Speaker Proposal Guidelines
BBELT 2024: Best and Brightest in English Language Teaching

Essential reminders	
Conference dates:	Friday 1 and Saturday 2 March 2024
Deadline for online submission of speaker proposals:	Monday 20 November 2023
Proposal acceptance notification:	Tuesday 5 December 2023
Deadline for speakers to complete their registration: (free entry provided)	Friday 22 December 2023

Information

The British Council Americas is looking for teachers, teacher educators and other ELT professionals who would like to participate as a speaker in BBELT 2024.

BBELT (Best and Brightest in English Language Teaching) online conference offers the ELT community a wide range of professional development opportunities and a chance to connect to teachers in the region and beyond.

It is a great opportunity for teachers and other ELT professionals to share experience and good practice, to try out new ideas and extend knowledge, and to network with colleagues. The conference is also a space for teachers to reflect on how ELT has changed recently and to develop new skills for an ever-changing educational context.

We expect to welcome over 1,500 conference delegates, including preschool, primary, and secondary school teachers from both state and private schools, as well as high school and university teachers, teacher trainers, and teachers from language schools in Mexico and across the region.

If you would like to submit a proposal for the conference, please fill in the form on this link. Proposals need to be submitted before Monday 20th November 2023 to qualify.

Proposals will be selected on the basis of academic merit and evidence of careful planning.

The conference topics

The programme must include a balanced coverage of ELT topics likely to appeal to most conference delegates.

BBELT 2024 will cover the following topics:
1. Community, collaboration, and resilience

2. Learning technologies
3. Managing learning and teaching
4. The new learner and new ways of teaching
5. Climate connection
6. Continuing Professional Development
7. Assessment
8. Equality, Diversity, and Inclusion
9. Research, evidence, and good practice
10. Curriculum, materials, and lesson planning

The conference programme

There will be three different types of session from which speakers can choose to best suit their content:

a) Presentation and Q&A: 30 minutes
(20-minute recorded video + 10 minutes live Q&A)
Presentations should be delivered in plenary style and examine the theory and practice of <u>at least one of the main topics of the conference</u>. Presenters may describe and discuss a project they are currently working on, and/or report on ongoing or recently completed research. Presentations should not promote commercial interests.

b) Workshop: 60 minutes
(40-minute recorded video + 20 minutes live)
The workshop needs to <u>**focus on at least one of the main topics of the conference**</u>. During a 40-minute video recording you will **present practical ideas and show participants how to do something in the classroom** (use a specific technique, solve a problem, implement a programme, etc.), and invite the audience to actively participate throughout the session by using the chat box. In the event, the presenter will respond to the audience on the screen and then connect live to do the final activity and/or take questions in the last 20 minutes. Workshops are expected not to promote commercial interests or materials.
NB. The platform will not have a breakout room function available.

c) Forum: 60 minutes
(45-minute recorded video + 15 minutes live Q&A):
A 60-minute session that gives three speakers the opportunity to discuss or present a topic, led by one of the speakers also acting as facilitator. Speakers can either record a 45-minute discussion about the topic followed by a 15-minute live group Q&A session, or speakers can present for 15 minutes each followed by a 15-minute live group Q&A session.

Note: Some years we have received many proposals of high quality that we cannot fit into the programme due to space. This year we would like to invite presenters to join others discussing similar topics to participate in forums.

If you are programmed to take part in a forum, you and the other forum members will receive each other's contact details and presentation details to enable you to liaise and organise your participation. You must all treat each other's details confidentially in accordance with British Council Privacy Policy. https://www.britishcouncil.org.mx/terminos-privacidad

In the speaker proposal form you will have the option to indicate whether you would be willing to join others in a forum session.

Submission of proposals

All proposals must be submitted online. Presenters will be asked to provide the following information:

1. **Details of presenter(s)**

Name, institutional affiliation, and contact details (email and telephone number are mandatory fields). If there is more than one presenter (maximum of 3), only the first presenter will be contacted regarding the status of the proposal.

2. **Title of session**

Your title can be a maximum of 10 words.
Your title should communicate what you are going to talk about without using unnecessary technical jargon. In your abstract and summary, you must clearly state exactly what you are going to talk about.

