

Submitting a proposal for the CLTA 2008 Annual Meeting

Submission deadline: January 11, 2008

Notification of acceptance: April 1, 2008

Notification of date/time/location for accepted presentations: August 1, 2008

The Chinese Language Teachers Association (CLTA) invites proposals for panels or individual papers to be presented at the 2008 CLTA Annual Meeting, to be held in Orlando, Florida, November 20-23, 2008 in conjunction with the Annual Meeting of the American Council on the Teaching of Foreign Languages (ACTFL). The ACTFL theme for this year is **Opening Minds to the World Through Languages**. The **deadline for submissions is January 11, 2008**.

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 75 minutes long. Each session will be limited to four 15-minute paper presentations, followed by a 15-minute Q&A/discussion period. A formal discussant (optional) will be considered as one of the 15-minute presentations. Panel submissions will be evaluated as panel (session) proposals. Individual paper submissions will be evaluated as paper proposals, and the accepted individual papers will be grouped into panels (sessions) according to theme by the CLTA Program Committee.

Please note that submissions in English or Chinese are welcomed. However, if the submission is in Chinese, **the Title and Description must still be entered ONLY IN ENGLISH; the Title and Description MAY NOT BE ENTERED IN CHINESE. If the Title and Description are entered in Chinese, the submission will automatically be rejected.**

Multiple submissions are strictly prohibited — only one abstract per individual will be considered, and each individual can participate in only one panel. You must be a member of CLTA to give a presentation at the CLTA Annual Meeting.

Please follow the following instructions to submit a proposal. The entire procedure is on-line, and is done through the ACTFL website. Please note that for both panel and individual proposals, **a 500-word summary of your proposal is required**. You will be asked to upload that summary as one of the final steps of the submission process. The proposal submission process is as follows:

Go to <http://www.actfl.org>

→ Click on 'Convention & Expo'

→ Click on '2008 Annual Convention and World Languages Expo'

→ Click on '2008 Call for Proposals'

If you already have a user name and password, Login.

If you do not have a user name and password,

→ click on ‘Click here to create a new user name and password.’ (near the middle of the second column)

Create a personal profile by filling in the form fields. You must complete all items preceded by a red asterisk.

When you are done,

→ 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.

Please note that the individual presenters in a Panel Proposal *must not submit individual Paper Proposals*.

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**

→ 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)

→ 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.

Please note that the individual presenters in a Panel Proposal *must not* submit individual Paper Proposals.

If you have any questions or experience any problems with the above procedure, please send inquiries to CLTA-2008@ad.uiuc.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:

Submission deadline: January 11, 2008

Notification of acceptance: April 1, 2008

Notification of date/time/location for accepted presentations: August 1, 2008

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.

Please note that those who apply for the Walton Presentation Prize (for the best first-time presentation at the CLTA Annual Meeting; please see <http://clta-us.org/awards/walton-awards.htm>) shall submit proposals as *individual papers* only, and must include with their proposal, as their uploaded 500-page document requirement, a summary statement entitled "Walton Presentation Prize Application." For details of Walton Presentation Prize, please see the above website or the January 2008 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.
- Always, on every page in the submission process, you MUST 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 you and 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, 2008, 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.