

Proposal Form

This form may be duplicated.(ORTESOL '09)
PROPOSAL # _____ (For ORTESOL use only)

DEADLINES FOR RECEIPT: – August 30, 2009

Personal Information Sheet (A)

Please note that you may submit no more than 2 proposals per presenter or group of presenters.

Type or neatly print the name and mailing address to whom all correspondence should be sent.

Name: _____

E-mail: _____

Postal Address: _____

Office Telephone: _____

Home Telephone: _____

Fax Number: _____

City -- ZIP/Postal Code _____

Presenter(s): · list in alphabetical order—indicate correspondent if more than one is presenting

·do not use acronyms for institutional affiliation

·give both institutional affiliation and address for each presenter

·do not list departments, programs, or centers within affiliation

·list e-mail addresses and phone numbers for each presenter

Full Name (Last name followed by First Name)	Institutional Affiliation (City, Province/State, Country)	E-mail
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Title of Proposal (10-word maximum. Do not use a colon or dash in the title):

Please send in the following as separate documents and write you name (last name followed by first name) **on the top left of each document:**

Bio-data (30 words maximum)(B)

Note: The conference coordinator reserves the right to edit bio-data that exceeds the limit. Begin with the name of the presenter(s) in boldface, and make the name(s) the beginning of a sentence.

Abstract (40 words maximum) (C) :

(Repeat title of presentation, exactly as written the first time, including format and in boldface, followed by the word "ABSTRACT" in capital letters). NO acronyms or abbreviations. The abstract must tell what the attendees will "get" at the session and this will be what will appear in the printed conference program.

Note: The conference coordinator reserves the right to cut, revise, and otherwise modify abstracts that exceed the permitted length.

Summary (D):

(Repeat the title of presentation, exactly as written the first time, including the format and in boldface, followed by the word "summary".) This is what will appear on the ORTESOL website as a pre-conference preliminary program.

One 8.5 x 11 page maximum, including space used for the title, presenters, type and length of presentation and intended audience.

Note: The conference coordinator reserves the right to cut, revise, and otherwise modify any summaries that exceed the permitted length. Summaries will not be permitted to exceed one page.