

## 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: March 18, 2014, 11:59 p.m. EST**

Proposals must be submitted electronically via the 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 must be 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 official days of the conference. 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.

### 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 the "Research" category, your study must be data-based or theory-based. If you think your proposal encompasses two or more categories, please choose the most dominant 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

## SESSION TYPES

You must choose your session type from one of following:

- Panel sessions
- Individual sessions
- Poster sessions

### **Panel sessions:**

**Purpose:** To allow a group of presenters to explore a theme or issue in depth.

**Format:** 3–4 presenters including a panel chair

**Duration:** 60 minutes per panel

**Audio Visual Equipment:** Wired lavalier microphone, podium, LCD projector, and a screen

### **Individual sessions:**

**Purpose:** To allow individuals to give presentations on any topic included in the “TOPIC CATEGORIES” (above).

**Format:** The Program Committee will group individual presenters into a panel based on topic similarity and each panel will be assigned a chair to lead it.

**Duration:** 15 minutes per presenter

**Audio Visual Equipment:** Wired lavalier microphone, podium, LCD projector, and a screen

### **Poster sessions:**

**Purpose:** To allow a group of presenters to display a summary of research findings/teaching methodology in a poster format. This is a great opportunity for participants to talk one-on-one with researchers and educators concerning current Chinese L2 teaching and learning.

**Duration:** 1 hour and 30 minutes for all poster sessions

**Format:** Up to 5 presenters per poster session

## CRITERIA FOR PROPOSAL REVIEW AND ACCEPTANCE

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.

The following criteria will be used for evaluating proposals for all three session types and for all categories **except “Research”**:

- 1. Significance:** The proposal addresses an important topic on pedagogy or practice in the field.
- 2. Applicability:** The proposal demonstrates strong evidence that the results can be applied in classroom teaching and learning.
- 3. Effectiveness:** The proposal demonstrates that the content, strategy, or intervention (as described) has proven to raise achievement and/or improve performance.
- 4. Clarity and coherency:** The proposal is clearly written and well organized.

The following criteria will be used for evaluating proposals for all three session types **for the “Research” category**:

- 1. Significance and purpose:** The proposal addresses the significance of the research in the field and states the purpose of the study.
- 2. Theoretical framework:** The proposal provides a theoretical/conceptual rationale and research synthesis.
- 3. Quality of research design:** The proposal demonstrates evidence of the appropriateness of the research design and analysis.
- 4. Clarity and coherency:** The proposal is clearly written and well organized.

#### **PROPOSAL EVALUATION SCALE**

A four-point rating scale will be adopted for proposal evaluation:

- 4 points: Virtually all of the criteria described above are met.
- 3 points: Three of the criteria are clearly met.
- 2 points: Major problems on most of the criteria; however, includes a few positive features.
- 1 point: Major problems on all of the criteria; 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 submission will not receive correspondence from the 2014 **CLTA-ISCLTL**.

**2. Primary Presenter:** The author who will submit a 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 are contributing to a proposal. Co-presenters will not receive correspondence from the 2014 **CLTA-ISCLTL**. It is the primary presenter's responsibility to inform all co-presenters about the results of a proposal submission.

**Please indicate the presenter type for all people affiliated with your proposal during your on-line submission.**

#### **PROPOSAL SUBMISSION FORMAT**

**Title:** Should accurately and concisely reflect the presentation content. The title is limited to 15 words. Please do not include presenter information in 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.

**Proposal Length:** For panel sessions, the proposal length should be no longer than 800 words excluding references, title, and short description. Panel proposals should describe the panel objectives (no more than 200 words) and provide a brief summary of each individual

presentation (no more than 150 words each) within the panel. For individual and poster sessions, the proposal length should be no longer than 400 words excluding references, title, and short description. All proposals should cover the major points mentioned in the **CRITERIA FOR PROPOSAL REVIEW AND ACCEPTANCE**.

**Online submission system:** Authors may prepare their proposals using Microsoft Word and copy and paste each section into the online submission system or enter the relevant information directly into the system. Do not include figures or tables.

**Language:** Proposals in English or Chinese are both acceptable.

#### **ACCEPTANCE**

Notification of proposal status will be emailed to panel chairs and primary authors beginning 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](mailto:shuyi-yang@uiowa.edu).

If you encounter a technical problem in submitting the proposal via the conference website, please contact the 2014 CLTA-ISCLTL Web Team at [cltaassistant@gmail.com](mailto:cltaassistant@gmail.com).