



## 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](mailto: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 take place on the Zoom platform.
- 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

- On the day of your webinar, we ask you to enter the meeting room at least 30 minutes in advance of the scheduled start for final sound checks.

\*We also welcome webinar proposals from multiple presenters or for a series of webinars connected by the same theme.

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.*