Proposal Submission Guidelines

The First CLTA International Symposium on Chinese Language Teaching and Learning

Short Title: CLTA-ISCLTL

October 25-26, 2014

SYMPOSIUM THEME: Chinese L2 Instruction in a Global Context

SUBMISSION DEADLINE: Tuesday, March 18, 2014, 11:59 p.m. EST

Proposals must be submitted electronically via 2014 **CLTA-ISCLTL** conference website **http://clta-us.org/clta-iscltl**. The **on-line submission will open on February 15.** Proposals submitted after 11:59 EST on March 18, 2014 will not be considered for acceptance.

ONE SUBMISSION RULE

Your submission is exclusive. That is, you have not submitted this proposal to another conference. It is not acceptable to submit your proposal to more than one conference at the same time.

ONE APPEARANCE RULE

The 2014 **CLTA-ISCLTL** will implement the one appearance rule during the conference official days. This policy allows speakers to appear one time on the program (not including chairing sessions). The implementation of this policy will allow more speakers to contribute to the content of the program. Please note that this one appearance rule does not apply to the roundtable discussion sessions provided by **CLTA-ISCLTL**. A participant can be a speaker at a roundtable discussion in addition to giving a presentation in other sessions.

CHOOSING TOPIC CATEGORIES

You must choose one of the following presentation categories for your proposal (**NOTE:** All categories include Chinese L2 reading, writing, speaking, listening, and motivation). If you choose "Research" category, your study must be data-based or theory-based. If you think your proposal across two or more categories, please choose a major one.

- Applied linguistics
- Assessment
- Classroom learning
- Curriculum development/ standards
- Literacy policy and advocacy
- Pedagogy/Instructional methodologies
- Research
- Teaching material development
- Teacher preparation/Career development and readiness
- Technology

CHOOSING SESSION TYPES

You will need to choose your session type from one of following list.

- Panel sessions
- Individual proposal sessions
- Poster Sessions

Panel sessions:
Purpose: To allow a group of presenters to explore a theme or issue in depth.
Presenters: Between 3-4 presenters including a panel chair
Time duration: 60 minutes per panel
Audio Visual Equipment: Rooms will include a wired lavaliere microphone, podium, LCD projector, and a screen.

Individual sessions:
Purpose: To allow individuals to give a presentation in any topic outlined in the "**CHOOSING TOPIC CATEGORIES."**
Format of presentation: The Program Committee will group individual presenters into a panel based on topic similarity and each panel will be assigned a chair to lead the panel.
Time duration: 15 minutes per presenter
Audio Visual Equipment: Rooms will include a wired lavaliere microphone, podium, LCD projector, and screen.

Poster sessions:
Purpose: To allow a group of members to display a summary of research findings/teaching methodology in a poster format. This will give a great opportunity to participants to talk one-on-one with researchers/educators concerning current Chinese L2 teaching and learning.
Time duration: 1 hour and 30 minutes for all poster sessions.
Presenters: Each poster session may include up to 5 presenters.

CRITERIA FOR PROPOSAL REVIEW AND ACCEPTANCE

By adopting a blind review process, the **CLTA-ISCLTL** Program Committee assigns reviewers based on their areas of expertise and their experience in Chinese L2 teaching and learning. Each proposal will be reviewed by three experts in the area.

The following criteria will be used for evaluating proposals for three types of Sessions for all categories **except "Research" category**:
1. Significance: The proposal addresses important topic on the pedagogy/practice in the field.
2. Applicability: The proposal demonstrates strong evidence that the results can be applied in the classroom teaching and learning.
3. Effectiveness: The proposal demonstrates the content, strategy, or intervention (as described) has proven to raise achievement and/or improves performance.
4. Clarity and coherency: The proposal is clearly written and well organized.

The following criteria will be used for evaluating proposals in three types of Sessions **specified as "Research" category:**
1. Significance and purpose: The proposal addresses the significance in the field and states purpose of the study.
2. Theoretical framework: The proposal provides theoretical/conceptual rationale and research synthesis
3. **Quality of research design: The proposal** demonstrates evidence of appropriateness of research design and analysis
4. Clarity and coherency: The proposal is clearly written and well organized

PROPOSAL EVALUATING SCALE
A four-point rating scale will be adopted for proposal evaluation.

- For a rating of 4: Virtually all of the criteria described above are met.
- For a rating of 3: Three criteria are clearly met.
- For a rating of 2: Major problems on most of the criteria items; however, includes a few positive features.
- For a rating of 1: Major problems on all criteria items; Incomplete or incoherent proposal.

PROPOSAL PRESENTERS

Presenters are comprised of three different types:
1. ***Panel Chair:*** The person who will submit a panel proposal and to whom all correspondence from the 2014 **CLTA-ISCLTL** will be sent. A Panel Chair can also be a primary presenter in the panel. A Panel Chair who is not in charge of the proposal submitting will not receive correspondence from the 2014 **CLTA-ISCLTL.**

2. ***Primary Presenter:*** The author who will submit proposal to either a panel session, an individual session, or a poster session and to whom all correspondence from the 2014 **CLTA-ISCLTL** will be sent.

3. ***Co-Presenter(s):*** All additional presenters who contributing to the proposal. Co-presenters will not receive email correspondence from the 2014 **CLTA-ISCLTL**. It is Primary Presenter's responsibility to inform your co-presenters about the result of proposal submission.
Please submit chair, primary presenter, and co-presenter(s) information and indicate the type of presenter during your on-line submission.

PROPOSAL SUBMISSION AND PREPARATION GUIDELINES

Title: Should accurately and concisely reflect the presentation content. The title is limited to 15 words. Please do not enter presenter information into the title line.

Short description: Should be no longer than 100 words. If your proposal is accepted, this short description will be used for the printed program.

Length: For panel session, the proposal length should be no longer than 800 words excluding references, title, and the short description. The panel proposal should describe the panel

objectives (no more than 200 words) and a brief summary of each individual presentation (no more than150 words for each of the presentations) within the panel. The proposal should cover major points mentioned in the **CRITERIA FOR PROPOSAL REVIEW AND ACCEPTANCE** section. For individual and poster sessions, the proposal length should be no longer than 400 words excluding references, title, and abstract. The proposal should cover major points mentioned in the **CRITERIA FOR PROPOSAL REVIEW AND ACCEPTANCE** section.

Format: Authors may prepare their proposals using Microsoft Word and copy and paste each section in the online proposal submission space provided by the system or enter the relevant information directly in that space. Do not include figures or tables.

Language: Proposals prepared in English and Chinese are both acceptable.

ACCEPTANCE

Notification of your proposal status will be emailed to the panel chair and primary author starting from April 18, 2014.

QUESTIONS?

If you have any question about submitting a proposal for presentation, please contact 2014 **CLTA-ISCLTL** Program Committee Assistant Shuyi Yang at: **shuyi-yang@uiowa.edu**

If you encounter a technical problem in submitting the proposal via conference website, please contact 2014 **CLTA-ISCLTL** Web Team **cltaassistant@gmail.com**