

Writing Effective Proposals for AAAL Conferences



Organizer: Tim Marquette
Panelists: Linda Harklau, Jason Martel,
Mary McGroarty, & Tim McNamara

Sunday, April 10th, 2016, AAAL Conference, Orlando, FL

Goals

- 1) To familiarize you with the proposal submission timeline and process
- 2) To inform you of the proposal components
- 3) To provide insight about successful proposals: What do the reviewers look for?
- 4) To give some insight as to how tough decisions are made
- 5) To update you on the 2017 submission process
- 6) To answer any questions you may have

Panelists

Jason Martel:

- Professor at the Middlebury Institute of International Studies at Monterey
- Strand coordinator for the Second and Foreign Language Pedagogy Strand (PED)

Mary McGroarty:

- Past president of AAAL
- Professor at Northern Arizona University
- Strand coordinator this year for the Language Ideology Strand (LID)

Panelists

Linda Harklau:

- Incoming 2nd VP of AAAL
- Conference Chair for the 2018 AAAL Conference
- Professor at the University of Georgia
- Proposal reviewer

Tim McNamara:

- Professor at University of Melbourne
- Strand Coordinator on the Assessment and Evaluation Strand (ASE)
- Incoming 1st VP of AAAL
- Conference Chair for the 2017 AAAL Conference in Portland, OR.

Proposal Review Process Timeline

June → Call For Proposals (CFP) opens → Strand Coords. (SCs) organize teams of reviewers

August → CFP closes → Each proposal assigned with two reviewers

Sept. → Proposals reviewed → Reviews and ratings sent to SCs → SCs make final recommends

Oct. → Conf. Team calculates # of possible accepts

Nov. → Final decisions → Letters go out

Proposal Review Process Timeline

Dec. —————> Deadline for accepted presenters to confirm and register

Jan. —————> Scheduling, scheduling, scheduling

Feb. —————> Schedule is released

AAAL Submissions: Components and policies

Tim McNamara

Conference Chair, AAAL 2017, Portland, OR, March 18-21.

Components

Title: 20 Words

Abstract: 300 Words

The basis of the evaluation by reviewers

Make your case clear, comprehensive and persuasive

Summary: 50 Words

To appear in the program book

Word Limits are 'hard' – you can't submit if you go beyond them!

Keywords: up to 3 – helpful for conference organizers to group papers in program

Criteria

Appropriateness and significance of the topic/issue/problem

Expectation of original research

Research design if an empirical study, including clearly stated questions, data sources, data collection procedures, and analytic approach

Conceptual framework if a conceptual study, including integration of topic into current thinking, clear exposition of treatment of topic and contributions to the literature

Manner of presentation (indicative of a clear and well-organized presentation)

Additional criteria

Roundtables:

- Clarity of objectives and intended outcomes of the session
- Methods planned to engage participants

Colloquia:

- Appropriateness and significance of the topic
- Presentation of original and on-going research studies OR differing or dissenting perspectives on an important issue
- Coherence and complementarity of the papers
- Manner of presentation (clearly indicated schedule of activity, with significant amount of time allocated for discussion of the presentations and audience participation).

Policies on submission

Limit on presentations:

Individuals may submit a maximum of one abstract as first author, whether a paper, a poster, a roundtable session, or as part of a colloquium. First authors are expected to present the research bearing their name, but all authors are encouraged to share in the presentation of co-authored research. An individual may appear as a first author only once on the program, in addition to a possible role as a colloquium organizer, discussant, or co-author/co-presenter of another paper.

Policies (2)

Work presented must be:

- original and
- unpublished (in press is ok)

Don't submit if you are not attending!

If you have submitted and can't attend, withdraw to allow space for another presentation

Policies (3)

Confirming attendance and presentation means you will attend and present on day and time allotted.

You don't have a choice of time-slot.

AAAL cannot respond to or consider requests for particular time slots

Sample Strand Statistics

Jason Martel, Strand Co-coordinator for PED (2016)

Middlebury Institute of International Studies at Monterey

PED Strand Descriptor

This strand focuses on theories and practices related to teaching second or foreign languages in various cultural, political, and geographical contexts. Possible topics could include (but are not limited to) learner beliefs, perceptions, and agency in classroom practice, the role of first language in second or foreign language classrooms, native versus non-native teacher practices, classroom interaction and environment, and teacher identity and agency. Proposals may also report classroom applications of specific approaches, strategies, and techniques for teaching speaking, listening, pronunciation, vocabulary, and grammar, and the development of lesson materials and task design.

2016 PED Review Process

262 proposals

52 reviewers

Two reviewers per proposal

8–13 proposals per reviewer

116 proposals sent to Planning Committee (44% - all yes/yes; yes/alternate format)

Effective Proposals

- Include all required components
- Start with the/a gap
- Focus on research/theory
- Add something truly new
- Have someone proofread

2017 Call for Proposals

<http://www.aaal.org/page/2017CFP>