



**UNA E**

**PEDAGOGÍA  
DE LOS IDIOMAS  
NACIONALES  
Y EXTRANJEROS**

### **Important Dates:**

<b>Task</b>	<b>Dates</b>
Proposal submission	January 27, 2020 – May 15, 2020
Notification of acceptance or rejection of proposals	June 1st, 2020 – June 21, 2020
Presenter registration and payment	June 2nd, 2020 – July 15, 2020
Participant registration and payment	March 1 <sup>st</sup> - July 30th, 2020
<i>Please make sure your registration and payment are sent in advance of the deadlines.</i>	



**UNAE**

PEDAGOGÍA  
DE LOS IDIOMAS  
NACIONALES  
Y EXTRANJEROS

## GENERAL INFORMATION

### Proposal Requirements for Presenters

- A proposal may take the form of (1) workshop (2) poster or (3) paper abstract
- Each presenter may submit one (1) proposal. A maximum of two (2) presenters per proposal are allowed.
- Proposals should be submitted by e-mail. Please send your proposal to the following address: XXXX The subject line should state **TTREE Conference Proposal** followed by your name. With your proposal be sure to include the following Information about the Presenter(s):
  - First Name:
  - Last Name:
  - Title (Mr./Mrs./Miss/ Ms. /Prof/Dr.)
  - Affiliation/Institution/University/etc.
  - City, State and Country
  - Bio (60 word limit)
  - Phone
  - Whatsapp
  - Email address
- Once accepted you will be sent further instructions on how to proceed.
- For more information about the format of presentation, please see **Acceptance Criteria and Presentation Format**
- Please see **Important Dates** for information about deadlines, payments, and other dates to keep in mind.



**UNAE**

PEDAGOGÍA  
DE LOS IDIOMAS  
NACIONALES  
Y EXTRANJEROS

## Acceptance Criteria and Presentation Format

### General Criteria for Acceptance:

*Proposals are evaluated using a rubric. Generally, a proposal will only be accepted for presentation if it*

- Has not been presented at other conferences in the region
- Is appropriate for the theme of the conference
- Has a well-defined focus and objective, and communicates original ideas that are connected to ELT theory, research, or policy
- Provides useful information and ideas for the audience. If theoretical, it includes useful applications
- Is submitted in the English language and is linguistically accurate with no language errors
- States what the presenter is going to talk about and how
- Is submitted by e-mail within the deadline set for proposal submission

### Proposal Requirements and Format:

- For all proposals please include a title and the additional components as indicated below:
  - For workshops, please submit a description and session objectives
  - For papers, please submit an abstract
  - For posters (students only), please submit an abstract
- The maximum number of words are limited for certain sections of the proposal as follows:
  - title (10)
  - workshop description and objectives (250)
  - paper abstract (250)
  - poster description (200)
- ***For paper abstracts:***



**UNA E**

PEDAGOGÍA  
DE LOS IDIOMAS  
NACIONALES  
Y EXTRANJEROS

- To allow for blind review, please ensure that you do not include information that identifies the presenter(s), including names and any affiliated institutions

### **Additional Information for Proposals:**

- **Papers**

- Only an abstract is necessary for participation in the conference.
- Abstracts will be published in a conference proceedings that will be distributed to all participants
- There is a competition for accepted papers. The best papers will be published in RUNAE, the Universidad Nacional de Educación's journal.

- **Workshops**

- The session description should outline exactly what you intend to present and how your presentation is structured. The purpose of the session should be clearly stated. Please also reference materials or activities that you will use to engage the audience. Indicate the target audience and the student population or educational context that the session will address.