



## *The 27<sup>th</sup>, Peru TESOL Association Annual Convention*

*July 31<sup>st</sup>, to August 2<sup>nd</sup>, 2019  
Lima. Peru*

### **CONVENTION THEME**

#### ***“Instructional Design to Inspire Learners”***

The 2019 Convention theme asks ELT professionals to consider the role that instructional design has in inspiring our learners. We hope to share lesson plans and activities, which inspire, engage and motivate learners to advance their English language skills. What are examples of lesson plans, which engage students? What processes result in the best overall instructional design? What are useful strategies to implement in instruction that will inspire our learners? How do we assess and improve our best planning efforts?

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The Annual Convention is the most important event for Peru TESOL Association and is an essential element in the professional development of its members. These meetings create opportunities to report on projects and activities as well as to share experiences. All those interested in participating in our convention **are invited to submit two or three session proposals.**

#### **WHO CAN PRESENT?**

Teachers, teachers’ trainers, candidates for Masters and Ph.D. degrees, researchers, program administrators, materials and curriculum developers. Professionals in fields such as Education, Linguistics, Psychology, Sociology, Translation and Communications are also welcome. We especially encourage members of Peru – TESOL Association and any other TESOL International Association Affiliate in the world to present at our annual convention.

#### **WHAT TOPICS ARE ENCOURAGED?**

Innovative proposals on classroom practices, connections between teaching and learning, language interaction, integration of skills, cultural differences, and similarities applied to language learning, technology supporting teaching – learning processes, linguistics and activities, which improve the language skills, outcomes of classroom research or investigation, are solicited. Interactive formats for presenting information to participants are encouraged.

#### **WHAT TYPES OF PROPOSALS ARE POSSIBLE?**

Two types of proposals can be submitted: a) workshops, and b) demonstrations. Presentations such as plenaries, conversations, panels and papers are offered only by invitation.

- a) **Workshop** (90 minutes, *allow 10 minutes of the allotted time of your presentation to participants to go to their next session*):  
A workshop has very little lecturing by the presenter, the emphasis is on the participants' activity, which is carefully structured by the presenter. The presenter works with the group, helping participants solve a problem or develop a specific teaching technique. Research findings can be presented in this way.
- b) **Demonstration** (45 minutes):  
In a demonstration, most of the time is used for showing, rather than telling, a technique for teaching or testing. Normally, the presenter's statement of the theory underlying the technique takes no more than five minutes.

In both proposals, the presenter often has handouts and may also use audiovisual aids.

### WHAT ARE THE STEPS IN SUBMITTING A PROPOSAL?

1. Complete the attached Speaker Proposal Form. Such a form must be completed for each proposal.
2. One requirement of the form is **to provide an abstract** that will appear in the program book, if the proposal is accepted. The abstract helps convention participants decide which presentations will be most appropriate to their needs.  
**The abstract must not exceed 100 words;** it should be written in the third person present tense; it must avoid all references to published works; it should be carefully edited and proofread.
3. **The title of the proposal** must accurately reflect the content and be clear to the intended audience; **it is limited to nine words.**
4. **A one-page summary of the presentation content must be sent,** in order to be referred by the Selection Committee. This abstract will not appear in the program book. **The title, type of presentation, designated interest section, the target audience, and the audiovisual equipment needed must be printed in the upper left corner of the summary, but not the presenter's name and institution.** The presenter's point of view and purpose should be clearly stated; you must be careful when selecting the type of presentation because the material outlined must be covered in the allotted time.
5. **Prepare a biographical statement of 30 words** to be included in the program book. Such information must include your place of origin, education and titles, teaching experience, publications, and any other relevant information. **It should be written in the third person present tense;** it must avoid all references to published works; it should be carefully edited and proofread.
6. You can e-mail your complete proposal (form, summary, abstract, and biographical statement) to the following e-mail address as soon as you receive this invitation. **The deadline for submission is February 28<sup>th</sup>, 2019:**  
[perutesol\\_conventionproposals@yahoo.com](mailto:perutesol_conventionproposals@yahoo.com)
7. The Selection Committee will first acknowledge the reception of your proposal **however; they will only contact you by early April 2019, if your proposals are accepted.**
8. If your proposal is accepted, a photograph (white background, dark clothes, and ID size) must be sent for the program book. This must be sent in **JPG or PDF** via e-mail.

### WHAT DISQUALIFIES A PROPOSAL?

1. The presentation promotes commercial interests.
2. The proposal is not complete.
3. The proposal is not received by the deadline.
4. The proposal is not relevant to the needs of English Language Teaching in Peru or the Region.

