

MATSOL Webinar Proposals: Guidelines & Information

MATSOL Webinars bring together educators of English Learners from across the Commonwealth of Massachusetts; MATSOL members include teachers, administrators, and other educators in:

- PK-12 schools (public, charter, independent)
- Pre-service & in-service teacher education
- Community College ESL programs
- Intensive English Programs (IEPs)
- Adult and workplace education
- Private Language School

MATSOL encourages engaging, interactive presentations that make the theory to practice connection. Successful proposals include practical classroom activities informed by current research and pedagogy, demonstrations of successful instructional practices, examinations of current issues in education, and research that informs educators in the Massachusetts context. Webinars should engage the audience through interactive tools when possible. All webinars will be recorded and catalogued on MATSOL's website as a resource to its members.

MATSOL webinars will be available for free to MATSOL members, and will be archived on the MATSOL website.

Proposal Submission

Proposals must be submitted online via the [Call for Proposals - Webinar form](#). Please upload your finished proposal to the form. Mailed or faxed proposals will not be considered. If you would like to submit multiple webinar proposals, please start a new online form for each one. *By submitting a proposal, you acknowledge that your webinar will be recorded and will always be accessible through MATSOL's website.*

Presenter Registration

All presenters must be MATSOL members in good standing.

Questions?

Visit [MATSOL.org/Webinars](https://matsol.org/Webinars) for more information about the call and the webinar. If you have additional questions, please write to jfei@matsol.org.

Audio/Visual Equipment

MATSOL will provide logistical and technical support via ZOOM, the platform that will host our webinars. However, the presenter(s) must have their own:

- Computer or laptop with audio (microphone & speakers) and visual (webcam) capabilities
- Good and strong internet connection

*If the presenter(s) do not have access to any one of these things, please write it down in **Special Requests** on the **Worksheet**. We will try to accommodate you if possible.*

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Proposal Worksheet Guidelines

Download the **MATSOL Webinar Proposal Worksheet** from [MATSOL.org/Webinars](https://www.matsol.org/Webinars). Use the information below to help complete the worksheet to the best of your abilities. Don't forget to **save and upload** your completed worksheet to the [online form](#).

Presenter Information

Important: All information in your proposal must be submitted exactly as you would like it to appear in our programming. MATSOL is not responsible for any errors resulting from errors or omissions in the information you submit. MATSOL reserves the right to edit information for length or clarity.

Presenter/Organizer: The presenter responsible for coordinating the presentation, notifying the other presenters of the proposal status, and ensuring that all presenters are available during the set time of the webinar.

Co-Presenter: Additional presenters who will participate in the presentation.

- Due to time limitations, there is a limit of two presenters per session.
- All presenters must be included in the proposal when it is submitted.

All presenters must submit:

- **Name:** The person's full name.
- **Affiliation:** The person's school, institution, or organization.
- **Email:** An email address for inclusion in the program.

The Presenter/Organizer must also submit the following for MATSOL use only (will not be published in program):

- **Location:** State and country of residence
- **Telephone Number:** Most convenient to reach you with
- **Special Requests:** Enter any special requests regarding scheduling or other presentation-related details, i.e. technology needs, more presenters, more time, etc. MATSOL will try to accommodate your request, but cannot guarantee it.

Session Information

Session Title: Title of your presentation (10 words max). The title should accurately reflect the content and be clear to the intended audience. Avoid overly general titles, such as "Teaching English Language Learners."

Abstract: The abstract (50 words max) is a summary of the session that will appear in our emails and other forms of promotion. The abstract may contain references to the presenter's published works and names. It must be carefully written and proofread to draw the most appropriate audience to the presentation. Spell out any acronyms or abbreviations that may not be familiar to webinar participants. *Do not include citations.*

Session Description: A description of the presentation that the Webinar Sub-Committee will read to select for a webinar (300 words max). The Session Description does not appear in any form of promotion. The session description must:

- be consistent with the Audience selected;
- have a clearly stated purpose and point of view;
- include supporting details and session outcomes;
- contain evidence of current theory, practice, or research;
- show the appropriate amount of materials for the allotted time (45-60 mins);

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- demonstrate careful editing and proofreading;

Citations & Resources A list of works cited in your session description. Use any standard format (APA, MLA, etc.) for sources (optional, 200 words max). Please share practical and relevant resources that attendees can use.

Primary & Secondary Audience: Choose up to TWO education sectors addressed by your proposal. (required)

- PK-12 Education
- Teacher Preparation/Education
- Adult ESOL
- Workplace ESOL
- University Intensive English Programs (IEPs)
- Community College ESL
- Private Language Schools
- Other (please specify)

PK-12 Focus: If your PK-12 Education proposal addresses specific grade levels, specify one or more. (optional, if applicable)

- Early Education
- Lower Elementary
- Upper Elementary
- Middle School
- High School

Proposal Evaluation

To be considered, proposals must be submitted online by **uploading** a completed MATSOL Webinar Proposal Worksheet onto the [Call for Proposals - Webinar form](#). Mailed or faxed proposals will not be considered.

All proposals are reviewed by the Webinar Sub-Committee with no bias or preference. All proposal reviewers will use the evaluation criteria and scoring rubric below.

The quality of your proposal is an important factor in session selection. Proposals should be carefully written and proofread. Please review the presentation rubric and refer to it as you draft your proposal.

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Proposal Evaluation Rubric

Criterion	1 - Poor	2 - Weak	3 - Good	4 - Excellent
1. Currency and importance to the field of English Learner education	The topic is not current, lacks importance or is not appropriate to the field. It does not appear to be a worthwhile session.	The topic is only tangentially related to the field, or is not current or important in the field. It may not be a worthwhile session.	The topic may not be groundbreaking, but it is current and important to the field. It appears to be a worthwhile session.	The topic addresses a current or emerging issue, and/or is highly significant to the field. It appears to be a very worthwhile session.
2. Audience	The proposal fails to address identified audience or Massachusetts context.	The proposal addresses the identified audience OR Massachusetts context, but fails to address them well.	The proposal mostly addresses the identified audience and Massachusetts context.	The proposal content clearly addresses the identified audience and Massachusetts context.
3. Purpose, content, and participant outcomes	The session objectives, content, and participant outcomes are unclear, inappropriate, and unachievable within the time constraints of the session.	The session objective, content, and participant outcomes are inappropriate OR may be too general or too narrow to be useful.	The session objectives, content, and participant outcomes are appropriate, but may not be achievable within the time constraints of the session.	The length, content, and delivery methods match the session type. The objectives and participant outcomes are very clear.
4. Motivated by theory, practice and/or research	The proposal does not mention theory, practice, or research, or it is unclear how this session is connected to the field.	The proposal provides background references to theory, practice, and/or research, but lacks specific or recent citations, OR the proposal does not relate the theory, practice, and/or research to the content.	The proposal refers to relevant theory, practice, and/or research (with current citations) in an understandable way and relates it to the content.	The proposal refers clearly to the relevant theory, practice, and/or research in a thorough and comprehensible manner (i.e. current citations, terminology, and/or debates in the field) and relates it directly to the content.
5. Clarity of proposal as indicator of presentation quality	The way in which the proposal is written indicates that the presentation may be poor.	The way in which the proposal is written suggests that the presentation may be weak.	The proposal is clearly written and suggests that the quality of the presentation will be good.	The proposal is well written and indicates that the quality of the presentation will be excellent.