**TESOL B-MEIS**

**Call for Webinar Proposals**

**Deadline December 20, 2020**

The B-MEIS (Bilingual Multilingual Interest Section) Webinar Series is now accepting webinar proposals for January through April. Our Monthly Webinar Series focuses on best practices, innovative pedagogies, and critical issues in bilingual and multilingual education. B-MEIS is committed to representing diverse viewpoints and fostering collaborative cultures. As such, we especially welcome proposals featuring **diverse perspectives and differing backgrounds, organizational affiliations and/or geographic areas**.

Before submitting your proposal, please prepare the following for submission:

1. Webinar title, description, preferred dates & times
2. All presenter names, titles, institutions, and brief description of experience/expertise on the topic
3. Moderator information, if applicable, who will introduce the presenters and facilitate any Q&A and/or live polling.

[Submit your proposal here.](https://forms.gle/dPLRFAQgeX6P7DVA8)

All B-MEIS webinars will be recorded. Written permission to record the proposed webinar will be embedded in the registration form.

**Webinar submission and hosting details**

* Your topic should be related to research and practice in bilingual and multilingual education.
* A webinar session will typically feature 2-4 presenters. The estimated presentation time is around 45-50 minutes with the remaining time spent on Q&A. Please submit a proposal for a topic you can adequately cover in this amount of time.
* Through the webinar proposal submission form, you will enter information regarding the topic, the speakers, and your preferred date/time.
* You will receive a notification as to whether your webinar has been accepted within two weeks of submission to B-MEIS.
* Once your webinar proposal has been accepted, B-MEIS will contact you to ask each webinar presenter to provide a brief biography and an image of the presenter for promotional purposes.
* B-MEIS will contact you regarding scheduling. Presentation times are scheduled between 10:00am and 4:00pm (EST), on normal business days (Monday-Friday) around the 15th of each month.
* Scheduling is on a first-come, first-serve basis and is dependent on availability, but we will do our best to accommodate your requested date and time.
* No proprietary or commercial information should be included in your presentation.
* Webinar hosts must be available for a practice session 1 week prior to the presentation.
* Presenters must provide B-MEIS a PowerPoint presentation to be used for the visual component of the webinar at least a week in advance of the presentation.
* On the day of the webinar, the webinar presenters should conduct the webinar in a quiet room. You should schedule at least 80 minutes for the webinar: 20 minutes prior to the webinar to set up and test the technology and 60 minutes for the actual webinar.
* Presenters are encouraged to identify back-up presenters should an emergency occur

on the scheduled webinar date and time.

**Evaluation Process**

B-MEIS cannot guarantee that your topic will be chosen for a webinar. Proposal applications that are incomplete will not be considered for review. Submissions will be evaluated based on the following criteria:

* Innovation, creativity and originality of topic
* Clarity, depth and specificity of proposal
* Timeliness and relevance of subject matter and alignment with B-MEIS’s strategic

objectives

* Expertise and experience level of presenter(s)

We hope you will position you as a teacher with a multilingual mindset and consider submitting one or more webinar proposals to raise the collective visibility of bilingual-multilingual education in the field of the TESOL community and beyond.

If you have any questions regarding this Call, please contact Ching-Ching Lin, at ching-ching.lin4@touro.edu

Thank you!