

# 2021 MELEd Conference 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 8th annual conference, held at the Saint Paul Rivercentre in downtown Saint Paul, MN on November 18-20, 2021.

MinneTESOL and the Minnesota Department of Education welcome proposals related to all aspects of English language teaching and best practices for multilingual learners. While research-based proposals are always welcome, proposals that emphasize practical tools or strategies for teachers are especially encouraged. Submission proposals relevant to early childhood education, elementary/secondary education, Adult Basic Education (ABE), post secondary education, and special populations (e.g. Students with Limited or Interrupted Formal Education, Long-Term English Learners, etc.) are also particularly encouraged.

Submission Deadline: June 17th!

\* Required

1. Email \*
- 



2. Is this a vendor session (are you or is your organization/ business planning to be an exhibitor at MELED)? \*

Mark only one oval.

Yes    Skip to question 13

No

Presenter Information

3. Primary Presenter/Contact Name (first then last): \*

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

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5. Primary Presenter/Contact Email: \*

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6. Primary Presenter/Contact 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**

Please make sure to add all other presenters' email addresses and phone numbers

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

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

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10. Other Presenters Emails:

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11. Other Presenters Phone Number:

Please omit dashes.

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12. 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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*Skip to question 26*

Vendor  
Presenter  
Information

Because vendor sessions tend to have different scheduling issues and concerns than other sessions, we've created a slightly different form for you!

13. Vendor Organization/ Business Contact Last Name \*

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14. Vendor Organization/ Business Contact First Name \*

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15. Vendor Organization/ Business Contact Position & Affiliation: \*

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16. Vendor Organization/ Business Contact Email: \*

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17. Vendor Organization/ Business Contact Phone Number: \*

Please omit dashes.

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18. First and Last name of Presenter (person who will present at the conference (please only fill this is if your are 100% certain of who this person will be)

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19. Presenter Position (Title) and Affiliation (Organization or Business) \*

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20. Biographical information presenter (again, please only fill this is if your are 100% certain of who this person will be):

Please include a short paragraph (roughly 50 words) relaying your relevant education and work experience. Please write the presenter's biographical information in the third person and include their 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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21. Name(s) of Other Presenters (first then last):

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

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23. Emails:

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24. Phone Number

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25. Biographical information for other presenters:

Please include a sentence or a short paragraph relaying each presenter's relevant education and work experience. Please write their biographical information in the third person and include their 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 multilingual learners. While research-based proposals are always welcome, proposals that emphasize practical tools or strategies for teachers are especially encouraged. Submission proposals relevant to early childhood education, elementary/secondary education, Adult Basic Education (ABE), post secondary education, and special populations (e.g. Students with Limited or Interrupted Formal Education, Long-Term English Learners, etc.) are also particularly encouraged.

Please note new presentation options this year!

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 (60 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 or Presentation (45 minutes)

A presentation is designed for sharing a variety of aspects of teaching, e.g. a successful teaching strategy, activities, curriculum ideas and materials. A summary of action research or a graduate thesis or other paper would also be appropriate for this option. This is also a great option for graduate students or other newer presenters!

Please review the following:

Guidelines for presenters:

[https://docs.google.com/document/d/1SIFQq\\_8mg-qJtpnZF7qEV2J4DLrYQwQOGcBhchM49go/edit?usp=sharing](https://docs.google.com/document/d/1SIFQq_8mg-qJtpnZF7qEV2J4DLrYQwQOGcBhchM49go/edit?usp=sharing)

Proposal Rubric:

<https://docs.google.com/document/d/1WVdluGkMBwSaI93h5JM43dXvgyvwfhhuGX5bNdtowc/edit?usp=sharing>

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

### 26. Title of Presentation \*

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

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27. Type of Presentation \*

*Mark only one oval.*

- 45 minute session (paper or presentation)
- 60 minute session (demonstration or presentation)
- 90 minute session (workshop or panel)

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

Please review definitions of each area of interest: [https://docs.google.com/document/d/1Hvr\\_oy16\\_QRUoH8w-f5835qKrY11RC\\_Mzcdzb98TPXU/edit?usp=sharing](https://docs.google.com/document/d/1Hvr_oy16_QRUoH8w-f5835qKrY11RC_Mzcdzb98TPXU/edit?usp=sharing)

