



Guidelines for Speakers

21st BRAZ-TESOL International Conference

Theme: *"Living Transformation Together"*

This document will guide you through the proposal submission process for the 21st BRAZ-TESOL International Conference (BTIC). Please read it carefully before submitting your session. If you have questions, contact the Academic Committee at academiccommittee@braztesol.org.br

This form must not be modified. You can also send proposals for presentations in Portuguese.

Tips for Writing a Strong Proposal

- Focus on clarity: Be specific about what participants will gain.
- State objectives clearly: Use "By the end of this session, participants will be able to..."
- Be relevant: Align your session with the conference theme *"Redefining Connections in ELT."*
- Think of your audience: Make it clear why your session matters to them now.
- Ground your ideas: Reference research or best practices — no need for full citations.
- Edit and proofread: Make sure your language is professional, concise, and correct.

STEP 1: Registration Requirements

To submit a session proposal, you must be registered as a participant in the conference. You do not need to complete payment before submitting, but you do need a registration number.

Required Information (for all presenters):

- Full Name
- Nationality
- Ethnic Background (*optional – for diversity & inclusion purposes*)
- Gender Identity (*optional*)
- Mini Bio (*maximum 150 words*)
- Link to Public Profile (*Lattes, LinkedIn, or another professional page*)
- First time presenting at BTIC? If yes, would you like to be paired with an advisor/mentor?

If your proposal includes co-presenters (up to 4 in total), please note that all presenters should follow the same procedure.

STEP 2: Choose Your Session Format

The 21st BTIC offers seven engaging session types. Each format supports different goals, levels of interaction, and audience experiences. Please select just one option with an X.

- Individual Talk (30 minutes)** - A standard conference presentation. Share classroom practices, reflections, research, or projects in ELT. Sessions may include theoretical elements but must highlight practical relevance. Leave 3–5 minutes for Q&A.
- Panel (25 minutes)** - Two or more speakers (minimum 2 – maximum 4 participants) present different perspectives on the same topic. Panels must be coordinated and cohesive, with clear thematic links and time for audience questions.
- Round Table (25 minutes)** - An open dialogue between a small group of speakers (minimum 2 – maximum 6). Speakers each contribute equally to a topic discussion, with the goal of exchanging ideas rather than delivering formal presentations.
- Two Sides of the Same Coin (25 minutes)** - Two presenters share contrasting views, approaches, or experiences on the same issue. The format allows space for dialogue, comparison, and possibly debate. Both voices must be balanced.
- Guided Discussion (25 minutes)** - The presenter acts as a facilitator, posing 1–2 guiding questions and encouraging attendees to share opinions or experiences. Not a lecture — this is meant to spark meaningful participant interaction.
- Workshop (45 minutes)** - Hands-on, practical, and interactive. Workshops must involve participant engagement throughout — group tasks, mini-projects, roleplay, etc. Avoid lecture-based delivery.
- Demonstration (45 minutes)** - Walk participants through an activity or sequence of activities they can apply in their own contexts. A demonstration shows *how* something works rather than just talking *about* it.

STEP 3: Choose the Topic Area of your Proposal

Please select just one option with an X.

- Assessment
- Bilingual Education
- Educational Technologies
- English for Professional and Academic Purposes
- Intercultural Language Education
- Materials Writing
- Mind, Brain and Education
- Pronunciation
- Public School
- Teacher Development
- Young Learners and Teens

If your presentation aligns with the focus of one of the BRAZ-TESOL Special Interest Groups (SIGs), you may choose to be considered for a SIG Showcase. A **SIG Showcase** is a selection of presentations that represent the best practices, innovative ideas, or relevant discussions within a specific area of interest. Each SIG selects presentations to highlight

during the conference. These sessions receive additional promotion and visibility within the SIG community and may feature special thematic blocks on the event schedule. To be considered, simply select YES or NO by marking an X to indicate your interest. SIG leaders will review proposals relevant to their area and may invite you to be featured.

I would like to be considered for a SIG Showcase. () YES () NO

STEP 4: Prepare Your Proposal

You will need the following components to complete your submission:

- Proposal Title (*Max 80 characters with spaces*)
- Selected Session Format
- Selected Topic Area
- Abstract (*Max 300 words, Arial 10pt, 1.5 spacing*) – published in the conference program
- Objectives (*2 to 3 clear learning goals, Max 200 words, Arial 10pt, 1.5 spacing*)
- Contribution & Themes (*Max 250 words, Arial 10pt, 1.5 spacing*) – explain relevance with the conference theme
- Keywords (*Maximum 4*)
- Bibliographical References (*Maximum 5*)
- Originality Declaration: Is this a new presentation for BTIC? If not, say when and where it was presented

 **THANK YOU FOR YOUR PROPOSAL!** 

We can't wait to see your ideas, perspectives, and innovations. Let's connect, collaborate, and reshape the future of English language teaching — together.

See you at the 21st BTIC!