

THE 37TH IATEFL BESIG ANNUAL CONFERENCE
22-24 NOVEMBER 2024

CALL FOR PROPOSALS

**The official guidelines for speakers at the
IATEFL BESIG Annual Conference**



Thank you for your interest in submitting a speaker proposal for the 2024 IATEFL BESIG Conference. The conference will take place at Urban Valley Resort and Spa, Triq Wied Ghollieqa, San Ġwann, Malta from 14:00 CET on Friday, 22 November to 13:00 CET Sunday, 24 November. The theme of this year's conference is "Business Frontiers – Creating the Future Together".

Only members of IATEFL BESIG can give a presentation or hold a workshop. You may submit a proposal if you are not a member, but you will need to join IATEFL BESIG to be included as a speaker in the programme. [Click here to join IATEFL BESIG](#). All speakers will be required to register for the conference.

The call for proposals is open until Monday, 15 July 2024.

[Click here to submit your proposal](#).





CONFERENCE THEME AND DATES FOR SUBMISSIONS

This year's conference theme is "Business Frontiers – Creating the Future Together".

The deadline for submitting a proposal is , 15 July 2024 at 16:00 UK time.

We are especially interested in proposals that address the following topics:

1. **Business English learning technologies:** AI, online teaching, platforms, tools & resources.
2. **Teaching practices:** transferrable activities, learning strategies, and best practices from the Business English classroom.
3. **Future-proofing** our industry and our clients' jobs: marketability, well-being, and employability.
4. **Sustainability:** the role of business English in promoting positive social change, inclusivity, and sustainable practices.
5. **Global world:** managing multicultural business and classroom environments.

However, if you have another topic that you would like to present on, please do submit your proposal anyway.

You will be contacted by email to confirm whether or not your proposal has been successful.

Notification of acceptance of proposals will take place **by 31 July**. The deadline for speakers to confirm their participation is **Monday, 15 August at 16:00 UK time**.

You will not be added to the programme until you register and pay the conference fee. Only members of IATEFL BESIG can give a presentation or hold a workshop. You may submit a proposal if you are not a member, but you will need to join IATEFL BESIG to be included as a speaker in the programme.

A link to the registration page will be sent in the confirmation of acceptance and in emails to members about the event. You must register and pay the conference fee by Monday, 15 August at 16:00 UK time to be included in the programme.



GUIDELINES FOR SUBMISSIONS

You may submit a proposal for a talk, a workshop or a commercial presentation. Your abstract should be no longer than 500 characters including spaces, and should accurately reflect what you are going to talk about, and your chosen topic should ideally be related to the conference theme.

Please select which type of session you would like to hold:

- **talk (30 minutes)** – select this option if you wish to inform delegates about your topic.
- **workshop (45 minutes)** – select this option if you intend to involve the audience actively with discussions and tasks. You must attach a 250-word workshop outline to the submission.
- **commercial session (30 minutes)** – see sponsorship package or contact our Conference Events Coordinator besig.conference-events@iatefl.org for more details.

Please ensure that:

- you are explicit about whether you are offering a presentation or workshop which is personal or commercial/sponsored
- you have catered for the level of knowledge of your audience
- your session is of some practical use for the delegates. If your talk is mainly theoretical, include a consideration of the practical issues and implications that it raises
- your audience can apply your experience to their own context. This is especially important if you are describing a course, project or product, or if your presentation relies heavily on a description of your local situation
- if you are presenting a personal research project, your research should either be completed or a significant phase of it should be completed, to enable you to present rather than talk about general issues
- you include a bio (50-60 words) and a photo.

Please ensure your abstract and title accurately represent the session you will be giving at the conference.



THE IATEFL BESIG FIRST TIME SPEAKER SCHOLARSHIP

This scholarship is for a first time speaker at the annual IATEFL BESIG Conference. It is intended to encourage our fellow business English professionals to share their valuable experience and knowledge with the community. It is an ideal opportunity to actively participate in this dynamic, well-established conference and showcase what you're made of. In return, you benefit both professionally and financially.

To qualify you must:

- have been a member of IATEFL BESIG for at least six months
- have participated in IATEFL BESIG activities (e.g. contributed to the monthly discussion topic on Facebook, have written a post for the IATEFL BESIG blog or an article for the newsletter, attended a webinar or online weekend workshop organised or participated in a local event)

- agree to give a presentation or lead a workshop on an aspect of teaching business English at the IATEFL BESIG Annual Conference 2024
- write up your conference experience for the next edition of Business Issues.

To be considered you should:

- submit a 250-word summary outlining how you became involved in teaching, why you enjoy it and how you found out about IATEFL BESIG
- send a recent photo
- write a short bio of 30 words or less
- submit your proposal for your presentation or workshop by Monday, 15 July 2024 at 16:00 UK time.

All applicants, including the winner, will be contacted by 15 August 2024 by the IATEFL BESIG Committee whose decision is final.

The scholarship consists of:

- a year's membership to IATEFL, including BESIG
- waived registration for the annual IATEFL BESIG Conference
- a grant of 750GBP for your travel and accommodation.