2012 Submission Guidelines and Recommendations

(Modified from the ACTFL guidelines. This modification is tailored to CLTA members.)

Please read this document thoroughly before proceeding to complete online submission.

Submission deadline: Wednesday, January 11, 2012

Many Languages: One United Voice

GENERAL INFORMATION

All language educators are encouraged to submit proposals. All proposals for sessions or papers must be submitted online at www.actfl.org by midnight PST on **Wednesday, January 11, 2012** in the correct format. Confirmation of receipt will be emailed within 24 hours of submission. Presenters will be notified by email of the program committee's decision by the end of April 2012.

Please understand that this is a very competitive process and the Program Committee will select the highest rated proposals for presentation. In 2011 the acceptance rate was 47%. It is important that you read these instructions carefully before submitting your proposal.

Proposals must be submitted in English and in a"final" publishable format. Since you are entering your submission into a database format, 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 reserves the right to edit when necessary.

CLTA only allows one submission per person. Submitting more than that will eliminate the proposals from consideration. Submissions with similar titles and content will also be eliminated from consideration. Proposals must convey an educational focus to attendees and the scope of your presentation must fit within the allotted time period. All proposals are the property of ACTFL or its co-sponsors.

Sessions submitted through this Call for Proposals that are thought to be sales pitches for a specific product will not be considered for review. If during the convention 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 for product demonstrations/workshops by exhibitors for a fee.

Membership. Each presenter must be a current member of **ACTFL or CLTA** at the time of submission and throughout the convention.

Proposal Types.

Sessions (60 minutes) Sessions are limited to three speakers with or without an additional discussant and should address a topic of interest to attendees. Sessions are 60 minutes in length. Presenters should avoid reading papers and/or study results, but instead, share valuable information and skills in an engaging format.

Papers (20 minutes, including 15 minutes for presentation and 5 minutes for discussion) Paper presentations should address a research topic of interest to attendees. If a paper has multiple authors, it must be presented by the primary author only. Papers are no more than 20 minutes in length. Papers of a common theme will be grouped into panel presentations. Presenters should avoid reading papers and/or study results, and instead present the valuable information in an engaging format.

ONLINE SUBMISSION

It is important that you include all information requested when entering your submission in the online form. Each section is followed by the appropriate rubric used to rate your proposal.

TITLE: The title of the proposal cannot be more than 10 words in length. The topic should be relevant to current concerns of the profession and have appeal to either a general or a specific audience. Be sure that your title matches the content of the intended presentation. A rambling or too "cute" title doesn't send a positive and professional message.

Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Title	• Topic is extremely current • Topic is of vital interest to the language profession • Title accurately describes the presentation • Title is specific and clear	• Topic is current • Topic is of interest to the language profession • Title accurately describes the presentation • Title is somewhat specific	• Topic is out-of-date • Topic is of marginal interest • Title does not capture presentation • Title is vague

DESCRIPTION: The description must be a maximum of 50 words. The online system

will not allow you to continue your submission if the description exceeds 50 words. It must be in final, publishable format and free from errors. Your description must have audience appeal, and it must clearly align with the content of your proposal.

Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Description	• Description does not need editing/reworking • Description is in standard professional English • Description has audience appeal • Description clearly aligns with content of proposal	• Description may need some editing/reworking • Description is in standard professional English • Description has some audience appeal • Description aligns with content of proposal	• Description needs some editing • Description is not in standard professional English • Description has minimal audience appeal • Description somewhat aligns with content of proposal

PROFESSIONAL LEARNING STRANDS: The goal of the annual convention is to provide a comprehensive professional development experience for language educators of all languages and levels. To this end, the array of workshops and sessions must address both current and cutting edge innovations in language teaching and learning. A focus of ACTFL 2012 will be on how language educators can prepare students for living, working, and learning in a global environment. As technology applications become more prevalent in learning environments, it is anticipated that technology innovations would be integrated into any of the strands listed below.

Those submitting workshops and sessions are asked to consider into which **professional learning strand** your proposal will fit best. Only one strand can be selected.

