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| **Poster Session Worksheet**  Please include the following information at the beginning of your proposal.   * First Name * Last Name * Institution Name and City, Country * Email |
| **Poster Title:** 10 word maximum |
| **Description of Poster Session:** (maximum 150 words) Include the basic topic of your poster, how it relates to the conference theme, and describe how you will present the information to your audience. |

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| **Presentation Proposal Worksheet**  Please include the following information at the beginning of your proposal.   * First Name: * Last Name: * Institution Name and City, Country: * Email:   **Biographical Information:** State how you would like to be introduced (30 words maximum). |
| **Title of Presentation** (10 word maximum) |
| **Interest Section:** Select the interest section that is most relevant to your presentation.   * Young Learners * Teenagers * Adults * English for Specific Purposes * Assessment of Language Skills * Technology and Blended Learning * English Language Teaching Methodology * Innovation in Language Teaching and Learning * Teacher Education   **Duration of Presentation:**  □ 45 minutes □ 90 minutes  **Equipment Needed:**  □ Data Show □ Laptop □ Speakers  **□** Flip Chart/Markers  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Abstract for the Conference Program** (maximum 50 words): The abstract will appear in the conference program. It should be written with the audience in mind and clearly indicate the presentation's quality and content. |
| **Session Description** (maximum 200 words)**:**  The session description should include   * clear statement of purpose and objectives * description of relevancy to audience and conference theme: *Be certain to clarify the challenge you are addressing.* * current research and/or practices related to session topic * a variety of techniques for presentation of material (visual aids, audio, video, etc)   With these criteria in mind, peer reviewers will look for evidence that the session will be of high quality and appropriate for the time allotted. |