

Speaker Proposal Guidelines

BBELT 2025: Best and Brightest in English Language Teaching

Shaping Brighter Futures through ELT

Essential reminders	
Conference dates:	Friday 4th and Saturday 5th April 2025
Deadline for online submission of speaker proposals:	Monday 17th February 2025
Proposal acceptance notification:	Thursday 27th February 2025
Deadline for speakers to complete their registration:	Monday 10th March 2025

Information
<p>The British Council Americas is inviting teachers, teacher educators, and other ELT professionals to participate as speakers in BBELT 2025.</p> <p>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 with teachers in the region and beyond.</p> <p>BBELT offers a great opportunity for teachers and other ELT professionals to share experiences and good practices, try out new ideas, expand their knowledge, and network. The conference is also a space for teachers to reflect on the recent changes in ELT, and to develop new skills for the ever-changing educational context.</p> <p>We expect to welcome over 3,000 conference delegates, including preschool, primary, and secondary school teachers from 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.</p> <p>If you would like to submit a presentation proposal, please fill in the proposal form using this link before Monday 17th February 2025 to qualify.</p> <p>Proposals will be selected on the basis of alignment to a theory of change, innovation, proven session planning, and alignment to the professional practice chosen.</p>

Professional practice that your presentation will focus on:

The programme will include a balanced selection of presentations from ELT professionals in the region, covering the following professional practices:

1. [Planning lessons and courses](#)
2. [Understanding learners](#)
3. [Managing the lesson](#)
4. [Knowing the subject](#)
5. [Managing resources](#)
6. [Assessing learning](#)
7. [Integrating ICT](#)
8. [Taking responsibility for professional development](#)
9. [Using inclusive practices](#)
10. [Using multilingual approaches](#)
11. [Promoting 21st century skills](#)
12. [Understanding educational policies and practices](#)

For more information on professional practices visit: [Teachers | TeachingEnglish | British Council](#)

The conference programme

Speakers will be able to choose from three different types of sessions 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 [at least one of the Professional Practices of the conference](#). 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) Tech-In: 60 minutes
(40-minute recorded video + 20 minutes live)

The session must [focus on at least one of the Professional Practices](#). 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. These sessions 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 [professional practice](#), led by one of the speakers who will also act as the facilitator. Speakers can either record a 45-minute discussion about the [professional practice](#) chosen, 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: In recent years, we have received many high-quality proposals that we have been unable to include in the programme due to limited space. This year, we will invite presenters to join others discussing similar [Professional Practice](#) and participate in forums.

If you are selected to take part in a forum, you and the other forum members will receive each other's contact and presentation details to enable you to liaise and organise your session. All participants must treat each other's details confidentially, in accordance with the 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. Biodata

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

3. Title of session

Use a maximum of 10 words.

Your title should communicate what you are going to talk about without using unnecessary technical jargon. The abstract and summary, (below) will give you the opportunity to describe your session in detail.

4. Format of session

Select an appropriate format (presentation, tech-in, or forum). Please remember that you will record your session prior to the event; during the event you will be available live to deliver a live Q&A session. Presenters must adhere strictly to the allocated time.

5. Audience focus

You must indicate the intended audience's area of work (Young Learners; Adults; Teacher trainers; Coordinators / Directors, Student teacher/Teacher in training).

6. Professional practice that your presentation will focus on

Select up to two professional practices to indicate the focus of your session. It must be clear from your abstract and summary that you have something new to say.

7. 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.

8. 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.

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 appreciate it if you could record an introductory video. Please upload the video, no longer than one minute, explaining who you are and what your contribution will be. At the end of the video, you can invite the audience to join BBELT 2025. 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) Please be aware that our Child Protection policy requires the protection of children, including the use of their images. If you plan to use footage or images depicting children, you must obtain written parental consent.

Selection Criteria

All abstracts will be reviewed by an academic committee. Proposals will be selected on the basis of alignment to a theory of change, innovation, proved session planning, and alignment to the [Professional Practice](#) chosen.

- Be submitted [online](#) before **Monday 17 February 2025**
- Refer to at least one of the [professional practices](#)
- 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.

Your session must be new, not presented before at a previous BBELT or any other conference.

You are likely to be contacted for an interview via a remote connection.

Sharing your information

By submitting your proposal, you agree to the British Council / BBELT sharing your information 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's recording will be included in the filming schedule, and 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 follow up webinars schedule to broadcast through our digital channels across the Americas. British Council does not profit from the broadcasting of the recorded sessions.
- If you agree to participate in a forum scheduled by the conference organisers, the names, affiliations, and email addresses of all presenters involved will be shared in the speaker acceptance letter to facilitate coordination. You must treat each other's details confidentially, in accordance with BBELT's Privacy Policy, which can be found here: <http://www.britishcouncil.org/terms-conditions/privacy>.

Acceptance of proposal notification

You will receive an email of acceptance or rejection of your proposal on **Thursday 27 February 2025**.

Recordings

Dates available for **recording of sessions are from 10 -21 March 2025**.
Monday to Friday from 8 am to 7 pm (Mex time)

Registration for the conference

We would really appreciate it if speakers whose proposals are accepted **register before Monday 10th March 2025**.

Speaker cancellations

Please inform the conference organisers of any cancellations by **Friday 14th March 2025**, 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 monitoring the range, quality, and content of presentations, conference delegates will be asked for feedback on all sessions at the BBELT 2025 Conference.