

Preparing for Success

This document has all the information you'll need to prepare a successful presentation. If you have any questions, please visit the [2019 TESOL China Assembly website](#) or contact the [organizing committee](#).

Logistics and Important Dates

All academic sessions at the 2019 TESOL International Association China Assembly will take place at [Hangzhou International Expo Center](#).

Please note the dates below. Hitting these deadlines will ensure that all goes well during your presentation.

Action Items	Due Date
Accept Speaker Agreement ¹	15 April 2019
Register for the Assembly ²	15 May 2019 (Early Registration Deadline:15 May 2019)
Submit Handouts/PowerPoint Slides ³	25 July 2019

¹You signed this when you submitted your proposal.

²All presenters must register for the Assembly.

³Submit your handouts or power point slides on registration day. More information forthcoming.

Thank You!

The organizing committee greatly appreciates your taking the time to help make the 2019 TESOL International Association China Assembly a rousing success. Your knowledge and your willingness to share it greatly benefit all attendees. If the organizing committee can help in any way, please do not hesitate to contact us at paper@i21st.cn.

A Word on PowerPoint

Please do not simply read your slides aloud. Instead, use your slides to engage audience members and generate interaction. Please use slides that

- visually support the presentation
- contain no more text than is necessary
- get the audience involved

Remember that attendees want to learn from you and want you to do well. It's a good idea to rehearse your presentation so that you won't have to lean on your slides.

Room Set Up

Every conference center is different, and room set up depends, in part, on the available space. Most rooms will be set theater style; some will be set classroom style.

Audiovisual Equipment

Each session room will be set up with

- LCD projector and screen
- Wired or wireless podium microphone
- Wi-Fi connection (please bring a copy of your presentation on a thumb drive)
- Laptop (please do not use your own in case of equipment instability)

Need Additional Equipment?

If you need additional audiovisual equipment or special audiovisual software, please email the [organizing committee](#) by **30 June 2019**. If you are presenting with another person(s), please work together to email once.

Questions?

If you have any questions about room set up or audiovisual equipment, please contact the [organizing committee](#).

Presenter Tips & Tricks

The organizing committee is pleased to give you this opportunity to present, but, as you know, it comes with serious responsibility. The organizing committee promises to provide assembly attendees with an exceptional experience, and that promise extends to all the sessions within the assembly. The audience trusts that the sessions that the organizing committee has selected will be excellent learning experiences, and, in turn, the organizing committee trusts that you will be fully prepared to deliver on that promise.

As you plan your session, think about programs you have attended that worked well and follow those examples. Similarly, if you recall a session that you attended in the past that was not successful, learn from those mistakes!

Get the Word Out!

Be sure to post about your session on social media. The organizing committee will create images you can share with your colleagues to let them know that you're a **2019 TESOL China Assembly presenter**.

Best Practices

- This list of best practices will help you create a successful session.
- In your opening remarks, introduce yourself and mention the name and the purpose of the session.
- Attendees expect your presentation to reflect the description used to promote your session. Please ensure that it does.
- Always use your microphone, and make sure that your audience can hear you and the questions from other attendees.
- Engage session attendees as active learners rather than passive listeners. Provide plenty of opportunities for attendees to ask questions, interact with each other, and apply the concepts you are presenting.
- Submit resources and handout materials in advance of your session.
- Comply with all program-related deadlines provided by the organizing committee, including deadlines for handouts/slides, audiovisual equipment or software requests, and other important matters.
- Do not engage in any type of promotional marketing or selling or any product or service. Notify the organizing committee immediately if an emergency should prevent you from meeting your obligation to present.

Quick Tips: Things to Consider

DO

- Smile, relax, and have fun—the audience will feel it!
- Use an ice-breaker to get your audience interacting and engaged from the beginning
- Be energetic, enthusiastic, and passionate
- Use appropriate humor or other ways to engage your audience
- Know your topic well enough so that you do not have to read it from your slides
- Define any acronyms that your audience may not know
- Move around. Don't trap yourself (or hide) behind a podium or a laptop.
- Allow the audience to ask questions
- Try to add stories, anecdotes, testimonials, or demonstrations that emphasize your point
- Repeat questions asked by the audience so that everyone will hear
- Stay on track and within your allotted time
- Close your presentation by summarizing your key points
- Provide tools and information that audience can implement

Remember that the audience is very interested in what you have to say and they want you to do well!

DON'T

- Read your presentation from your slides or your notes
- Use acronyms that that audience might not know
- Look over your shoulder at the presentation screen (PowerPoint)
- Use slides that contain nothing but text
- Engage in distracting conversations with other presenters while someone else is talking
- Answer questions without repeating questions first
- Use conversation fillers like “umm,” “you know,” and “like”
- Speak so quickly that your audience has trouble understanding you

Know Your Audience

Who Attends the TESOL International Association China Assembly?

The attendees are primarily from higher education and elementary education, and they represent all aspects in the field of English language teaching and learning. Consultants, exhibitors, and graduate students also attend.

How Many People Will Attend Your Session?

The average session will have 100–150 attendees. Some will have more; some will have less. Each room will be set for its maximum capacity.

What do Attendees Expect?

All attendees value openness and diversity of thinking as they tackle real issues in the classroom. They want substance and knowledge they can immediately put in to practice. All are looking for new ways to solve their current challenges and for ways to push their students, programs, and institutions toward better outcomes.

What Your Attendees Will Remember

- What they actually did in your session, not what they saw or heard
- Exercises that demonstrated your point
- Stories and examples that painted a mental picture
- Particularly powerful metaphors that can serve as reminders
- Small group discussion of key points
- Interaction with peers

What Your Attendees Won't Remember

- Your incredible statistics, even though such facts will build your credibility
- Most of your jokes, although giving them a few laughs will make them more receptive to your information and thinking
- How eloquent you were, although your clarity of thought will help them comprehend what you are trying to say

Demonstration Guidelines

In this session, you will produce a video clip of a lecture in order to demonstrate how you design a class and any tips you have in this process as well. You'll have 40 minutes to teach this class and you will receive a 10-minute review or comment from an English teaching instructor. Please follow the requirements below and submit the class video clip by June 30, 2019.

- Maximum length of video clip: 40 minutes
- High-quality DVD format
- No limitation on teaching materials
- Minimum 2 camera positions, to record both the teacher and the students in the classroom
- Submit the teaching design and accompanying materials by April 15, 2019

Upload the video clip to BAIDU web disk and email the link to paper@i21st.cn or mail the DVD disk to the address below by June 30, 2019.

Address: 15 Huixin Dongjie, Chaoyang, Beijing, China 100029

Thanks Again!

Once again, **thank you** for helping to make the 2019 TESOL International Association China Assembly a big success. If you have any questions, please contact the organizing committee at paper@i21st.cn.