

2010 TABE 38th Annual Conference
Bilingual Education: Transcending Borders/Transforming Lives
El Paso, Texas * October 27-30, 2010
Call for Proposals

Proposal Guidelines

1. PROPOSAL FORM _____

Only online applications will be considered. Submit an application online at www.tabe.org. Please ensure that all appropriate boxes are checked and that all information is proofread.

2. DESCRIPTION _____

Include a maximum 300-word description of the presentation. All descriptions must include the title, topic of presentation, objectives, significance, and an explanation of the content of the presentation. At the top of the page, state the title and topic of the presentation and the format of the presentation. The description and title must be in the language of the presentation.

NOTE: Please keep in mind that TABE receives many more proposals than it can accept. To enable the readers to fairly judge the quality of a proposed presentation, proposals should clearly indicate what the session will cover and how; the title should reflect what is to be done in the presentation; and the appropriate topic of presentation should be selected.

3. BRIEF DESCRIPTION OF THE PRESENTATION FOR THE PROGRAM _____

Please submit the title and a 50-word description to be used in the conference program. TABE encourages presentations in languages other than English. The presentation must be in the language of the proposal. For example, if you plan to present in Spanish your proposal submission and the description must also be written in Spanish.

4. SUBMISSION OF PROPOSALS _____

Submit all proposals online at www.tabe.org

5. REGISTRATION MATERIALS _____

Conference registration materials will be available on the TABE website at www.tabe.org. All presenters need to register for the conference. There is a one-day presenter fee available.

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Format of Presentation

WORKSHOPS (90 minutes) _____

Intensive sessions in which participants develop methods or materials. Workshops must provide participants with the opportunity to actively participate. Emphasis is on providing hands-on experiences. Typically, there is little lecturing; the workshop leader structures the activity and guides the work of the participants. The abstract should include the goal of the workshop and a description of activities to be conducted during the workshop.

DEMONSTRATIONS (45 and 90 minutes) _____

Presentations that show a specific teaching or testing technique and/or materials. After a brief description of the underlying theory/research, the session is devoted to demonstrating how something is done. Presenters are encouraged to use posters, handouts, and audio-visual aids and actively involve participants. The description should include an explanation of the purpose of the demonstration and a description of what will be demonstrated and how it will be done.

RESEARCH PAPERS (45 minutes) _____

Presenters use handouts and audio-visual aids to present a summary of the research rather than reading a prepared text. Emphasis is on empirical research or well-documented theoretical/practical perspectives. Also acceptable are critical reviews of literature, policy studies, well-documented historical studies, critiques, etc. Presentations on qualitative and quantitative research related to English language learners are acceptable. The description should include the main premises of the research paper, or summary of supportive evidence, and the conclusion.

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General Policies

1. TABE will only provide a screen for each presentation room. **PRESENTERS ARE RESPONSIBLE FOR THEIR TECHNOLOGY NEEDS.** For example, if you need a computer and projector, you will need to provide your own or you may rent the equipment from the convention center, at your own expense, by contacting Jose Luis at 915-534-0650.
2. The Proposal Committee will select presentations based on the quality of the proposal, as well as the critical need for ethno-linguistic, geographic, and topic representation in the field. Presentations that are interactive, engage the audience, and that focus on effective and research-based classroom instructional practice and strategies are encouraged.
3. It is the responsibility of the presenter(s) to appear at the TABE Conference and make the agreed upon presentation. If unforeseen circumstances arise which prevent the presenter(s) from appearing at a scheduled session, it is the presenter's responsibility to arrange for someone to take his/her place and to send notice of replacement to the TABE Proposal Committee.
4. **ALL PRESENTERS WILL BE REQUIRED TO REGISTER FOR THE CONFERENCE.** Presenter Registration is \$150.00. There will be **NO** complimentary registration for presenters nor will any honoraria be paid to presenters.
5. All hard copies and handouts for the presentation are the responsibility of the presenter.
6. Notification of acceptance or rejection of proposals will be emailed to the primary presenter.. A second message, the speaker confirmation message, will include the date, time and location of your presentation. A link to the registration form will be included in this message.
7. Publishers and commercial developers of educational materials wishing to make presentations must be TABE Exhibitors or Sponsors to be considered for inclusion in the program.
8. Only proposals that conform to all the requirements stated in this Call for Proposals will be considered for inclusion in the program. Severe constraints on time and funds do not allow for follow-up calls or correspondence. TABE reserves the right to edit material for the conference program, including presentation titles and program descriptions as necessary.
9. TABE reserves the right to videotape, audiotape, and/or publish conference presentations and sell such products. Submission of a proposal for presentation indicates the presenter's permission to do so without further written approval.

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