



## How to Write a Successful ACTFL Proposal

By William Anderson, ACTFL Convention Committee Chair

Often times members ask why their proposals were not accepted. The fact is the Convention Committee would love to accept all proposals but the convention location and times limit the number we can accept. The Convention Committee works closely with our Partner Organizations and ACTFL Special Interest Groups (SIGs) to recruit members to review proposals. For 2019, we are once again including member volunteers from the ACTFL Volunteer Portal. The review is blind, i.e. reviewers do not see the name(s) or institution(s) of the person(s) submitting the proposal(s). Additionally, in order to ensure that we have a thorough and comprehensive review, each submission is reviewed by at least 3-4 reviewers. With this in mind, we offer some strategies to maximize the chances of your proposal being accepted.

### **General Information**

- All proposal information should be submitted in English and be “print ready.”
- Use the third person (The presenter will...).
- Avoid symbols (@%&\*#).
- Spell out acronyms the first time, e.g. National Network for Early Language Learners (NNELL).
- Presentations may be given in languages other than English.
- Only **one** presentation may be submitted as lead presenter. You may be a co-presenter on **one** additional session.
- Presenters must be current members of ACTFL or one of the partner organizations.

### **Planning your submission type**

- Electronic Poster - Presentation is shared on laptop computer for 60 min. in the Exhibit Hall.
- Papers- Paper is presented for 10 minutes with 5 minutes of Q & A.
  - Research-oriented paper should address a current and relevant research topic of interest to language educators.
  - Practice-oriented paper condense information and insight on a pedagogical topic.
- Roundtable – Presentation of project or research using laptop with 35 min. to present and 10 minutes of Q &A.
- Session- Presentation with attendee involvement for 45 min.

### **Writing your proposal**

Compelling proposals address the needs of today’s learners and educators by focusing on cutting-edge strategies, innovative programs, emerging trends and research-informed practices. It is crucial that you refer to the ACTFL submission guidelines and rubric as you develop your proposal. You can find them on the submission portal.

- Proposal, Title and Description  
Is it well-written? Does it align clearly with the content and purpose of the proposal?
- Relevance of Proposal  
Is the proposal relevant and significant to the field?
- Content and Purpose  
Are the content and purpose innovative and cutting-edge, and do they advance teaching and learning?
- Outcomes  
Are the outcomes clear, specific and measurable? Do they align with the content of the proposal?
- Strategies for Engagement (sessions only)  
Are the strategies for engagement clear and specific? Do they ensure high participant involvement?

### **Now it’s your turn!**

- Consider the best format for your proposal.
- Choose the Keyword.

- Draft a description of your proposal for the program.
- Write a 75-character title.
- Ask two or three colleagues to review/proofread your draft (you can save your progress on the portal along the way before you submit).

The Convention Committee encourages you to submit a proposal, and we hope to see you in Washington, D.C. in 2019!