Call for Proposals

CLASS Sessions at the 2015 ACTFL Convention

SUBMISSION DEADLINE

All proposals must be submitted online at www.actfl.org by 5:00pm EST on Wednesday, January 14, 2015 in the correct format. Confirmation of receipt will be emailed within 24 hours of submission. Presenters will be notified by email of the program committee's decision by the end of April 2015.

SUBMISSION GUIDELINES

Conference Theme: *INSPIRE. ENGAGE. TRANSFORM.*

All CLASS members in good standing are encouraged to submit proposals for CLASS-sponsored sessions at the 2015 ACTFL Convention, November 20-22, in San Diego. The goal of the 2015 ACTFL Convention is to provide a comprehensive professional development experience that will **inspire** attendees to think creatively and stimulate new knowledge as they **engage** in networking and sharing with presenters and colleagues so that they can return to classrooms with new strategies and ideas that will **transform** their teaching practices at any level.

Compelling proposals address the needs of today's learners and educators by focusing on innovative programs, emerging trends and research-informed practices. Special consideration will be given to proposals that highlight one of these four focus areas: planning for the learner, learning and teaching, assessment, and collaboration. Since technology is central to language learning and teaching in the 21st century, it is assumed that most proposals will show evidence of the appropriate use of technologies not only within the content of the proposal, but also in the delivery of the session.

Below are the Focus Areas for submitting proposals. Please read the descriptors carefully before you submit your proposal.

1. **Planning for the Learner**

Proposals under this focus area may address areas such as national standards, articulation, learner variables, 21st Century skills, instructional design, curriculum, horizontal and vertical, resources and learner variables, instructional design, instructional resources, choosing of resources, creating objectives/outcomes, 21st Century Skills Map, personalized learning, and unit design or curriculum.

2. **Learning and Teaching**

Proposals under this focus area may address areas such as authentic materials/resources, immersion, use of target language, cultural competence /interculturality, instructional strategies, learning tasks, project-based learning, culture or policy/legislation.

3. **Assessment**

Proposals under this focus area may address areas such as the IPA, proficiency targets, OPI, performance assessment / performance tasks, teacher evaluation and accountability, performance/proficiency, formative or summative assessment, research, classroom-based action research, Can-do statements, LinguaFolio®,developing rubrics, assessment practices or educator effectiveness.

4. **Collaboration**

Proposals under this focus area may address areas such as stakeholder engagement, study abroad, international partnerships/partner schools, technology, advocacy, articulations, connection to other content areas, teacher preparation, international projects and legislation/policy actions.

Proposals must be submitted in English and in a publishable format. Since you are entering your submission into a database format, avoid using symbols, marks or letters because they may not translate into the final printed session description. All proposals must be written in third person format avoiding the use of "I" and "we." All accepted proposals will be printed in the Convention Program Guide as submitted during the Call for Proposals; however, ACTFL and CLASS reserve the right to edit when necessary.

No more than one proposal may be submitted

A lead presenter may submit only one proposal. However, you may be listed as a secondary presenter on another submission of a different topic. Submitting more than one will eliminate the proposals from consideration. Submissions with the same or similar titles and content will also be eliminated from consideration. All proposals are the property of CLASS.

Submission type should be in the form of a 60-minute session

Your proposal to CLASS should only be in the form of a **Session**– A Session is 60 minutes in length, limited to three presenters (A lead presenter who submits the proposal and two co-presenters). The session proposal should address a topic of interest to attendees within one of the four focus areas. As a presenter, you should plan to share valuable information and demonstrate how you will present skills in an engaging and interactive format. CLASS reserves the right to combine proposals into a full-length session as needed. Please note that CLASS will not review other submission types in the form of a research paper, roundtable, or electronic poster.

Submission for promoting products or for commercial purposes will not be accepted

Proposals submitted through this Call for Proposals from a company or an individual promoting business related materials will not be considered for review. If a presenter is found pitching for his/her commercial product(s) during a convention session, that person will not be allowed to present in the future. A separate classroom space is set aside in the exhibit hall for product-related demonstration or workshop for a fee. Please contact ACTFL directly.

