

This worksheet is a template that provides information to prepare your submission to our [call for proposals](#). We encourage you to use this form to facilitate completion of the on-line form and to more easily proofread your proposal.

### **Step 1 - Create a CVENT Account**

We are using a software called CVENT to facilitate the collection and review of submissions this year. In order to submit, you will need to create an account. After doing so, you will be able to keep track of the status of your submission and register for the conference.

### **Step 2 - Enter Author Details**

After creating an account and clicking “Submit Abstract,” you will enter your information and the information of any co-authors. Click on “Save & Continue” to move on to submission details.

### **Step 3 - Enter Submission Details**

For anonymous reviewing purposes, make sure your submission does **not** have any identifying information such as your name, place of employment, etc.

CVENT works in character limits rather than word limits, but it is roughly equivalent to what we have had in the past. You can enter information in the boxes below and then highlight it to verify the character count. Depending on your computer, you may need to click “Tools” from the drop down menu above and then “Word Count,” which includes a character count as well.

- (i) Enter your submission’s title, which is limited to 80 characters (about 10 words).

Title

- (ii) Enter your submission’s abstract, which is limited to 300 characters (about 50-70 words).

Submission  
Abstract

- (iii) Choose an interest section. You can only choose one interest section.

- If you are finding it difficult to choose, the descriptions of MIDTESOL’s interest sections may be useful to you. To view those, follow [this link](#).
- MIDTESOL 2020 will have an Electronic Village. If you wish to submit to it, choose the “Educational Technology/Electronic Village” interest section. There

will be no additional charge for these presentations. However, as with all presentations, a projector will be the only technology supplied, so plan your submission accordingly.

The interest sections are:

1. Community College/Adult Education
2. Educational Technology/Electronic Village
3. Higher Education/Teacher Training
4. Intensive English Programs
5. K-12
6. Program Administrators

(iv) Choose a presentation type.

- You can choose one of the following presentation types for the MIDTESOL 2020 conference. These descriptions are also on the MIDTESOL 2020 website and the submission form itself. For all presentations, a projector will be the only technology supplied, so plan your submission accordingly.

**POSTER** (45 mins): Author will present as well as answer questions as attendees pass through. Your poster can be created using PowerPoint by changing the size of the slide under “Page Setup” to 48” x 36”. When finished, ask the printer to scale your poster by 200%.

**TEACHING TIP** (20 mins): Author will present on classroom ideas or practices. Detailed presentation of backing research is not expected.

**PRESENTATION** (45 mins): Author will present on research and its practical application(s). These are expected to be more involved than a teaching tip for the classroom.

**PANEL** (45 mins): Authors will present on a single, current topic relevant to the field. Each will give a short, individual presentation. The submission description (below) should include a brief explanation of the topic and of each presentation.

**DIALOGUE** (45 mins): Authors will give a brief (10-20 mins) presentation about the topic followed by a facilitated discussion. The submission description should include a brief explanation of the topic, sample discussion questions, and an indication of expected audience involvement.

(v) Enter your submission description, which is limited to 3,000 characters (about 300 words).

- Remember to remain **anonymous** in your description.

- In-text citations will suffice for any references. You do not need to include a full reference list.

Submission  
Description

(vi) Choose alternate options for your submission.

- Occasionally, reviewers may decide that a different presentation type would better suit your submission; namely, they may prefer that a presentation be changed to a poster or a teaching tip. If that is the case, please let us know if you would be willing to have your presentation type changed for the conference.
- We will e-mail you for approval in the event that your reviewers recommend a change in submission type.

(vii) Click “Save & Continue.”

#### **Step 4 - Review Submission Details**

Review your submission details before submitting it.

- If everything looks okay with the information above, then enter it on [the proposal website](#). On the last page, click “Submit.” You will then see a confirmation page, and you will also receive a confirmation e-mail.
- If you need to make changes, click “Previous” until you return to the page you wish to correct. Make any adjustments that you need. If you are having difficulties with this, you can e-mail [conferences@midtesol.org](mailto:conferences@midtesol.org) with the subject “Submission Question.”