

# MELEd Conference 2018 - Proposal Submission

MinneTESOL and the Minnesota Department of Education invite professionals involved with English language learners in any context to submit proposals for presentation at our 5th annual conference, held at the Hyatt Regency in downtown Minneapolis, MN on November 15-17, 2018.

Please note the new dates and location this year.

MinneTESOL and the Minnesota Department of Education welcome proposals related to all aspects of English language teaching and best practices for instruction and administration. Proposals that emphasize diversity of thinking and offer new ways to solve current challenges in programs and institutions are especially needed. Submission proposals relevant to elementary education, bilingual education, co-teaching within content areas, teachers supporting multiple schools, and Students with Limited or Interrupted Formal Education (SLIFE) are particularly encouraged.

Proposal submission deadline is June 1, 2018.

\* Required

## 1. Email address \*

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## Presenter Information

### 2. Primary Presenter/Contact Last Name: \*

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### 3. Primary Presenter/Contact First Name: \*

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### 4. Primary Presenter/Contact Position & Affiliation: \*

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**5. Primary Presenter/Contact Email: \***

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**6. Phone Number: \***

Please omit dashes.

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**7. Biographical information for primary presenter: \***

Please include a short paragraph (roughly 50 words) relaying your relevant education and work experience. Please write your biographical information in the third person and include your full name. This information will be printed in the conference program. You can view an example biography here: <http://bit.ly/1TEdtU>

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## Other Presenters

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**8. Name(s) of Other Presenters (first then last):**

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**9. Positions & Affiliations (same order as other presenter names):**

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**10. Emails:**

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**11. Biographical information for other presenters:**

Please include a sentence relaying each presenters relevant education and work experience. Please write your biographical information in the third person and include your full name. This information will be printed in the conference program. You can view an example biography here: <http://bit.ly/1TEdtU>

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## Presentation Information

MinneTESOL and the Minnesota Department of Education welcome proposals related to all aspects of English language teaching and best practices for instruction and administration. Proposals that emphasize diversity of thinking and offer new ways to solve current challenges in programs and institutions are especially needed. Submission proposals relevant to elementary education, bilingual education, co-teaching within content areas, teachers supporting multiple schools, and Students with Limited or Interrupted Formal Education (SLIFE) are particularly encouraged.

Types of Presentations:

### Workshop or Panel (90 minutes)

A workshop provides participants with a “hands on” experience in developing methods or materials, analyzing research data, or solving a specific research/teaching problem. In a workshop, there is very little lecturing; rather, the emphasis is on audience involvement. A panel explores a specific issue from the differing points of view expressed by participants.

### Demonstration or Presentation (50 minutes)

A demonstration describes or shows audience members how to do something, e.g. a technique for teaching or testing language which affects development of one or more language skills. A presentation is designed for sharing a variety of aspects of teaching, e.g. a successful teaching strategy, activities, curriculum ideas and materials.

### Paper (20 minutes)

A paper tells about something that you are doing in relation to theory or practice. Often this type of information is presented using audio-visual aids and is accompanied by handouts. A paper can be a research paper, description of an action research project or capstone or thesis work.

Please review the guidelines for presenters: <https://goo.gl/u5PK6h>

Proposals that do not align with the guidelines will not be accepted.

### 12. Title of Presentation \*

Please use capitalization and punctuation as you would like it to appear in the conference program.

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### 13. Type of Presentation \*

*Mark only one oval.*

- 20 minute mini-session (paper)
- 50 minute session (demonstration or presentation)
- 90 minute session (workshop or panel)

**14. Which area of interest is the primary audience for this presentation? \***

Please review definitions of each area of interest: <http://bit.ly/1Qs6zYE>

*Mark only one oval.*

- Elementary
- Middle School
- High School
- Adult
- College
- Teacher Education
- Migrant Education
- Bilingual Education
- SLIFE
- Advocacy/Policy
- Administration/Coordinators

**15. Other (primary area of interest not listed-- please specify):**

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**16. Which area of interest is the secondary audience for this presentation? \***

*Mark only one oval.*

- Elementary
- Middle School
- High School
- Adult
- College
- Teacher Education
- Bilingual Education
- Migrant Education
- SLIFE
- Advocacy/Policy
- Administration/Coordinators

**17. Other (secondary area of interest not listed-- please specify) :**

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**18. Abstract of presentation to be printed in the program: \***

Roughly 50 words

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**19. Summary for Reviewers: \***

Less than 300 words

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**20. Do you require attendees to bring their own devices to digitally interact with your presentation by some means (i.e., take an online survey or poll from the audience, create materials based on your lesson demonstration)? \***

*Check all that apply.*

- Yes, my presentation should be marked as "Bring Your Own Device" (BYOD)
- No, my presentation should NOT be marked as "Bring Your Own Device" (BYOD)
- Other: \_\_\_\_\_

**21. Are you interested in being paired with a MELEd Mentor to help develop your presentation if your proposal is accepted? (process explained here: <https://goo.gl/FfjBZ4> \*)**

*Mark only one oval.*

- Yes, I would like to be paired with a mentor.
- No, I would not like to be paired with a mentor.

