**EAQUALS INTERNATIONAL CONFERENCE**

**Riga**

**27 – 29 April 2017**

**CALL FOR SPEAKERS**

**The Eaquals Annual International Conference provides an opportunity to exchange expertise and examples of best practice with an audience of language education professionals from over 40 countries. Members and non-members of our Association will attend and delegates will include academic managers, language teachers and business directors along with specialists from international education organisations.**

**Play a direct role in our programme by becoming a speaker in 2017.**

**Conference themes**

**The 2017 conference programme will be organised under 6 main themes:**

* Language teaching and learning
* Course design and assessment
* Staff development
* Managing for quality
* Business and marketing
* New trends and innovation

**What we are looking for**

**We are looking for practical topics and case studies that will actively engage participants.**

**Proposals should link to one of the conference strands and meet at least one of the criteria below:**

* **Give case studies and share practical solutions for participants to use in their institutions**
* **Explore trends and developments**
* **Focus on language learning from the perspective of several different languages and/or different educational contexts**

**We particularly encourage proposals that are jointly delivered by representatives of 2 or more Eaquals member institutions, working in different contexts and/or teaching different languages.**

**Format of presentations and workshops**

**These will be delivered as breakout sessions for up to 50 participants.**

**Presentations will be delivered in 30-minute slots. Your presentation should take no more than 20-minutes and you should allow 5 minutes at the end for a question and answer session or discussion.**

**Workshops should be interactive and may be a forum for sharing expertise between participants. They will be delivered in 40 or 60-minute slots.**

**Submitting a proposal**

Please complete the attached form.

Choose a short title for your session, and provide an abstract, accurately describing the aims and contents of your workshop or presentation and explaining how it meets the selection criteria above. The Conference Programme Committee will use the proposal in the selection process so make sure it meets our requirements. Abstracts of selected proposals will appear in the conference programme.

Send your proposal to the Eaquals Secretariat at info@eaquals.org by **16 December 2016.**

The Programme Committee will confirm whether your proposal has been accepted by 31 January 2017.

**Timing of sessions**

Presentations and workshops will be scheduled between 1330 on Friday 22 April and 1700 on Saturday 23 April. In submitting your proposal, you commit to being available between these times.

**Costs of attendance**

Presenters will be expected to register for the conference and to cover all the costs of attending the event (travel, accommodation and conference registration fee).

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| Eaquals International Conference Riga27 – 29 April 2017**SPEAKER PROPOSAL FORM** |
| **YOUR NAME/NAMES:**      **YOUR INSTITUTION/INSTITUTIONS:**      |
| **TITLE OF SESSION:**      |
| **RATIONALE****We particularly encourage proposals that are jointly delivered by representatives of 2 or more Eaquals member institutions, working in different contexts and/or teaching different languages.** Which of the conference strands does your proposal best fit? Please tick.* Language teaching and learning **[ ]**
* Course design, CEFR and assessment **[ ]**
* Staff development **[ ]**
* Managing for quality **[ ]**
* Business and marketing management **[ ]**

How does your session address the strand you have chosen (above)? (max. 40 words)     Please explain briefly (max 100 words) how your session meets one or more of the Programme Committee’s selection criteria below: * **Provide case studies and practical solutions for participants to use in their institutions**
* **Explore trends and developments**
* **Focus on language learning from the perspective of several different languages and/or different educational contexts**

     Who will benefit from attending your session? (max. 40 words)      |
| **FORMAT OF SESSION – please tick as appropriate****Presentation (30-minute session) [ ]** **Short workshop (40-minute session)** [ ] **Workshop (60-minute session)** [ ]  |
| **ABSTRACT (max 150 words):**      **Note: the abstract should accurately describe the contents of your session. The abstract will appear in the conference programme, and may be used in publicity about the conference.**  |
| **LEVEL OF TARGET AUDIENCE– please tick as appropriate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Beginner** | **Intermediate** | **Advanced** |  **All** |
| **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

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| **BIOGRAPHICAL INFORMATION ABOUT YOU (max 50 words per speaker):**      **Note: Please send a jpeg photo of all speakers in your session together with your proposal. Your photo/s will be included in the conference programme.** |
| **WHAT EQUIPMENT WILL YOU NEED?** |       |
| **YOUR E-MAIL ADDRESS** |       |

**Please return your proposal to the Eaquals Secretariat at** **info@eaquals.org** **by**

**16 December 2016.**

**Timing of sessions**

Presentations and workshops will be scheduled between 1330 on Friday 28 April and 1700 on Saturday 29 April. In submitting your proposal, you commit to being available between these times.

**Costs of attendance**

Presenters will be expected to register for the conference and to cover all the costs of attending the event (travel, accommodation and conference registration fee).