



Proposal Submission Guidelines

N.B. – PRESENTERS ATTENDING THE CONFERENCE MUST PAY THE APPLICABLE REGISTRATION FEE.

1. Proposals may be submitted by any individual or association interested in the goals and purposes of B.C. Teachers of English as an Additional Language.
2. Only proposals submitted via the online proposal submission form will be considered.
3. As a professional non-profit organization, TEAL is unable to reimburse presenters for expenses associated with the conference, including travel, accommodations and the cost of producing visual aids and handouts (If you are using paper hand-outs, please bring enough handouts for your session [30-40]).
4. Submitters will be notified of acceptance shortly after the deadline.
5. If a proposal involves more than one presenter, please include a biographical statement for each presenter on the online proposal submission form. The primary contact is responsible for notifying the other presenters of the proposal's status (e.g. receipt, acceptance or rejection, and, if accepted, scheduled time of presentation).
6. As we try to ensure professionalism in our workshops and presentations, if you are applying to present a session, **please keep in mind that this should not be seen as an opportunity focused on promoting and selling your ESL materials.** We gladly encourage you to use your materials; however, keep in mind that these sessions are a chance for others to learn from your knowledge and experience in teaching and education.