# BALEAP Conference 2021: Template for Proposal submission

When planning your proposal, you might find it useful to use the template below.

* Please see also the Call for Proposals, which includes the themes and information on presentation formats
* Please **anonymise** the proposal text to the greatest possible extent to allow **blind review** (e.g., omit names of institutions; omit self-references to work that would identify you).
* The author submitting the proposal will also be asked to provide co-author information including email addresses and affiliations where relevant. Please ensure you have the permission of the co-authors to share this information.
* You can submit your proposal [HERE](https://www.eventsforce.net/gu/123/home)

|  |  |
| --- | --- |
| 1. **First speaker** (title/first name/surname) |  |
| **Institution** |  |
| **Contact e-mail** |  |
| **Additional speaker** (title/first name/surname) |  |
| **Institution** |  |
| **Contact e-mail** |  |
| *Add rows if required* |  |
| 1. **Title** (15 words): |  |
| **Type of format** (talk/workshop/lightening talk/ etc.) |  |
| **Theme** (see conference sub-themes) |  |
| 1. **Abstract for publication** (word counts dependent on type of proposal): |  |
| 1. **Additional Information section**   (no more than 300 words) |  |
| 1. **References** (up to 10) |  |

PRESENTATION FORMATS

**Please note, lengths of papers and workshops have been amended to cater to an online format.**

You are invited to submit a proposal for ***one or more*** of the following formats:

* Paper
* Workshop
* Short Lightning Talks
* Symposium
* Poster
* Pecha Kucha
* Special Interest Group activities.

Information on the range of formats is provided below.

**\*Papers:**

We invite submissions for papers on the conference theme, focusing on one or more of the key conference strands. The goal of these papers is to share knowledge and to encourage critical dialogue among conference participants. Papers will last 20 minutes with 10 minutes for questions. Priority will be given to completed research/scholarship projects (i.e. work grounded in theory, including empirical and evaluated studies).

Paper proposals should be submitted by the **first author** in the case of co-authored papers. The abstract part of the proposal should be between 300-400 words, providing an outline of the significance of the area and of the talk.

**\*Lightning talks**

Short talks to allow and encourage practitioners to share e.g. an intervention, innovation, example of practice, demonstration, or aspect of scholarship they have used. This provides a step up from a poster for those newer to conferences or for smaller-scale projects and may provide participants with ‘take home’ ideas for their classroom or EAP centre.

Lightning talks format: between 5 to 8 minutes maximum.

We aim to group talks into block of three; where \*pre-recorded, these will be made available in advance. There will be specific ‘follow-up’ question and answer sessions in the programme.

The abstract part of the proposal should be between 200-300 words, outlining the key points to be covered.

**Workshops:**

Workshops provide a hands-on, practical and interactive experience, focussing on one of the key conference strands. Workshops should be used to demonstrate and/or explore effective applications of pedagogies in EAP or provide hands on experience of research/scholarship tools and methods. Workshops will last 60 minutes. Leaders are encouraged to share pre-workshops materials or tasks for participants to view in advance, where appropriate.

Please specify the number of participants you can accommodate (we anticipate running workshops via Zoom, with breakout rooms; we would suggest around 20-30 to allow for some interaction with rooms).

Workshop proposals should be submitted by the first author. The abstract part of the proposal should be between 400 and 800 words and should include an outline of the workshop, intended learning outcomes and how participants will be engaged.

N.B. A limited number of workshop slots are available.

**\*Symposium:**

A symposium will allow for discussion of a key area based around three to four connected short talks. We invite proposals for symposia focusing on one or more of the key strands with the conference theme. A symposium must coherently address a key strand of the conference by proposing multiple perspectives and papers featuring a minimum of 3 speakers. The conference theme and key strand(s) can be addressed from research, theoretical and/or practice perspectives. Each symposium will be allocated one hour, at least 20 minutes of which will be allocated to questions and dialogue with the audience.

Presentation sections of the symposium may be pre-recorded for viewing during the week.

Symposium proposals should be submitted by the **symposium organiser** and should feature three to four presenters. The abstract part of the proposal text should be between 500 and 1000 words, describing the symposium as a whole. It may also include descriptions of individual contributions and titles within the panel.

**Posters:**

Posters lend themselves to research and scholarship that can be effectively presented visually. Posters should present preliminary or completed work, or consideration of pedagogies in the field of EAP in general.

Posters will be available to view on the conference webpages with poster presentation slots hosted in *Second Life* to allow for extended discussion, and so at least one of the presenters should be available (in cases of joint submission).

The abstract part of the proposal should be between 200-300 words and include an outline of the topic and focus.

**Pecha Kucha:**

The Pecha Kucha presentations offer a rapid-fire informal opportunity to present on an area of interest relating to teaching and learning in EAP. Fitting in with the conference theme, a Pecha Kucha presentation takes a more light-hearted look at the field of teaching and learning/pedagogies in EAP. Pecha Kucha is a 6 minute and 40 second presentation of 20 slides shown for 20 seconds each.

The abstract part of the proposal, between 200-300 words will outline the key points to be made.

**SIG themed events/slots**

The newly formed SIG groups are invited to present proposals for activities. These should take no more than half a day or around three hours. At least some SIG events are likely to run concurrently.

Please feel free to contact the conference steering group to discuss ideas.

The abstract part of the proposal should be between 500-1000 words, providing an outline of the aims of the event and key components.

\*Pre-recorded/pre-prepared submissions are likely to be requested.

## PROPOSAL SUBMISSION AND REVIEW PROCESS

Proposals will be accepted from mid-September. Further details will be provided on our webpages.

