



# 2024 ENGLISH AUSTRALIA CONFERENCE

11-13 SEPTEMBER

PAN PACIFIC HOTEL PERTH BOORLOO

## Tips for writing an English Australia Conference Abstract

The following information provides assistance and tips for those who would like to know more about writing a proposal submission for the 2024 English Australia Conference.

### Before you start writing

- Read about our 2024 conference theme '[Impact, Include, Inspire.](#)' Think about ways your session idea relates to the theme and how you can incorporate the theme into your session;
- Read the Presentation Submission Guidelines. Note the length of the proposal -250 words - and the proposal deadline -25 April;
- Decide the format of your session. For a list of presentation types and their descriptions, [click here](#).
- Think about your expected audience and how to pitch your session at the right level. What do they already know about your topic? What context will you need to set?

### Typical key elements of a proposal

- Identify your topic;
- Set the context of your topic and possibly identify the issues this context raises;
- Outline what you're going to focus on. Make sure you are specific and choose a narrow enough focus that allows depth of discussion. It should be clear from the proposal that you have something new to say or that you are going to shed some new light on a topic, often in terms of your experience/practice;
- Say how you're going to structure/organise the session (remember to include an element of audience participation like questions or pair discussions);
- Outline the session outcomes for the audience-what are its key take-aways? Also, think about how the audience can apply the session to their own contexts;
- Choose a title that will catch people's interest and that clearly identifies your topic. Note that the title length is a maximum of 15 words.

### Checking your proposal

- It's a good idea to show your proposal to a friend or colleague once you've finished writing it to see if what you're going to talk about is clear. Also, they can be a second pair of editing eyes.



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## Important considerations

- Remember that, if selected for the conference, your proposal submission will be used in the conference program. It is therefore important to be specific about your focus and the structure of your session in your proposal to manage audience expectations;
- Avoid using technical jargon in your proposal; try to use clear and inclusive language;
- If you're going to focus on a commercial product, you must clearly state this in your proposal. Also, you will need to decide whether this session should be located in the Information Sessions stream of the conference;
- When deciding the conference program, English Australia and the Program Committee look for an overall balance of sessions covering a variety of topics. So, remember this element of selection is out of your control.

## English Australia Panels

- Your panel should have a clear theme connecting all the speakers. In your proposal, state the overall topic and its context, how each speaker will address this topic and what expertise/perspective they will bring to the discussion, and what the panel will achieve. Make sure to allow for audience participation and questions.

**Reference:** IATEFL (2015). Madeleine du Vivier webinar: How to write an effective IATEFL conference proposal (2013). Retrieved on 24 March 2015 at: <http://www.iatefl.org/annual-conference/manchester-2015>