



# How to Write a Successful ACTFL Proposal

By William Anderson, ACTFL Convention Committee Chair

Often members ask why their proposals were not accepted. The fact is the Convention Committee would love to accept all proposals, but the convention location, meeting space available and program times limit the number we can accept.

The Convention Committee works closely with our Partner Organizations and Special Interest Groups (SIGs) to recruit members to review proposals. For 2018, we are including member volunteers from the ACTFL Volunteer Portal. The review is blind, i.e. reviewers do not see the name(s) or institution(s) of the person(s) submitting the proposal(s). Additionally, to ensure that we have a thorough and comprehensive review, each submission is reviewed by at least 5-6 reviewers.

With all this in mind, we offer some strategies to maximize the chances of your proposal being accepted.

## General Information

- All proposal information should be submitted in **English** and be “print ready.”
- Use the third person (The presenter will...).
- Avoid symbols (@%&\*#).
- Spell out acronyms the first time, e.g. National Network for Early Language Learners (NNELL).
- Presentations may be given in languages other than English.
- Only **one** presentation may be submitted as lead presenter; however, you may be listed as a co-presenter on two additional sessions.
- Presenters must be current members of ACTFL or one of its partner organizations.
- Presenters must be registered for the Convention.

## Planning your submission type

- **Electronic Poster:** Presentation is shared on battery-powered laptop computer for 60 minutes in the Exhibit Hall.
- **Paper:** Research paper is presented for 10 minutes with 5 minutes of Q & A.

- **Roundtable:** Presentation of project or research using a battery-powered laptop with 35 minutes to present and 10 minutes of Q &A.
- **Session:** Presentation with attendee involvement for 45 minutes.

## Writing your proposal

Compelling proposals address the needs of today's learners and educators by focusing on cutting-edge strategies, innovative programs, emerging trends and research-informed practices. It is crucial that you refer to the ACTFL submission guidelines and rubric as you develop your proposal. You can find them on the submission portal.

- **Proposal, Title and Description:** Is it well-written? Does it align clearly with the content and purpose of the proposal?
- **Relevance of Proposal:** Is the proposal relevant and significant to the field?
- **Content and Purpose:** Are the content and purpose innovative and cutting-edge, and do they advance teaching and learning?
- **Outcomes:** Are the outcomes clear, specific and measurable? Do they align with the content of the proposal?
- **Strategies for Engagement (sessions only):** Are the strategies for engagement clear and specific? Do they ensure high participant involvement?

## Now it's your turn!

- Consider the best format for your proposal.
- Choose the Keyword.
- Draft a description of your proposal for the program.
- Write a 75-character title.
- Ask two or three colleagues to review/proofread your draft (you can save your progress on the portal along the way before you finally submit).

The Convention Committee encourages you to submit a proposal, and we hope to see you in New Orleans in 2018!