



Indiana Foreign Language Teachers Association

www.IFLTA.org

41st Annual IFLTA Conference 2009
"Global Vision: Preparing world citizens"

November 5 - 7, 2009
Crowne Plaza Hotel Indianapolis - Airport

CONFERENCE CALL FOR PROPOSALS

If you are interested in submitting a proposal for the 2009 Conference, you have until midnight on July 27 to do so. It is a very easy process. To submit your proposal, go to <http://www.iflta.org/> and complete the form on line.

Submission deadline: **July 27, 2009**

Notification of acceptance: **Early September**

Notification of date, time, and location for accepted presentations: **Early October**

Proposals must be submitted in English and/or target language and in "final" publishable format. All proposals should be written in third-person format avoiding the use of "I" and "we". Assume that what you type will show up in print. Use all punctuation, underlining, italics, etc. just as you want the final version to appear in the conference program. Avoid using special characters or letters, as they may not accurately translate into the final printed session description.

Include all information requested. The title of the proposal cannot be more than 10 words in length. The content, objectives of presentation, and benefits to participants are limited to 75 words. Presenters must indicate the language/s of the presentation, identify the language/s to which the session is applicable, and indicate the target audience.

No more than two (2) proposals may be submitted.

The primary presenter may submit up to two (2) proposals.

Regular Sessions

Sessions are limited to four presenters and should address a topic of interest to attendees. Sessions are 50 minutes in length. Presenters should avoid reading papers and/or study results, but instead, share valuable information and skills in an engaging format.

Workshops

a) Workshops sponsored by the constituent organizations: these workshops are submitted directly by the constituent organizations and are designed for teachers of specific languages. If you wish to submit a proposal for one of these workshops, contact the president of your constituent organization. These workshops will be held on Friday and will last three hours.

b) General workshops: these workshops are designed to appeal to a wider audience and to be interactive and hands-on. They will allow presenter(s) to examine a topic more in depth than a 50-minute session. These workshops will be held on Saturday afternoon and will last 115 minutes, almost 2 hours. Proposals should be submitted on line and should include a description of planned activities and a detailed time schedule. Only a limited number of proposals will be accepted.

Strands

The presenter should select **ONE** strand that *best* describes the focus and content of the session. As you are crafting your proposal, consider how it fits in the following list of strands:

Culture – The focus of proposals should include aspects related to integrating culture into instruction or to enhancing cultural knowledge for the educator, for example, through cinema and theater.

Instructional Materials/Textbooks – Proposals should address the use, development and/or evaluation of instructional materials or textbooks.

Literature – This category includes the research and teaching of literature.

Methods/Techniques – These proposals should emphasize strategies and/or activities in teaching methods and technique.

Novice Teacher – Sessions should benefit new teachers or teachers who have been teaching less than 3 years.

Research – Proposals should address theoretical and empirical research related to language acquisition.

Special Learning Situations – The focus of a session in this group should be on different learning situations such as: teaching to heritage speakers, service learning, immersion programs, study abroad, teacher training (preparation/development).

Technology – These sessions should focus on the application and integration of technology into teaching, learning and assessment.

Other – Topics that do not fit in one of the categories listed above.

Helpful Hints for Submitting a Proposal

- Plan ahead.
- Pay attention to all deadlines and read all instructions carefully.
- The title should match the content of the proposed presentation.
- Your proposal should assure the review committee that you know the subject.
- Be sure that there is a direct relationship between the content of your presentation and the strand you selected.
- Focus your presentation on the stated objectives and the intended audience.
- The topic should be relevant to current concerns of the profession showing originality or new insight.
- Your proposal should be well organized and efficient, and the scope of the presentation should be limited to fit into the allotted session time.
- Benefits to participants should be clearly defined in terms of how they will be able to use the presented information.
- Proofread your proposal before you submit it. All accepted proposals will be printed in the conference program as submitted. However, IFLTA does reserve the right to edit for spelling, grammar and punctuation.
- Check your personal information and e-mail address for accuracy. Communication with presenter will be by e-mail. If this information changes, please notify Conference Chair, Silvana Falconi, IFLTA Vice-President.
- Submit your proposal early.
- If this is your first time presenting, you might consider asking a colleague to review your submission and/or to present with you.
- IFLTA may not be able to honor individual requests for preferred presentation times.
- **Acceptance of proposals will close on July 27.**