

## **PRESENTATION FORMATS - SUBMISSION GUIDELINES**

Please use the guidelines below to assist with the submission of your proposal.

- The title of the proposal can be up to 100 characters (including spaces).
- Include one proposal text with the following three headings:

### **1. Abstract for publication:**

The abstract will be published on the conference website. The abstract should address the conference theme, describing the proposal's topic and indicating the literature, methods, evidence and conclusions, or the literature and current EAP conversations it engages with. Please note the length of abstract required is dependent on the presentation format chosen.

### **2. Additional details:**

The proposal details explain the rationale and significance of the proposal and its thread relevance, states its learning goals and outcomes and includes plans for participants' engagement in the session. This is for review purposes only and should be no more than 300 words in length. Please note, dependent on the presentation format this section may not need to be completed. Please see details below.

### **3. References:**

A list of the major references (up to 10 major/indicative references, for review purposes only)

- Anonymise the proposal text to the greatest possible extent to allow blind review

The author submitting the proposal will also be asked to provide co-author information including email address and affiliations. Please ensure you have read our privacy policy and have the permission of the co-authors to share this information.

Please see BALEAP 2019 presentation formats below.

## **Papers**

We invite proposals for single paper presentations on the conference theme, especially those which are on completed projects. The goal of these papers is to share knowledge and to encourage critical dialogue among conference participants.

- Paper proposals should be submitted by the first author and will last a maximum of 20 minutes each.
- The abstract part of the proposal text should be between 300 and 400 words.

## **Workshop**

Workshops provide a hands-on, practical and interactive experience, focussing on one of the subthemes of the conference. Workshops should be used to demonstrate effective practices in EAP and workshop pedagogy.

- Workshop proposals should be submitted by the first author and will last 60 or 90 minutes. A limited number of workshop slots are available.
- The abstract part of the proposal should be between 300 and 400 words and should include a short workshop outline

## **Symposium**

This allows a group of practitioners to prepare, collaborate and present on a theme of shared interest and practice. This is usually done around a coherent collection of separate papers which engage with a specific aspect of research, theory or practice, presenting a diversity of contexts/perspectives/approaches or methodologies.

- Symposium proposals should be submitted by the symposium organiser and should feature three to four presenters. It will last 90 minutes, including at least 20 minutes for discussion with the audience. One of the presenters in the session or someone else chosen by the symposium organiser should be ready to act as Chair.

- The abstract part of the proposal text should be between 500 and 1000 words, describing the symposium as a whole. It may also include descriptions of individual contributions and titles within the panel.

### **Posters**

The BALEAP conference will display posters during a poster session that allows participants to engage with each poster presenter. We therefore especially invite proposals for posters that take up important and timely topics related to the conference theme. Posters should present preliminary or completed work, or consideration of the field of EAP in general. They should inspire dialogue and critical engagement, and at least one author should attend the full poster session to present and discuss their work.

- Poster proposals should be submitted by the first author.

- The abstract part of the proposal text should be between 300 and 400 words.

- The proposal details part of the proposal text do not need to include plans for participants' engagement as for other formats and may be left blank.

- Posters should not exceed size A0 portrait (width x height: 84 x 119 cm = 33 x 47 inches).

### **Pecha Kucha**

This is an increasingly popular format of presentation at BALEAP conferences. Pecha Kucha is a 6 minute and 40 second presentation of 20 slides shown for 20 seconds each. Fitting in with the conference theme, a Pecha Kucha presentation takes a more light-hearted look at the field of EAP and the work of practitioners, scholars or researchers within it. They should both inspire and entertain, providing a brief overview of work being undertaken.

- Pecha Kucha proposals should be submitted by the first author.

- The abstract of the proposal text should be between 300 and 400 words

- The proposal details part of the proposal text do not need to include plans for participants' engagement as for other formats and may be left blank.

### **Innovative Teaching Session**

This allows space for short demonstrations or explanations of innovative classroom practice. They offer an opportunity for hands-on work on a specific aspect of learning and teaching in EAP, providing participants with 'take home' ideas for their classroom or EAP centre.

- Innovative teaching session proposals should be submitted by the first author.

- The abstract of the proposal text should be between 300 and 400 words and should mainly cover plans for participant engagement with the innovation. For this session, there does not need to be a focus on the literature, methods, evidence and conclusion of any scholarship undertaken.

- The proposal details part of the proposal text do not need to include plans for participants' engagement as this should be done in the abstract, so may be left blank.

For any issues with the submission process, please contact our support team [baleap@leeds.ac.uk](mailto:baleap@leeds.ac.uk)