

How to Successfully Write a Proposal for 2021 ACTFL Convention on PreK-12 Topics in Chinese Education

Chinese Language Association of Secondary-Elementary Schools, CLASS



全美中小學中文教師協會

**CHINESE LANGUAGE ASSOCIATION OF
SECONDARY-ELEMENTARY SCHOOLS**

**CLASS 引領中文教學
Empower Teachers in Chinese
Education**



Guidelines of Submitting a Proposal

Deadline: Friday, January 15, 2021 at 11:59 p.m. Eastern Time

Submit online at www.actfl.org

Submit **one (1)** proposal as a lead presenter

You can be a co-presenter on one other proposal on a different topic.

Same group of presenters having the similar titles and content will be **eliminated**

Submit in English

Do not use symbols, special marks, and non-standard fonts

Submit in “final” publishable (no mistakes) format

Membership

- You do not have to be a member of ACTFL or CLASS at the time you submit a proposal.
- If your proposal is selected to present by CLASS and ACTFL, you **MUST be** a current member of **CLASS** (through Dec.31, 2021) or ACTFL (through Nov.30, 2021).
- If your proposal is selected, you **MUST be** available to present any day during the Convention.
- CLASS reserves the right to schedule presentations in any slot during the published convention dates and times
- CLASS cannot take individual requests for preferred presentation slot.
- If a presenter cannot accept the assigned time, the presentation will result in cancellation.



The Body of Proposal



Title

- Will appear in the Program Guide, must be in **English**
- Limited to **75 characters** including spaces and punctuation marks
- Title should **match the content**, avoid rambling or being 'cute'
- Should **not** be in all capitals or all lower-case letters
- **Capitalize** the **first letter** of every word
- **Do not capitalize: Articles** (a, an, the), **Conjunctions** (and, but, for) and **short Prepositions** (at, of, for)
- **Acronyms should be spelled out first** and then appear in parentheses following the words.
- CLASS reserves the right to request the lead presenter to edit the title to become **publishable** for the selected proposals.





Session

A session 45 minutes in length

May have a single presenter

May have a lead presenter with up to three co-presenters

Presenter(s) should use interactive format to engage audience participation

Applicable Language



Select a primary language of interests for your presentation from the drop-down menu.



Select Non-Language Specific if your presentation is applicable to **all** language learners



Language of Presentation

温馨提示:PreK-12 中文老师
Please check "Chinese" for
Applicable Language and
Language of Presentation.



Select a primary language for presentation in which you will present your session from the drop-down menu.



While your presentation may be in Chinese, the program title and its description must still be in English.



Focus Areas and Keywords

With the new, two-layer system, educators will first select under which FOCUS their session falls (broadly supporting Core Practices) and then indicate what the highlighted takeaway for attendees would be in the KEYWORDS listing. For example, in terms of technology, a presenter with a session on how to deliver an integrated performance assessment virtually could state that their session is about assessment techniques (FOCUS). After that, in the second layer, select the KEYWORD that indicates this session addresses the integration of technology. Another example could be a session about planning lessons around authentic resources for novice learners where a presenter would select “Planning & Program Design” for the first layer (FOCUS) and then “Authentic Resources” as the second layer (KEYWORD).



Select only
ONE
Focus Areas
for Proposal



Select only ONE Keyword for Proposal (to be continued)



- Articulation - support curriculum development, placement issues, continuous learner portfolios, and learner retention.
- Authentic Resources - support finding and evaluating resources to be used across all three modes.
- College & Career Readiness - apply knowledge and skills that are consistent for real world applications.
- Communities Standard - encourage learners to use language to interact and collaborate beyond the classroom.
- Educator Empowerment & Retention - identify future educators and leaders, support through professional learning communities, and encourage connections to professional organizations.
- Equitable & Inclusive Practices - create and navigate an inclusive class environment.
- Global Engagement - emphasize real, authentic applications of the target language and cultures.
- Grammar in Context - promote teaching grammar as a concept used in context encouraging students to focus first on meaning and later on form.
- Interculturality - use language skills, cultural knowledge and understanding, in authentic contexts to effectively interact with people.

Select only ONE Keyword for Proposal (continued)



- Integration of Technology - enhance and support the educational environment.
- Interdisciplinary Approaches - model how to connect world language learning and tasks with other disciplines.
- Literacy - support the development of learners' literacy through authentic materials that reflect the NCSSFL-ACTFL Can-Do Statements.
- Modes of Communication - engage students within the three modes of communication.
- Personalized Learning - support diverse student needs, interests, cultural backgrounds and goals.
- Social Justice Themes - support learning about access, equity, diversity, participation, and rights.
- Target Language - cultivate and maintain a classroom culture in the language of instruction.
- Task-based Design - center upon authentic use of the language through meaningful, communicative learning activities.
- Teacher Preparation & Recruitment - focus upon pedagogy, teacher development and mentoring, accreditation licensure, innovative pathways to certification, and classroom management.



Target Audience

Select one audience for which your presentation is most appropriate from the drop-down menu :

- Pre-K-Elementary
- Middle School
- High School
- Post-Secondary
- Administration
- All

温馨提示:PreK-12 中文老师
Please check off box for Pre-K-Elementary, Middle School or High School



中小学教师老师们
请圈选



Please check **Chinese** for
Applicable Language



Choose **Pre-K-Elementary,**
Middle School, or High
School for Audience Level

Proposal Description



Limit of **350 characters** including spaces and punctuation marks



Must be in English



Must be no spelling and grammar errors



Must be accurate, clear and concise of what will be presented



Must be written in third person



Presenter or institution name must not appear in the proposal





Content and Purpose



Ask yourself: what will your presentation focus on and what new insights will it provide?



Limit of 1,000 characters including spaces and punctuation marks



Must be in English



Must show the relevance of today's teaching and learning Chinese



Must show originality and new insight into the topic based on current practices.



Must align with the keyword and audience level selected



Outcomes



ASK YOURSELF: **WHAT THREE THINGS** WILL PARTICIPANTS BE ABLE TO DO AFTER ATTENDING YOUR PRESENTATION?



LIMIT OF **350 CHARACTERS** INCLUDING SPACES AND PUNCTUATION MARKS



WRITE IN **THREE CAN-DO STATEMENTS** ON WHAT PARTICIPANTS WILL LEARN AND BE ABLE TO DO

Strategies for Engagement

Ask yourself: How will you actively engage participants as part of your presentation?

Limit of 1,000 characters including spaces and punctuation marks

Highlight how you will present the session

Indicate how information will be shared with audience

Explain how your interaction requires audience participation





Review Process

- The review process is done as a “blind review” neither the presenter’s name nor affiliation are seen during the review process.
- The ACTFL Convention Committee and partner organization language experts review proposals submitted. **CLASS will review submissions that identify Chinese and Pre-K-Elementary/Middle School/High School as the applicable language and level.**
- Reviewers rate each proposal and the system produces an average of the combined scores from all reviewers.
- The number of proposals accepted are based on the meeting space allocation for the ACTFL Convention.
- The Committee’s decisions are final



Preview Submission



Please check **Chinese** for
Applicable Language



Choose **Pre-K-Elementary,**
Middle School, or High
School for Audience Level

Become a member
Power in unity
Lead with languages

See you in 2021 ACTFL!



全美中小学中文教师协会
Chinese Language Association of Secondary-Elementary Schools



<http://www.classk12.org>