CLASS Membership is required at the time of proposal submission

When submitting a proposal, **you must be a current CLASS member in good standing at the time of submission through December 31st 2015.** , If there are co-presenters in a panel session besides yourself, please make sure that all your co-presenters are also current CLASS members through December 31, 2015.

A blind review process

The ACTFL Convention Committee and other Convention Partner organizations will be responsible for reviewing all proposals submitted. All language specific submissions will be reviewed by a team of experts in that language. The review of the proposals is conducted through a "blind review" process monitored by the ACTFL Convention. Neither the presenter's name nor affiliation information is seen during the review process. Reviewers are required to use the ACTFL proposal review rubric to rate each proposal on-line. At the conclusion of the review process, a computer -generated result will be sent from ACTFL to each partner organization with an average of the combined scores from all reviewers. Please note that the number of proposals that can be accepted for presentation are based on the meeting space allocation for the ACTFL Convention.

Submissions will be reviewed and scored using the Rubric below:

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Content and Purpose	• Content aligns with a focus area • Content shows originality and/or provides new insight into topic • Content is very clear, specific and detailed • Content describes specific knowledge and skills and/or improvement in teaching & learning	• Content loosely aligns with a focus area • Content is strong and shows originality and/or insight • Content is somewhat specific and detailed • Content describes knowledge and skills and/or improvement in learning & teaching	• Content does not align with a focus area • Content is weak and lacks originality and/or insight. • Content is vague or unclear • Content does not describe specific knowledge and skills and/or improvement in learning & teaching
Outcomes	• All outcomes are clear, specific and measurable • Outcomes completely align with the content of the proposal	• Most outcomes are specific and measurable • Outcomes generally align with the content of the proposal	• Outcomes are general and/or non-specific • Outcomes do not match the content of proposal outcomes are unclear
Strategies for Engagement	• Strategies for engagement are clear and specific • Delivery modes are highly engaging • Presenter uses a variety of presentational modes • Strategies for engagement ensure high participant involvement • Strategies for engagement clearly support outcomes of the proposal	• Strategies for engagement are somewhat clear • Delivery modes are engaging • Presenter identifies presentational modes • Strategies for engagement ensure some participant involvement • Strategies for engagement support outcomes of the proposal	• Presenter does not identify presentational modes • Participant involvement is not identified • Strategies for engagement do not support the outcomes of the proposal

Description for Program Guide	• Description does not need editing/ reworking • Description is in standard professional English • Description has great audience appeal • Description clearly aligns with content and outcomes of proposal	• Description may need some editing/ reworking • Description is in standard professional English • Description has some audience appeal • Description aligns with content and outcomes of proposal	• Description needs some editing • Description is not in standard professional English • Description has minimal audience appeal • Description somewhat aligns with content of proposal

Presenter Responsibilities

Please read the following information carefully.

Presenters whose proposals are selected for presentation MUST be available to present any day during the Convention. ACTFL and CLASS reserve the right to schedule all presentations in any slot during the published convention dates and times and cannot take individual requests for preferred presentation assignments. If a presenter cannot accept the assigned time, then the presentation must be cancelled.

All presenters, including session chairs, moderators, and/or facilitators, must register for the convention and be a member of CLASS for the current year. CLASS is one of the ACTFL Convention Partner organizations.

Each session room will be set with an LCD projector, cart, screen, audio (sound), podium and microphone (if needed). A presenter must bring his/her own laptop computer to connect to the LCD projector. Any additional audiovisual equipment is the responsibility of the presenter and must be ordered and paid for by the presenter. ACTFL will provide order forms and the name of the convention audiovisual supplier.

Presenters are responsible for keeping all information sent from ACTFL and CLASS and for complying with the instructions and deadlines provided.

Each presenter is required to submit his/her PowerPoint presentation slides and a copy of handouts to CLASS at least two weeks before the ACTFL Convention. It will allow the session attendees to access the presentation materials on the CLASS website immediately after the ACTFL Convention.

All presenters are responsible for expenses incurred as a result of presenting. This includes all travel expenses and registration fees.