**22. Is this your first time presenting at the Minnesota English Learner Education (MELEd) Conference, MinneTESOL Annual Conference, or MinneSLIFE? \***

*Mark only one oval.*

- Yes, this is my first time presenting.
- No, I have presented before.

## **MELEd Conference Speaker's Agreement**

Please read through the MELEd Speaker's Agreement. By clicking "agree," you are agreeing to the terms in the agreement.

View a printable agreement here:

<https://goo.gl/bY63tx>

## **2018 Minnesota English Learner Education (MELEd) Conference Speaker's Agreement**

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If your proposal is selected, you will be asked/required to adhere to the following terms of engagement:

**Availability:**

Presenter agrees to hold available each day of the Conference until notified of scheduling. MELEd will schedule Presenter at its discretion.

**Registration:**

All presenters are encouraged to register and attend the full conference or at least the day of their session. MELEd understands that schedules do not always allow for additional participation. Presenters who can only attend their presentation are not required to register for the conference.

**Compensation:**

Presenter will receive discounted presenter registration rate. Presenter agrees that no additional monetary compensation will be provided by MELEd. (First-time MELEd presenters are welcome to apply for a conference fee reimbursement scholarship).

**Travel:**

Presenter agrees to be responsible for all travel arrangements and costs. (Presenters attending from a distance of more than 50 miles are welcome to apply for a travel reimbursement scholarship.)

**Lodging:**

Presenter agrees to be responsible for all lodging arrangements and costs.

**Meals:**

If Presenter is registered for the Conference, MELEd agrees to provide Presenter with all meals included in the Conference registration fee. Presenter agrees to be responsible for all other meal arrangements and costs.

**Handouts:**

Presenter agrees to allow MELEd to distribute Presenter's supplied handouts to Conference registrants via Internet download prior to the Conference. Presenter has the option to agree or disagree to allowing MELEd to publish Presenter's supplied handouts publicly on the MELEd website.

MELEd will not make copies of presenter handouts. MELEd will include Presenter's handout materials essential to Presenter's presentation via Internet download only if the materials are submitted to MELEd by November 2, 2018. If Presenter does not supply handout originals to MELEd by the deadline, then Presenter is responsible for providing his/her own handout copies the day of the Conference at his/her own expense.

Handouts must be submitted electronically (e-mail is preferred) to the MELEd office as print-ready PDFs. If you have multiple handout items (such as a slideshow and accompanying resource documents), they must be combined into one PDF.

**Photo, Video, and Student Work Permissions:**

All images and video recordings used in presentations, whether on handouts or other visual aids, must be accompanied by photo and video permissions. Presenters are responsible for obtaining the necessary permissions to use any photographs or student work they provide.

By accepting the terms of this speaker's agreement, presenter agrees to provide permissions guaranteeing that all persons in each photograph have given their permission for the photograph to be published.

Presenter also agrees to provide completed permissions before using student writing, speaking, or other classroom work in presentation materials upon request by MELEd.

**Audio/Visual Equipment:**

MELEd agrees to provide the following audio/visual equipment to each breakout session room:

LCD projector

Projection screen

Power strip

VGA connector (see image to the right)

Presenter must provide own alternative cables to connect to projector.

Dongles for Apple and Chromebook computers will not be provided by MELEd.

Presenter must provide own speakers to connect to their laptop if required. The largest breakout rooms will include a wired or wireless microphone.

**Cancellation:**

This agreement will bind both MELEd and Presenter and should only be cancelled in writing by mutual agreement.

**Notification of Acceptance:**

Primary presenter will be notified of acceptance or denial by MELEd by email on July 27, 2018. Presenter is required to confirm acceptance via email by August 3, 2018. If MELEd does not receive a confirmation by the deadline, Presenter's proposal acceptance will be withdrawn.

If you do not agree with these terms or would like to discuss special terms with MELEd, please contact the Conference Committee Co-Chairs:

Darren LaScotte ([lasc0027@umn.edu](mailto:lasc0027@umn.edu))

Leah Kronick ([kron0062@umn.edu](mailto:kron0062@umn.edu))

**23. I have read the MELEd Conference Speaker's Agreement. \***

*Mark only one oval.*

I agree to this speaker's agreement. *Stop filling out this form.*

I do not agree to this speaker's agreement. *Skip to "You selected "I do not agree to the MELEd Conference Speaker's Agreement."."*

*Stop filling out this form.*

## **You selected "I do not agree to the MELEd Conference Speaker's Agreement."**

Please contact the conference co-chairs with questions or concerns before submitting your proposal.

Darren LaScotte ([lasc0027@umn.edu](mailto:lasc0027@umn.edu))

Leah Kronick ([kron0062@umn.edu](mailto:kron0062@umn.edu))

A copy of your responses will be emailed to the address you provided

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