PowerPoint and OHTs.
- Be aware that if using Prezi, the motion can affect some members of the audience.
- On your first slide, include your session title, presenter name(s), affiliation and email address.

# PROPOSAL GUIDELINES

- Something in your session must be new.
- Something in your session must be practical.
- If your session is a talk, limit the content to 3-4 salient points.
- Your session must follow your abstract closely.
- Only focus on published or commercial products if you have declared this in your abstract.
- If your session is a workshop, it must include plenty of active audience participation throughout.

## 13 Essential information to note

- If you have a joint presenter (co-presenter), you must read the information at the bottom of this page. You must each submit a record by the proposal deadline.
- If you have a joint presenter (co-presenter), you must read the information at the bottom of this page. You must each submit a record by the proposal deadline.
- The deadline for speaker proposal submissions is 16:00hrs UK time on Friday 9th September 2016.
- Please check that you have completed all relevant sections of the online form correctly as proposals not meeting the guidelines will not be considered.
- Remember that if you have given this session, or a version of this session, at a previous IATEFL conference then your proposal will not be accepted.
- IATEFL will only accept one proposal, including a joint proposal, from each member.
- All presenters must be members of IATEFL at the time of submitting their proposal.
- All presenters must pay the full four-day conference fee by 15th December 2016. You do not need to pay the conference fee at the time of submitting your proposal.
- We will let you know whether your proposal has been accepted at the end of November 2016. Please note that if you have put in a proposal for a talk or a workshop, the Proposals Committee may programme your presentation as part of a forum or symposium or as part of an Interactive Language Fair instead.
- You will be programmed on any of the four conference days and we will let you know on which day your session takes place in your acceptance email in November. Please do not book travel if you are not staying for the full conference until you know which day you are presenting on.
- Presenters who have not paid by 15th December 2016 will be removed from the programme.
- Your abstract and your summary must accurately reflect what you are going to talk about. Please note: Any presenter failing to deliver their presentation without first informing the Conference Organiser will not be entitled to submit a proposal for conference the following year.

**Joint presenters** must each individually go online and register by the deadline of 9th September 2016. You cannot register as a speaker after the speaker proposal deadline. Please read below how to register when there are two or more co-presenters:

The online form will ask for your 'main' presenter's booking code (this is the first of you to go online). Please obtain this booking code from them before going online so that your record can be included in the presentation.

**When a joint presenter books online:** Fill in your membership number and password then complete the first page (Personal info).

On the next page (Booking and Fees), **tick the joint presenter box**. A box will appear asking for the main presenter's booking code. Enter their code and your record is now linked to the presentation.

Click on the "Speaker form 1" page. The presentation details will appear as this was completed by the main presenter. **You need to fill in a field:** "Place of work" (which will be printed in the Programme).

Now go to the last page (Payment) to submit your speaker proposal. You **do not** need to pay the conference fee at the time of submitting your record but **must pay by 15th December**.



**51<sup>st</sup> iatefl**  
CONFERENCE **2017**  
—◆—  
**GLASGOW**