

GSEP Writing Center
Jumpstart Series

Presenting at your First Conference

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March 15, 2023

Agenda



- Check-in
- Plan ahead
- Submit to a conference
- Identify reputable/predatory conferences
- Prepare to speak at a conference
- Q & A

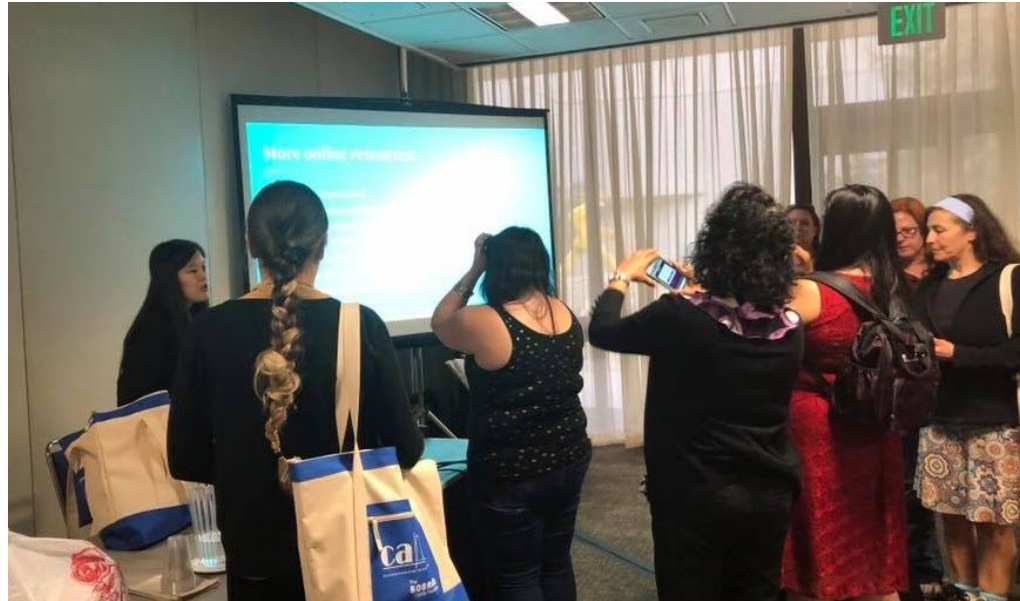
Check-in

Your conference experiences



Check-in

What are some questions you want to get answered today?



Plan Ahead

Backwards design

- How many conference presentations you would like to have in 2023
- What are their conferences dates
- What are their call for proposals deadlines
- When will you work on your proposal

Tip: use Google Calendar to mark on the deadlines, but also a system (as simple as a white board) to plan out your yearly activities.

Sample: 2023-2024 Conference Goals



#	Conference Name	Conference Date	Conference Location	CFP Deadline	Preparation Time
1	2024 TESOL International	Mar xx-xx, 2024	Tampa, US	Aug xx, 2023	July, 2023
2	WERA 2023	Oct xx-xx, 2023	Singapore	Mar xx, 2023	Feb-Mar, 2023
3	2024 CABA	Mar xx-xx, 2023	Anaheim, CA	Jul xx, 2023	June, 2023
4	2023 CATESOL	Nov xx-xx, 2023		Jun xx, 2023	May, 2023
5	xxxx	xx		xx	xx

Submit to a Conference



- Read the call and guidelines (some request 2000 words, some request 150 words)
- Read the rubrics (very carefully!)
- Go to the submission system and familiarize yourself
- Write according to the call and rubrics
- Use the rubrics to evaluate your own proposal and make changes if needed (my experience as a reviewer)
- Grammarly & Writing Center

*Always prepare for topics that you could present about



Once you have identified the conferences in your research/professional domain, subscribe to the website, register a member, or find ways to be connected. By doing so, you will get email notifications whenever a call for proposals is out.





Some conferences have graduate student forum/doctoral student forum, and other opportunities for submission (e.g., SIG calls for proposals). These opportunities give graduate students a better chance to get into the conference.



Presenting at 2019 AERA Research Dialogic Forum



From **no experience** to the **first experience** is the most overwhelming step. If you do not feel comfortable to submit and/or present by yourself, find a professor or a colleague who has done it before to seek for support or partnership!

I attended a proposal writing workshop in 2017, hosted by Dr. Garcia Ramos, and submitted my very first conference proposal:


- **Chen, W. L.** (2018, March). *Building a happy and motivated language class through game-based learning*. Presented at the 43rd Annual Conference of the California Association for Bilingual Education: Sacramento, CA

Identify Reputable/Predatory Conferences



- Who is the organizer
- Who are presenting - check conference programs from previous years
- How long is the review period - [Example](#)
- An unusual broad focus - [Example](#)
- An unusual vacation place (Maldives, Bahamas, cruises...)
- An organization with a list of a dozen or more conferences on different focuses on the same day or similar days at the same place
- A higher presenters' registration fee (should be cheaper or free, at least same to attendees)
- ... (what are some of your ways to identify?)

Prepare to speak at a conference



The background image shows a desk setup. On the left is a white smartphone. In the center is a blue rectangular box containing the title. To the right is a silver pen. Below the box is a calendar with a grid. The calendar shows days of the week and some numerical data.

Saturday			
Sunday			
Monday			
Tuesday			8.00
Wednesday	8.00	1.00	
Thursday	8.00	1.00	

Prepare to speak at a conference

- Accept; registration; confirm presentation date; arrange accommodation & travel; keep receipts for reimbursement if possible..
- Session types: Roundtable, Poster, Paper Session, Workshop....
 - *Paper: Upload the final paper*
 - *Poster: Electronic poster or Printed poster (check for guidelines)*
- Clear structure (provide an agenda preview if desired)
- Engagement strategies
- Visual aid
- Be prepared for different turnouts (a small number of audience vs. a large number of audience)
- Practice a few rounds (I record my voice and listen for improvement)
- Bring your business cards; prepare your slides for sharing (QR code)
- Technology check (projector, computer, microphone, virtual option...)

Q & A

THANK YOU
