Call for Papers
CLTA 2010 Annual Meeting
November 19-21, 2010
Boston, Massachusetts

Submission deadline: January 10, 2010
Notification of acceptance: April 1, 2010
Notification of date/time/location for accepted presentations: August 1, 2010

The Chinese Language Teachers Association (CLTA) invites proposals for panels or individual papers to be presented at the 2010 CLTA Annual Meeting, to be held in Boston, Massachusetts, November 19-21, 2010 in conjunction with the Annual Meeting of the American Council on the Teaching of Foreign Languages (ACTFL). The ACTFL theme for this year is ***Languages: Gateways for Global Communities*.** The **deadline for submissions is January 10, 2010**.

The CLTA Program Committee welcomes submissions on topics relevant to Chinese language, such as pedagogy, materials and program development, acquisition, linguistics, literature, film, media, technology, etc. The CLTA Program Committee will consider panel and individual paper proposals equally in the selection process. **Sessions are 60 minutes long** including discussion time, and ***panel proposals must include three presentations or three presentations and a discussant.*** Panel submissions ("session proposals") will be evaluated in terms of the quality of the entire panel. Individual papers submissions will be evaluated on their individual merits, and accepted individual proposals will be grouped into panels by the CLTA Program Committee according to theme.

Please Note the Following:

- **You MUST be a member of CLTA at the time of your proposal submission in order to submit a paper or panel proposal**.
- **Each panel may include up to three presenters, or three presenters and one discussant.**
- **An individual may ONLY participate in a SINGLE CLTA panel, either as a presenter or as a discussant.**

Proposals must be submitted through the ACTFL website: http://www.actfl.org

- Click on "2010 Call for Proposals Open"

You will need to establish a username and password in order to continue to conference proposal page. Once you have created a username and password,

→ click on the 'Submit' button. This will take you back to the main menu, where you can **Login**.

→ Click on 'Submit or Edit a Proposal.'

→ Click on 'Submit a New Educational Proposal.'
→ Click on 'Chinese Language Teachers Association (CLTA).'
Your next step depends on whether you are submitting a ***Paper Proposal*** or a ***Panel Proposal***

If you are submitting a ***Paper Proposal***,

→ click on 'CLTA Paper'
Fill in the required information for your Paper proposal. The Title and Description ***must be entered in English***.
→ Click 'Accept and Continue'
Select yourself as the presenter
→ Click 'Accept and Continue'
Select language information
→ Click 'Accept and Continue'
Review Session Information;
→ Click 'Upload Supporting Document' at the bottom of the page to **upload your 500-word summary.** Your uploaded document may be in Microsoft Word, Adobe PDF, Word Perfect, Plain Text or Rich Text Format (rtf). This completes the submission process.

If you are submitting a ***Panel Proposal***,

→ click on 'CLTA Session Presentation'
Fill in the required information for your Session proposal. The Title and Description ***must be entered in English***

Under "Description", you MUST include the titles of the three individual presentations in the panel, followed by the presenter's last name in parenthesis [e.g. "How to teach Chinese tones" (Liu); "Common mistakes in learning tones" (Zhang)]

→ Click 'Accept and Continue'
Add the presenters for your session. For each presenter:
(1). → Click on 'Search by Last Name'. If the name of your presenter does not come up, then
(2). add the presenter's information by selecting the 'Add Unlisted Participant' link at the bottom
Select yourself as a presenter (if you are a presenter) or a chair
→ Click 'Accept and Continue'
Select language information
→ Click 'Accept and Continue'
Review Session Information;
→ Click 'Upload Supporting Document' at the bottom of the page to **upload your 500-word summary.** Your uploaded document may be in Microsoft Word, Adobe PDF, Word Perfect, Plain Text or Rich Text Format (rtf). This completes the submission process.

Individual presenters in a Panel Proposal must NOT submit individual Paper Proposals. Instead, the description of each presentation should be included as part of the panel proposal.

If you have any questions or experience any problems with the above procedure, please send inquiries to chuanren-ke@uiowa.edu

Additional Information

When you submit a proposal, all correspondence between ACTFL and CLTA will be done via e-mail generated through the submission site which is hosted by All Academic. You are asked to check your "junk mail" file and to have your "spam blocker" settings allow e-mails from DO_NOT_REPLY@allacademic.com.

Check the "Message Center" from the Main Menu page to view messages sent to you by ACTFL or CLTA if you have not received any e-mail messages by these deadline dates:

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It is very important that you keep your personal contact information current since you will receive all notifications via the e-mail address you have provided. If you have any changes, please login and click on Edit Personal Contact Information on the Main Menu page to keep your file current. This information will be carried throughout into the final Program Guide so it is important that you keep it up to date.

Walton Presentation Prize for first-time presenters
First -time presenters at the CLTA Annual Meeting are encouraged to compete for the **Walton Presentation Prize**. For information about the prize, go to http://clta-us.org/awards/walton-awards.htm). Only presenters of ***individual papers*** will be considered for the prize. If you wish to be considered for this prize, you must include in your **uploaded** document, a summary statement entitled "Walton Presentation Prize Application." Details of Walton Presentation Prize, are provided at the link above and in the January 2010 issue of the CLTA Newsletter.

Helpful Hints for Submitting a Proposal

- Read the Submission Guidelines and Recommendations when you login. These contain instructions to submitters and also contain helpful hints and tips for submitting your proposal.

- Read the Presenter Responsibilities when you login. It is each presenter's responsibility to understand and follow the directions in this document.

- Review and edit your proposal before submitting online. We suggest you write your proposal and have it in final format, then go to the online submission page where you either copy and paste or retype what you have already written. Please remember that what you submit online is the only thing reviewers have on which to judge your submission; therefore, it's important that you submit a well-written proposal.

- YOU MUST, on every page in the submission process, click "Accept and Continue" at the bottom of the page to save your work and proceed to the next page.

- Proofread your proposal online before you submit. All proposals are to be submitted in final format and only a minimum amount of editing is done to submissions before publishing the information. Make sure what you submit is an accurate reflection of your work for colleagues and peers to view.

- Make sure you have entered your e-mail address correctly and have set up your e-mail to accept notices from the submission program as this is the only way communications with presenters will be sent. Presenters are expected to check their "junk mail" file and to have their "spam blocker" settings to allow e-mails from DO_NOT_REPLY@allacademic.com.

- If you do not receive any e-mail correspondence notifying you as to the status of your submission by April 1, 2010, you can login to the Call for Proposals online system to check the "Message Center" for emails sent from CLTA or ACTFL.

- Make sure your personal information is correct. As this is a database, any changes in one place will be reflected everywhere and is carried over to the final program guide. If you change jobs or e-mail addresses, you can always login and make these edits to your personal information.

- Create only one (1) login per person.

- Submit early. Typically, 90% of the submissions are entered in the last 24 hours. When this many presenters try to do the same thing, it inevitably slows down the system. Also, by submitting at the last minute you don't have a chance to make changes. As soon as the submission process closes and the Program Committee begins reviewing, submitters cannot edit their submissions.

- Please note that the following size restrictions for fields in the submission process

"Title" limited to 10 words; "Description" limited to 50 words; "Content" limited to 150 words; "Method" limited to 150 words; "Benefit" limited to 150 words; "Uploaded Summary Document" limited to 500 words.