3. **Biodata**

Your biodata (maximum of 50 words per presenter, written in third person) will be published in the conference programme. .

4. **Abstract**

Your abstract (between 50 and 100 words) must clearly reflect the content of your session, as this is what attendees will read in the conference programme. .

5. **Summary**

Your summary (180 to 250 words) should outline exactly what you intend to present and how your presentation is structured. Summaries will be read by proposal reviewers only and will not be printed in the conference programme.

6. **Format of session**

Select an appropriate format (presentation, workshop, or forum). Please remember that for presentations you will record your session prior to the event and then deliver a live Q&A session during the event. Presenters must stick strictly to the allocated time.

7. **Content focus**

Select up to two conference topics to indicate the content focus of your session. If you select 'Other', please provide a clear description of your focus. It must be clear from your abstract and summary that you have something new to say.

8. **Audience focus**

You must indicate the audience focus (Young Learners; Adults; Teacher trainers; Coordinators / Directors). If you select 'Other', please provide a clear description.

9. **Requirements for your presentation**

You will specify any requirements for your session such as projection of video and sound.

10. **Video presentation**

To support your application, we would love it if you could record an introductory video.
Please upload the video, no longer than one minute, explaining who you are and what your participation will be. Then at the end of the video you can invite the audience to join BBELT 2024. If you give your permission, we may use this video as part of the conference promotion.

Important note:
   A) You must ensure that you have permission to use any materials that you plan to show in your presentation and that there is nothing in your presentation that may contravene copyright law.
   B) Be aware that Child Protection policy forces the protection of children including the use of their image; if you plan to use footage or images depicting children, you must have parental written consent.

Criteria for selection

All abstracts will be reviewed by an academic committee. The committee will judge the proposals based on academic merit and evidence of clear planning. Proposals will also be selected to achieve a

balanced programme.

In order to be considered for inclusion in the conference programme, proposals must:

       - Be submitted online before **Monday 20 November 2024**
       - Refer to at least one of **The conference topics**
       - Clearly communicate what the speaker is going to present
       - Outline the structure of the session
       - Mention the intended audience and state how the session will be relevant to them
       - Indicate whether the session is theoretical, practical, or a combination of both
       - Explicitly state if any commercial materials will be used or promoted
       - Show that presenters are experts in the topic they will address.
       - You must not have given this session, or a version of this session, at a previous BBELT or any other conference in Mexico.
       - It is likely that you will be contacted for an interview by a remote connection.

Sharing your information

By submitting your proposal, you will agree to British Council / BBELT sharing your name and email address with the following people:

- Your name and email address will be passed to our Conference Programmer and, if selected to present at the conference, these details will be published in the Conference Programme, on our website, and on our Conference App and platform.
- Your presentation will be be filmed, and if we include your presentation in the filming schedule, your name and email address will be passed to the Conference Online Team to enable them to contact you.
- The recorded presentations could be included in the annual BBELT video and series of webinars schedule and broadcast through our digital channels.
- If you agree to participate in a Forum timetabled by the conference organisers, the names, affiliations, and email addresses of all presenters involved in said forum will be shared in the speaker acceptance letter to enable you to liaise with each other. You must all treat each other's details confidentially in accordance with BBELT's Privacy Policy. https://www.britishcouncil.org.mx/terminos-privacidad

Acceptance of proposal notification

You will receive an email of acceptance or rejection of your proposal on **Tuesday 5 December 2023**.

Recordings

Dates available for recording of sessions are from 22-27 January.
from 8am to 7pm (Mex time)

Registration to the conference

We would really appreciate it if speakers whose proposals are accepted **register before Friday 22 December 2023.**

Speaker cancellations

Please inform the conference organisers of any cancellations by **Friday 29 December 2023**, so that the conference committee can allocate your slot in the programme to other speakers on the reserve list.

Contact

If you have any questions, please email us at bbelt@britishcouncil.org

Please note: To continue to monitor the range, quality, and content of presentations, conference delegates will be asked for feedback on all sessions at the BBELT 2023 Conference.