How to Write a Conference Proposal

Anete Vásquez, Kennesaw State University
Linda S. Evans, Kennesaw State University
How to Write a Conference Proposal

Anete Vásquez, Center for Education Placements and Partnerships
Linda Evans, TESOL Program, Inclusive Education

12th Annual ESOL Conference
Kennesaw State University
KSU Conference Central--CEPP

https://education.kennesaw.edu/cepp/content/esol-conference
Where do I begin?

◆ Consider the conference theme
  • Selected by a steering committee of ESOL professionals
  • Reflects current concern in the field

◆ Ideas for next year’s theme?
Now what?

◆ Brainstorm a presentation topic.

- What interests me?
- What do I do in my class that helps English learners to succeed?
- What have I learned about English learners and their families that others should know?
- What do I do that other teachers find interesting or want to know how to do?
- What kinds of professional activities could I share? (e.g. advocacy, travel, parent engagement, grants)
Call for Proposals—Let’s take a look...
Proposal Review Process

- 8-10 reviewers; approximately 80 proposals (increasing each year).

- Each reviewer is assigned approximately 15 proposals, and each proposal will be reviewed by 2 reviewers. The conference committee will be the tie-breakers in any case where the reviewers do not agree in their assessment.

- Instructions to reviewers:

  1) **Proposal Evaluation Packet**: Your packet contains a rating form for each proposal that has been assigned to you. Please put your name on the first page of the packet. Put the number of the proposal you are reviewing next to each evaluation table. Indicate your rating for each criterion on the rating scale in the table. Add the numbers for a total, and make your recommendation. Comments are optional.

  2) **Proposals**: Proposals are listed by number and include a title. All proposals are 75 words or less, so we anticipate that it will be fairly easy to finish in a time-efficient manner. Some things to keep in mind:

     - Four audiences are being considered for presentations, and each submitter indicated an audience (or several). We did not list their selection due to time constraints. However, each proposal should be of interest to at least one audience to be considered for acceptance. The audiences are novice ESOL teachers, experienced ESOL teachers, general education teachers, and administrators.
     - Proposals should be judged on their own merit, without consideration of similar topics, or an expectation of acceptance/rejection percentages. If you judge all to be of interest, then please indicate that. We will be looking for a wide range of topics and target audiences in the conference program.
     - You may make your assessments electronically on the forms, save them with your name, and send them back to me, or you may decide to print, fill out, and scan/send them to me. Either works for me!
# Review Sheet

**12th Annual ESOL Conference, Kennesaw State University**  
Theme: *Accelerating Academic Achievement with the Common Core and More*

**EVALUATOR NAME** __________________________

Please rate the proposed presentations using the following scale: 1 = No  
2 = Somewhat  
3 = Yes

<table>
<thead>
<tr>
<th>Proposal Number: ____</th>
<th>Criteria</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Does the presentation relate to the conference theme?</td>
<td>1 2 3</td>
</tr>
<tr>
<td></td>
<td>Does the presentation contain innovative and cutting-edge ideas?</td>
<td>1 2 3</td>
</tr>
<tr>
<td></td>
<td>Will the presentation's content attract and stimulate conference attendees' thinking?</td>
<td>1 2 3</td>
</tr>
<tr>
<td></td>
<td>Is the proposal clearly written, and does it specify what participants might gain from the session?</td>
<td>1 2 3</td>
</tr>
<tr>
<td></td>
<td>Are the ideas, practices, and programs replicable, and do they focus on the &quot;whys&quot; and &quot;hows&quot;?</td>
<td>1 2 3</td>
</tr>
</tbody>
</table>

**Total Score**

Would you recommend that this presentation be accepted?
Now it’s your turn...

• Create a proposal for the 2014 KSU ESOL Conference!
  
  • 75 words max
  
  • Consider:
    
    What has caught your attention in this year’s program?
    
    What draws you to attend a presentation?
    
    Can you find an example in the program?
    
  • Draft your proposal. Be sure to...
    
    - write in 3rd person, no identifiers.
    - check spelling, sentence structure.
    - have someone else read it for clarity.
    - submit it by the deadline.
See you next year!