THE LEARNER

Twenty-first century skills include creativity, innovation, critical thinking, problem solving, and collaboration. This strand focuses on strategies for helping our language learners to acquire these skills as an integral part of their language learning experiences. Included are ways to differentiate instruction so that the individual needs of language learners might be addressed.

THE PROFESSION

Building the language capacity of the U.S. is an ongoing challenge that requires effective policies, local and national advocacy efforts, and matching U.S. student performance against international benchmarks. Developing effective teachers and effective teacher leaders and mentors is also a critical component of our profession.

Various program models and curriculum designs are featured in this category from elementary program dual language, immersion, and FLES, to higher education programs that focus on advanced language proficiency.

ASSESSMENT
In this age of accountability, program effectiveness is assessed by examining student outcomes and making data-driven decisions about program changes.

RESEARCH
Effective research studies are needed to inform practice and program development as well as action research derived from classroom teacher action research.

CULTURE
From study abroad to having students understand the relationship among the perspectives, practices, and products of the target culture(s), culture is an inextricable component of language teaching. Literature and the Arts play a key role in quality language programs that lead to increased cultural knowledge and understanding.

TECHNOLOGY
Integrating technology innovations into instruction is vital to a 21st century learning environment. While technology is embedded in all 21st century classroom activities, this strand focuses on specific cutting edge technologies that promote language development and cultural understanding including social networking and global communities.

AUDIENCE: You must indicate the intended audience to which your presentation is most appropriate. The choices are **Pre-K – 8**, **Grades 6-12**, **Pre-K – 12, Higher Education**, **Administration**, or **All**. Only one category can be selected. Your proposal description should provide enough information for an attendee to determine relevancy.

CONTENT: Strong content must show depth, originality and/or insight into your topic in a maximum of 150 words. The content of your proposed presentation must be very clear, specific and detailed. It must align with the keyword you selected and describe specific knowledge and skills and/or improvement in teaching/learning that can occur. The content must be appropriate for the allotted time. This section is to be completed only for sessions and papers.

Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Content	• Content shows originality and/or provides new insight into topic • Content is very clear • Content is specific • Content is detailed • Content aligns with a professional learning strand • Content describes specific knowledge and skills and/or improvement in teaching/learning that can occur • Content is reasonable for allotted time	• Content is strong and shows originality and/or insight • Content is clear • Content is somewhat specific • Content is somewhat detailed • Content loosely aligns with a professional learning strand • Content describes knowledge and skills and/or improvement in teaching/learning that can occur • Content is reasonable for allotted time	• Content is weak and lacks originality and/or insight. • Content is vague or unclear • Content aligns with a professional learning strand • Content does not describe specific knowledge and skills and/or improvement in teaching/learning • Content is either too extensive or not extensive enough for allotted time

METHODS: The methods section must indicate how information will be shared with the audience in a maximum of 150 words. Your presentational modes must be specifically identified and appear highly engaging. High participant involvement is expected. This section is to be completed only for sessions and papers.

Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Methods of Delivery	• Methods are clear and specific • Delivery modes are highly engaging • Presenter uses a variety of presentational modes • Methods ensure high participant involvement	• Methods are somewhat clear • Delivery modes are engaging • Presenter identifies presentational modes • Methods ensure some participant involvement	• Presenter does not identify presentational modes • Participant involvement is not identified

OUTCOMES: While the description and content section of the proposal asked you to describe the content of your presentation, the outcomes section asks you to list measurable objectives in a maximum of 50 words. Please provide up to three statements in which you describe what participants will learn and/or be able to do as a result of attending your presentation. These objectives should be the foundation upon which you build your presentation.

Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Outcomes	• All outcomes are specific and measurable. • Outcomes completely align with the content/description of the presentation • Outcomes are clear	• Most outcomes are specific and measurable. • Outcomes generally align with the content/description of the presentation • Outcomes contain some unnecessary jargon.	• Outcomes are general and/or non-specific • Outcomes do not match the description/content of the presentation • Outcomes are unclear

PRESENTER(S): Once you have completed your submission title, description, keyword, audience, content, methods and outline, if applicable, you are ready to enter your presenter(s). If you are a presenter as well as the person submitting the proposal, **you must still list yourself as a presenter**. As the submitter your name will be included as the "session organizer", but you must also add your name as a presenter. This is very important otherwise your name will not show as being a presenter on the submission and your proposal may not be considered. Be sure

that your presenter information is current – email address, affiliation (school/company), address, etc. – in the database.