5. The presenter offers sessions on behalf of exhibitors.  
*The Selection Committee reserves the right to turn down proposals without designating reasons.*

### WHAT IS YOUR RESPONSABILITIES AS A PRESENTER?

1. **In order to register, PERU TESOL Association asks presenters from abroad to pay US \$ 20.00, and Peruvian presenters to pay US \$ 15.00.** “This fee will be collected on July 30<sup>th</sup>, 2019 when convention materials are distributed to the Convention Speakers.”
2. Do not change the conceptual content of your session once it has been accepted.
3. Presenters are requested to indicate the following information on the front page of their handout:
  - a. The PERU TESOL Association Logo on the top left hand side of the page.
  - b. The word “Code N° \_\_\_\_\_ on the top right hand side of the page (we will let you know the number of the code of your presentation under which it has been scheduled).
  - c. The name of the Convention Theme, As well as the Title of their presentation and
  - d. Their names and e-mail if desired.

 Peru TESOL Association <a href="http://www.perutesol.org">www.perutesol.org</a>	CODE N° _____
<i>The 27<sup>th</sup>, Peru TESOL Association Annual Convention</i> <i>July 31<sup>st</sup>, to August 2<sup>nd</sup>, 2019</i> <i>Lima. Peru</i>	
<b>CONVENTION THEME</b> <b><i>“Instructional Design to Inspire Learners”</i></b> (Title of the Presentation) (Name of Presenter) (Presenter’s e-mail if desire)	

4. **The audience size will be reported to you five days before the convention.**  
Bring sufficient, as well as additional handouts, for your presentation. Presenters are required to send a copy of each handout by e-mail to the Organizing Conference Committee. Send them by July 25<sup>th</sup>.2019 to:

[perutesol\\_conventionproposals@yahoo.com](mailto:perutesol_conventionproposals@yahoo.com)

- Leave two copies of your handouts** in the Coordination Room for Participant Services at the start of the convention.
5. Be sure to request the necessary audiovisual equipment by the indicated deadline. If you change your request later, you will have to pay a charge. Please be aware that equipment is restricted and audiovisual equipment should be requested only if you fully intend to use it.
  6. Peru TESOL Association expects that presenters will cite sources and respect copyright material in all handouts.

7. Your presentation/s can be scheduled on one or more convention days. **It is strongly recommended that presenters arrive in Lima, Peru a day before starting the convention i.e. on July 30<sup>th</sup>, 2019.** If you cannot arrive on time, let us know.
8. **Peru TESOL Association respectfully requests** that potential speakers **verify the costs of international travel to the conference Venue in Peru before submitting proposals.** Please be fully informed of the costs involved in your participation and of your assured funding sources when you submit a proposal. We also recommend that international participants purchase tickets early in order to obtain the most reasonable airfare.

#### **APPLYING FOR LODGING SPONSORSHIP BY PERU TESOLASSOCIATION:**

1. **Peru TESOL sponsors presenters with two proposals** (accepted as individual proposals). Request for sponsorship should be indicated in the application form. Priority will be given to presenters who come from abroad.
2. **Such sponsorship consists of providing lodging in a double room together with another speaker at the convention headquarters hotel, as well as providing breakfast and a snack for lunch. It also provides local transportation in a shuttle at specific times and places if the Convention Venue is far from the hotel. In accepting sponsorship from the Peru TESOL Association, presenters are expected to participate in the extracurricular activities especially prepared for a memorable stay.** These activities include:
  - a. A city tour after 02:00 p.m. on July 30<sup>th</sup>, 2019.
  - b. An evening reception to receive the convention material at 07.30 p.m. on July 30<sup>th</sup>, 2019.
  - c. A Welcome Dinner at 08:30 p.m. on July 31<sup>st</sup>. 2019.
  - d. A Farewell Party (to be confirmed) on August 2<sup>nd</sup>. 2019.
3. **If Peru TESOL Association sponsors you with lodging, PLEASE, you should not expect to have this benefit extended to your relatives** unless they are also presenters with two individual proposals accepted.
4. Presenters can check in at the Convention Headquarter Hotel at noon of the day before the convention starts (July 30<sup>th</sup>. 2019) and check out at noon the next day after the convention ends (August 3<sup>rd</sup>.2019). **(4 nights lodging).**
5. **Co Presenters with a joint presentation may also be considered for lodging if they have an additional individual presentation each, to make three presentations.**
6. Peru TESOL Association will not provide any medical insurance and will by no means be considered responsible for any medical emergency. Presenters are responsible for bringing an Assist Card or any other appropriate personal insurance. However, the Chair and the Hospitality Committee will provide assistance and support in the unlikely event that an emergency should occur.
7. Peru TESOL Association will not, under any circumstances, fund presenters with any cash or checks or reimburse any expense the presenter might have in relation to his/her stay or presentations.

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**Note: Enclosed please find the Speaker Proposal form to submit your proposals.**