The deadline for submissions is 30th November (updated) ***2020***. Each proposal will be reviewed by at least 2 reviewers, from different institutions. The proposals will be rated as Accept, Accept with minor revisions or Reject. Where minor revisions are required, applicants will have the opportunity to revise and resubmit. The reviewers’ decision will be final. Proposals including research should indicate adherence to local ethics practices. We aim to send **notices of acceptance in November. Confirmation of acceptance will be due in December.**

### CRITERIA FOR SELECTION

The following criteria will form the basis for abstract selection and so may be useful for you when you are putting together your proposal:

**Interest:** the work is sufficiently accessible and interesting to a wide, international audience

**Relevance**: the proposal aligns with the conference theme and sub-themes

* Research-informed and research-led pedagogies: the links to underling principles and theories are explained and justified
* Research design for empirical research/scholarship: the research questions, context and participants, procedures for gathering and analysing data are explained and justified

**Outcomes and Insights**:

* A description of how the work contributes to the understanding or practice of EAP is provided
* For empirical work, evidence and/or findings are reported

**Coherence & Insights for symposia:**

* Appropriacy /significance of theme
* Presentation of original and/or contrasting perspectives
* Planned opportunities for audience discussion

**Audience Engagement** (as appropriate for workshops and symposia)

* Planned opportunities for active audience engagement in the session are described
* Opportunities for audience participation in the discussion are included
* Effective pedagogical practices are demonstrated and explained

For group submissions, the first author is considered the presenting author and is expected to register for the conference. All presenting should register.

## PROPOSAL FORMAT: GUIDELINES FOR SUBMISSION

First time? See also the ‘simple guide to abstracts for first-time presenters’ at the end.

You will be asked to submit the following:

1. **Title** (15 words)
2. **Abstract for publication** (word counts dependent on type of proposal)

The abstract will be published on the conference website. It should address the **conference theme**, describing **the proposal’s topic** and indicating the **literature, methods, evidence and conclusions**, or the **literature and current EAP conversations it engages with**. Please note the length of abstract required is dependent on the presentation format as noted above.

1. **Additional Information section**

The additional information section should explain the **rationale and significance of the proposal** and its **relevance to the conference themes**, state the **intended learning outcomes for participants and outcomes** and include **plans for participants’ engagement in the session, particularly important for workshops**. This is for review purposes only and should be no more than 300 words in length. Please note, the requirements for the additional details section change dependent on the submission type. Please see details above.

1. **References**

**A list of the major references** (up to 10 major/indicative references, for review purposes only).

Please **anonymise** the proposal text to the greatest possible extent to allow **blind review** (e.g., omit names of institutions; omit self-references to work that would identify you).

The author submitting the proposal will also be asked to provide co-author information including email addresses and affiliations where relevant. Please ensure you have the permission of the co-authors to share this information.

# BALEAP Conference 2021: Writing an Abstract

## A SIMPLE GUIDE TO ABSTRACTS FOR FIRST-TIME PRESENTERS

If you’re new to writing abstracts, you might find the following useful.

There are a range of formats including live online and pre-recorded talks and papers followed by synchronous and asynchronous discussions:

**Papers:** The abstract part of the proposal should be between 300-400 words, providing an outline of the significance of the area and of the talk.

**Lightning talks:** The abstract part of the proposal should be between 200-300 words, outlining the key points to be covered.

**Workshops:** The abstract part of the proposal should be between 400 and 800 words and should include an outline of the workshop, intended learning outcomes and how participants will be engaged.

**Symposium:** The abstract part of the proposal text should be between 500 and 1000 words, describing the symposium as a whole. It may also include descriptions of individual contributions and titles within the panel.

**Posters:** The abstract part of the proposal should be between 200-300 words and include an outline of the topic and focus.

**Pecha Kucha:** The abstract part of the proposal, between 200-300 words will outline the key points to be made.

**SIG themed events/slots:** The abstract part of the proposal should be between 500-1000 words, providing an outline of the aims of the event and key components.

Abstracts will vary in structure and content but they might be expected to reflect Swales’ (2004) CARS model, with the addition of the research design and findings. They may also describe the data analysis and the proposed presentation itself (Yoon and Casal, 2020). The abstract not only tells the audience about the proposed paper, but also sells or promotes it to them (Ibolya and Pecorari, 2013; Samar et al., 2014), considering the criteria for selection outlined below. First-time presenters may find it useful to review some abstracts from the 2019 BALEAP conference programme at: <https://www.baleap.org/event/baleap-2019-leeds>

* Remember also to check the criteria for selection (see over and on the CfP)

**References**

Maricic, I., and Pecorari, D. 2013. Mind the gap! highlighting novelty in conference abstracts, *2013 Biennial BALEAP Conference (The Janus Moment in EAP: Revisiting the Past and Building the Future).* 19 – 21 April 2013. Nottingham, United Kingdom.

Samar, R.G., Talebzadeh, H., Kiany, G.R. and Akbari, R., 2014. Moves and steps to sell a paper: A cross-cultural genre analysis of applied linguistics conference abstracts. *Text & Talk*, *34*(6), pp.759-785.

Swales, J. M. 2004. *Research genres: Explorations and applications*. Cambridge: Cambridge University Press.

Yoon, J., and Casal, J. E. 2020. Phrase-frames and rhetorical moves in applied linguistics conference abstracts. In U. Romer, V. Cortes, and E. Friginal (Eds.), *Advances in corpus-based research on academic writing: Effects of discipline, register, and writer expertise.* pp. 282–305. Amsterdam: John Benjamins.