LANGUAGES: Your next step will be to indicate the language of your presentation and to what language your session is most applicable. ACTFL is interested in "language-specific" sessions as well as those applicable to all languages. Please indicate whether your session is primarily specific to a certain language or appropriate to general audiences.

COMPLIANCE TO GUIDELINES: Before you submit your proposal, be sure to check the following items as they will be considered in the final rating.

	Exceeds Expectations	**Meets Expectations**	**Does Not Meet Expectations**
Compliance to Guidelines	• All sections of proposal are complete • Sections adhere to word-count limitations • Proposal demonstrates organization and efficiency • Proper spelling, grammar, punctuation are used • Proposal demonstrates an understanding of content • Proposal focuses on intended audience • Proposal refrains from selling products	• Most sections of proposal are complete • Sections adhere to word-count limitations • Proposal is organized • There are some mechanical errors • Proposal demonstrates an understanding of content • Proposal focuses on intended audience • Proposal refrains from selling products	• Some sections are missing or incomplete • Some sections exceed word-count limitations • Proposal lacks organization • There are many mechanical errors • Proposal does not demonstrate an understanding of content • Proposal not appropriate for audience • Proposal appears to promote a product or service for sale

NOTIFICATION OF SUBMISSION

After submitting a proposal, all presenters listed on the submission will be emailed a confirmation. You should check this information carefully for accuracy. **Until the submission deadline, Wednesday, January 11, 2012, you may log back into your submission and make edits or changes to the proposal. At midnight PST on Wednesday, January 11, 2012 all submissions will be placed "in review" mode and presenters will not be able to access or**

edit submissions. The reviewers will make their acceptance decision based on what is in the system on the closing date.

REVIEW PROCESS

The ACTFL Program Committee and Co-sponsoring organizations are responsible for reviewing proposals submitted to their respective groups. The review process is done as a "blind review". Neither the presenter's name nor affiliation is seen during the review process. Reviewers rate each proposal and the computer produces an average of the combined scores from all reviewers. Finally, the number of proposals that can be accepted for presentation are based on the meeting space allocation. The committees'decisions are final.

PRESENTER RESPONSIBILITIES

Presenters whose proposals are selected for presentation MUST be available to present any day during the Convention. ACTFL reserves the right to schedule all presentations in any slot during the published convention 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.

All presenters, including session chairs/facilitators, must register for the convention and be a member of ACTFL or one of our co-sponsoring organizations.

Each session room will be set with an LCD projector with sound, cart, screen, podium and microphone (if needed). A presenter must bring his/her own laptop computer to connect to the LCD projector. Any additional audiovisual equipment is the responsibility of the presenter and must be ordered and paid for by the presenter. ACTFL will provide order forms and the name of the convention audiovisual supplier.

Presenters are responsible for keeping all information sent from ACTFL and complying with the instructions and deadlines provided.

Presenters are responsible for logging into the Call for Proposals online system to check their "Message Center" for emails sent from ACTFL if you have not received any email messages.

Presenters are expected to check their "junk mail" file and to have their "spam blocker" settings to allow emails from DO_NOT_REPLY@allacademic.com.

Each presenter is responsible for providing handouts for their session's

attendees. **You MUST have enough copies of handouts for the number of seats for which your room is set**. You may provide attendees print copies onsite during your session and upload them into the ACTFL Online Program for access following the convention.

All presenters are responsible for expenses incurred as a result of presenting. This includes all travel expenses and registration fees. ACTFL offers a special reduced Early Bird presenter registration rate.

Presenters are responsible for registering on or before the published Early Bird Registration date to receive the discounted registration rate. Notification of the Early Bird registration date will be sent in an email at the time the acceptance email is sent in April 2012.