



Guidelines for Webinar Presenters

Your proposal

- Your webinar proposal should comprise:
 - An abstract (50 words)
 - A summary (100 words)
 - A short bio of 50 words about you and your research/teaching interests
- Please send us your webinar proposal via email (espevents@iatefl.org)

Topic/theme

- Your webinar topic should be related to the teaching and/or learning of academic, professional or occupational English in various contexts and disciplines.

Timing

- The webinar should be **45-50** minutes long, with **10-15** minutes at the end to answer questions from the participants.

Disseminating the webinar

- The webinar will be recorded and shared on the secure members' area of the IATEFL website.
- We would also like to share a link to the recording on our social media pages. Please let us know if you **do not** wish us to do this.

Preparing for your webinar

- In advance of your webinar, we will contact you to:
 - arrange a dry run in the Adobe Connect meeting room.
 - ask for your final PowerPoint presentation 1 week in advance of your webinar so that it can be uploaded to the meeting room.
- On the day of your webinar, we ask you to enter the Adobe Connect meeting room at least 20 minutes in advance of the scheduled start for final sound checks.

Enjoy the experience!

IATEFL ESPSIG committee members are grateful to the volunteer presenters who share best practices and experiences on key topics related to ESP.