*Mark only one oval.*

- Elementary
- Middle School
- High School
- Adult
- College
- Teacher Education
- Migrant Education (please read attached description)
- Bilingual Education
- SLIFE
- Advocacy/Policy
- Administration/Coordinators
- Early Childhood
- Content Teaching
- WIDA

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

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30. 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
- Early Childhood
- Content Teaching
- WIDA

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

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

Roughly 50 words

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33. Summary for Reviewers: \*

Please write clearly, explain how the topic is relevant to the field, use an asset focus when talking about students, and cite references in the proposal to show how the work is grounded in literature/theory. (See the rubric link above.) - Less than 300 words

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34. 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:  \_\_\_\_\_

35. Would you be interested in doing your presentation more than once at this year's conference? \*

*Mark only one oval.*

Yes

No

2021 MELEd (Virtual)  
Conference Presentation  
Options

Please tell the conference committee about how you'd like to present at this year's MELEd conference if it goes virtual

36. Please check all options that are true for you

*Check all that apply.*

- I am not interested in presenting virtually (I decline to present)
- I am interested in pre-recording my session
- I am interested in presenting LIVE (synchronous presentation via Zoom or similar)
- I am interested in pre-recording my session AND I would like to do a LIVE/ synchronous follow-up/ discussion session (via Zoom or similar)

37. If you are presenting online, are you interested in interacting with attendees? (Webinar vs Meeting)

*Mark only one oval.*

Yes

No

MELEd  
Conference  
Speaker's  
Agreement-  
PLEASE  
READ

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://docs.google.com/document/d/12S2tbnhqTS5mw8hw07\\_ZU9e\\_GJnAHg26ct\\_EUhJR1SU/edit?usp=sharing](https://docs.google.com/document/d/12S2tbnhqTS5mw8hw07_ZU9e_GJnAHg26ct_EUhJR1SU/edit?usp=sharing)

## 2021 Minnesota English Learner Education (MELEd) Conference Speaker's Agreement

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. Presenters can request a specific day, but the accommodations may or may not be made- scheduling is at the discretion of the conference committee.

### 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. If they are attending sessions besides their own, they must register. There are 3 options- "lunch only," actual registration, and no registration.

### Compensation:

The presenter will receive a 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 100 miles are welcome to apply for a travel reimbursement scholarship.)

### Lodging:

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

### Meals:

Presenter agrees to be responsible for all meal arrangements and costs. Please note that no meals will be served as part of this year's conference. Instead, attendees will be given an opportunity to network and purchase lunch either on site or at one of many nearby restaurants!

### Handouts:

Presenter agrees to allow MELEd to distribute Presenter's supplied handouts to Conference registrants via Internet download prior to the Conference. The presenter has the option to agree or disagree with 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 5, 2021. 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 (email 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.

The 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/ Conference Venue will provide the following:  
Projector with VGA and HDMI connections and screen  
Power outlet  
Podium with a wired or wireless microphone in larger rooms

Please note:

MELEd does not provide clickers, laptops, or speakers.

A podium with a wired or wireless microphone is supplied only in larger breakout rooms.

All other rooms have a podium but no mics/sound amplification will be provided.

If your laptop has any kind of output other than VGA or HDMI, please bring your own dongle or adaptor needed for your presentation. We have a limited number of adaptors/dongles/alternative cables which will be available on a first-come, first-served basis during the conference. Our onsite tech team will do their best to trouble-shoot onsite but we cannot guarantee the availability of any other type of connection.

Cancellation:

This agreement will bind both MELEd and Presenter and must only be canceled in writing by mutual agreement.

Notification of Acceptance:

Primary presenter will be notified of acceptance or denial by MELEd via email by July 23th, 2021. The presenter is required to confirm acceptance via email by August 13th, 2021. 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:

Ghaida Shamsan ([shams040@umn.edu](mailto:shams040@umn.edu))

Amy Young ([amy.young@state.mn.us](mailto:amy.young@state.mn.us))

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

*Mark only one oval.*

I agree to this speaker's agreement.

I do not agree to this speaker's agreement.

*Skip to section 7 (You selected "I do not agree to the MELEd Conference Speaker's Agreement.")*

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.

Ghaida Shamsan ([shams040@umn.edu](mailto:shams040@umn.edu))

Amy Young ([amy.young@state.mn.us](mailto:amy.young@state.mn.us))

