Chinese Language Teachers Association
2015 Annual Conference

November 20-22, 2015

San Diego, California

Call for Proposals

The Chinese Language Teachers Association, USA (CLTA, USA) will hold its 2015 Annual Conference in conjunction with the 2015 American Council on the Teaching of Foreign Languages (ACTFL) Annual World Convention and World Languages Expo in **San Diego, California, on November 20-22, 2015**.

The 2015 CLTA Annual Conference invites panel and paper presentation proposals from those with a valid 2015 CLTA membership. Everyone is welcome to register to attend the conference.

All valid proposals will go through a "blind review." Neither the presenter's name nor affiliation will be revealed by the reviewers during the review process. Reviewers rate each proposal and the computer produces an average of the combined scores from all reviewers. Those who receive the highest average scores will be accepted for presentation. The total number of proposals that can be accepted for presentation is based on the meeting space allocation. Proposal submitters will be notified of the proposal review result by the end of April 2015 by email. All proposals received are the property of ACTFL/CLTA or its co-sponsors.

Please understand that proposal screening is a very competitive process. The acceptance rate hovers around 50% each year. It is important that you read the following instructions carefully before submitting your proposal. The Program Committee's decisions are final.

Conference Theme and Presentation Topics:

The 2015 CLTA Annual Conference shares the same theme of the 2015 ACTFL Convention and Expo: "***Inspire. Engage. Transform***."

The conference welcomes submission of proposals in all strands of theoretical and empirical studies that contribute to the knowledge and development of Chinese learning and teaching. In addition to the regular topics outlined in Submission Procedure, Item 3 below, the conference this year especially encourages submissions on K-12 Chinese pedagogy (Note: If you are

sending a proposal concerning K-12 Chinese pedagogy, please also send a message to 2015.clta.conference@gmail.com to inform us), the acquisition of Chinese as a second language, and the linguistic foundations of Chinese teaching and learning, given the relatively insufficient attention that those areas received in recent years of the CLTA conferences.

Proposal Types:

A. 60-Minute Panel Session, which must have three presentations with or without a discussant. [Note: While ACTFL proposal submission website states that "Sessions should … be limited to four presenters", a CLTA 60-minute panel shall have THREE presenters only. The first presenter will be designated as the chief presenter, an equivalent of the session chair.]

B. 20-minute Individual Paper Presentation (or "Research Papers" in ACTFL's tagging system), which will be grouped into one panel session with another two paper presentations of a similar nature by the Program Committee.

[Note: On the ACTFL Call for proposals "Submission Selection" webpage that you will go through, four types of proposals are listed: **Session, Research Paper, Electronic Poster, and Roundtable**. For Type A, you should choose **Session**, and for Type B, you should choose **Research Paper**.]

One-presentation Policy:

The 2015 CLTA Annual Conference in conjunction with the 2015 ACTFL Annual Convention only allows one proposal submission per person. 1) You may not submit more than one proposal as a CLTA member, and 2) you may not submit one proposal as a CLTA member and another proposal as an ACTFL member. The CLTA Program Committee will be responsible for reviewing all submitted proposals. So, just submit one proposal, or the second one will be eliminated.

Proposal Submission Deadline:

The proposal submission deadline is **Wednesday, January 14, 2015 @ 5 PM ET**. You are strongly encouraged to submit your proposal at least one week before the deadline to avoid running the risk of being unable to log in because of procedural difficulties and/or a possible system jam just before the deadline date.

Current CLTA Membership:

Each presenter must be a current member of CLTA at the time of submission and throughout the conference in 2015. Panel organizers need to make sure that all panelists on the proposed panel have a valid 2015 CLTA membership. Non-members must first register and pay to become a member of CLTA before submitting proposals; otherwise, the submissions will not be considered. To join CLTA, or to check or renew your membership status, please visit http://clta-us.org/member.htm.

Proposals in English & in Publishable Format:

All proposals for submission must be written in English and in a "final" publishable format. Since you are entering your submission into a database format on ACTFL website, avoid using symbols, marks or letters because they will not translate into the final printed session description. All proposals must be written in third person format avoiding the use of "I" and "we." All accepted proposals will be printed in the Convention Program Guide as submitted during the Call for Proposals; however, ACTFL/CLTA reserves the right to edit when necessary.

