

PROPOSAL GUIDELINES

SWCOLT welcomes proposals for the 2006 Conference in Phoenix, Arizona, *Many Languages, Many Cultures, One Voice*. All proposals will be read and evaluated by the Program Committee chaired by Lupe Martinez. A balanced program of workshops and sessions representing a wide variety of languages at all levels of instruction is the goal of this committee.

Presenting at a SWCOLT Conference is an exciting and rewarding experience. To increase your chances of having your proposal accepted, follow the guidelines carefully.

☆ Note the deadline. All proposals must be received by Lupe Martinez by June 30, 2005.

☆ Make certain information is complete and accurate. Type or print your proposal. Handwriting is often difficult to read.

☆ Include a phone number where you can be reached in October. Let the Program Chair know if you will be away from your desk or if your number changes.

☆ Submit your name as you want it listed in the program. Include your title and the complete name of your institution.

☆ Submit the original and three copies of the proposal. Include complete information for each co-presenter.

☆ Choose the title carefully. The title should reflect the content of the presentation. Be specific and avoid jargon that can be misunderstood.

☆ Prepare the abstract with the same care as the title. It will be printed in the program and should accurately reflect the focus of your presentation. Be concise and brief.

☆ Target your audience. Be specific about the appropriate level. SWCOLT attendees are a diverse group and need to be able to identify your intended audience (i.e., high school; junior high/middle school; college; university; adult)

☆ Prepare a clear description of your workshop or session. This is where you need to go into detail.

- * How does your presentation relate to the theme of the Conference?
- * How does it reflect current concerns of the profession?
- * How will attendees use the information you are presenting?
- * What will be your method of presentation?
- * What time frame have you chosen? Will there be time for questions?
- * Do you have specific needs?
- * Are special room arrangements necessary?

☆ Finally, proofread your proposal. Misspelled words, missing information, misplaced accent marks, inaccurate punctuation, all leave a negative impression.

Proposal Form
 2006 SWCOLT/AZLA, April 6-8, 2006
**Many Languages,
 Many Cultures, One Voice**
 Twenty Third Annual Meeting

Please submit original and three (3) copies of this completed form and of Attachment E. PRINT or TYPE all information. We regret that we are unable to pay presenters' expenses. Workshops will be selected from proposals submitted. A stipend of \$85 for a half-day and \$150 for a full-day will be paid to the workshop director. Workshops with insufficient enrollment may be cancelled.

POSTMARK DEADLINE IS JUNE 30, 2005. SEND TO:

SWCOLT 2006, Lupe Martinez, Program Chair, 5717 Teakwood Tr., N.E., Albuquerque, NM 87111

(H) (505)292-7830; (W) (505)265-3711, EXT 1249. E-mail: martine292@aol.com

★ **Check type of presentation**

- Full-day workshop **
- Half-day workshop **
- Session (75 minutes)

★ **Appropriate level(s)**

- General
- Elementary/FLES
- Jr. High/Middle School
- High School
- Jr./Community College
- College/University
- Other _____

★ **Language focus**

- All languages
- Specific _____

★ **Session conducted in:**

- English
- Other _____

★ **Examples/materials in the following languages:**

★ **Key word(s) or topic(s) - Check one only!**

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Authentic materials | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Bilingual/ESL | <input type="checkbox"/> Culture |
| <input type="checkbox"/> Curriculum/Articulation | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Early Learning/FLES | <input type="checkbox"/> Research |
| <input type="checkbox"/> Methods/Strategies | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Teacher Preparation | <input type="checkbox"/> Textbooks |
| <input type="checkbox"/> Technology | Instructional Materials |

★ **Rate from 1 to 4 your preferred day/time to present:**

- | | |
|-----------------|-----------------|
| ___ Friday a.m. | ___ Friday p.m. |
| ___ Sat. a.m. | ___ Sat. p.m. |

A. Information: Please Print or Type

Full Name: Dr./Mr./Ms. _____

Title and Institution _____

School Address & Zip _____

Home Address & Zip _____

Work Phone (____) _____ Fax (____) _____

Home Phone (____) _____ E-mail _____

For Co-Presenter(s): On your **one-page** description sheet (Part E) please provide the information listed above for each co-presenter.

B. Title of your presentation: _____

C. Please indicate your AV needs. SWCOLT will only provide overhead projectors, screens, TV/VCR, and audio equipment. Other equipment will be at the presenter's expense.

- overhead/screen TV/VCR Laptop/LCD audio equipment; type _____

D. Two or three-sentence ABSTRACT of your presentation as you would like it to appear in the conference program.

* Abstracts longer than three sentences will be edited to meet requirements.

E. One-page DESCRIPTION of your presentation, identifying content, procedures and materials to be used. Submit this form and your one-page description in four copies please. (Include information - Part A - about co-presenters, if any.)