No Sales Pitches for Commercial Products:

Any proposal that is thought to be a sales pitch for a specific commercial product will not be considered for review. If during the conference a session presenter is identified as marketing a particular product outside the exhibit hall, that person will no longer be allowed to present. Classroom space is available on the exhibit hall floor of the ACTFL convention for product demonstrations or workshops by exhibitors for a fee to ACTFL.

Award Opportunities for First-time Presenters:

A. CLTA Walton Presentation Prize

First-time paper presenters at the CLTA annual conference are encouraged to compete for the CLTA Walton Presentation Prize (http://clta-us.org/awards/walton-awards.htm). This prize is to recognize the best first-time presentation at the CLTA annual conference. Only presenters of research papers (not of other category) will be considered for the prize. Those who wish to be considered for the prize must include at the beginning of your proposal a separate line stating "WALTON PRESENTATION PRIZE APPLICATION."

There is no separate document needed at the time of submitting the proposal. But, in addition to submitting your proposal online as usual, you must also send a separate copy of your proposal plus the author information to the CLTA conference email account: 2015.clta.conference@gmail.com, with the subject line of "Walton Presentation Prize Application." The key is to make sure that CLTA has some easy way of knowing that a presentation is intended for the prize.

B. China Sprout-CLTA K-12 Teachers' Presentation Award

First-time paper presentations at the CLTA annual conference by Chinese instructors from K-12 schools are invited to compete for the recently established China Sprout-CLTA K-12 Teachers' Presentation Award. This award is to encourage K-12 Chinese instructors to engage in professional development activities by presenting at CLTA annual conference for the first time, and

recognize the K-12 contribution to the overall profession of Chinese teaching.

Only presenters of Research Paper (not of other categories) will be considered for this award. Those who wish to be considered for the award must include at the beginning of your proposal a separate line stating "CHINA SPROUT-CLTA K-12 PRESENTATION AWARD APPLICATION."

There is no separate document needed at the time of submitting the proposal. But, in addition to submitting your proposal online as usual, you must also send a separate copy of your proposal plus the author and school affiliation information to the CLTA conference email account: 2015.clta.conference@gmail.com, with the subject line of "CHINA SPROUT-CLTA K-12 PRESENTATION AWARD APPLICATION." The key is to make sure that CLTA has some easy way of knowing that a presentation is intended for the award.

Date and Time of Presentation:

Presenters whose proposals are selected for presentation MUST be available to present any day during the conference. ACTFL/CLTA reserves the right to schedule all presentations in any slot during the published conference dates and times and cannot take individual requests for preferred presentation assignments. If a presenter cannot accept the assigned time, then the presentation must be cancelled.

Equipment for Presentation:

Each conference room will be set with an LCD projector with sound, cart, screen, podium and microphone (if needed). Presenters must bring their own laptop computers to connect to the LCD projector. Any additional audio-visual equipment is the responsibility of the presenter (can be brought by the presenter or be ordered and paid for by the presenter from ACTFL. ACTFL will provide order forms and the name of the convention audiovisual supplier). Each presenter is responsible for providing handouts for the session's attendees as she/he wishes.

Submission Procedure:

1. All proposals for sessions or papers must be submitted online at <www.actfl.org> in the correct format; Go to <www.actfl.org>, click on "Convention and Expo → 2015 Annual Convention → Call for Proposals", then proceed by carefully following screen instructions on each page.

2. Within 24 hours of your successful submission, a confirmation of receipt will be emailed to you from ACTFL conference administrator. You are expected to check your "junk mail" file and to have their "spam blocker" settings to allow emails from ACTFL.

3. The ACTFL online submission system lists the following four focal areas of proposals for a submitter to select which area his/her proposal belongs to:

- Planning for the learner

- Learning and teaching
- Assessment
- Collaboration

Use the best of your professional judgment to make a selection.

4. Before the submission deadline (**Wednesday, January 14, 2015 @ 5 PM ET**), you can re-login to revise or edit your submitted proposals as you wish (click the "Return to Draft" button). This will return the proposal to draft status, allowing you to make further edits to the proposal. **Please remember to re-submit the proposal before the deadline.**

5. If you do not have or forget your username and password, follow the instructions on the page to create or retrieve your username and password (which will be sent to the email address you have provided).

The earlier you start the submission process, the more time you will have to deal with any unexpectedness.

CLTA and its program committee do not have access to individual member information on the ATCFL site, and thus cannot help with your log-in and online submission. Thank you for your understanding.

If you have any questions, please contact the Program Chair of the conference, Professor Yun Xiao, at 2015.clta.conference@gmail.com.