

# Where are the forms for volunteering and proposals?

- Volunteer here: [Volunteer Interest Form, CATESOL San Diego Spring 2024 Conference](#)
  - Click the following link for the [Volunteer FAQs](#) section of the document
- Our call for proposals has closed and we have selected our presenters. You can find our schedule and presenter bios at this link: [Schedule, Abstracts and Presenters \(San Diego CATESOL Chapter 20...](#)

## What are the conference details?

These are what we have decided so far:

- The date: Saturday, April 27, 2024
- Time: 9:30-1:30, with pre-conference networking, registration, and refreshments 8:30-9:30 am
- Location: American Language Institute, SDSU Global Campus
  - Use the following address: [5701 Hardy Ave, San Diego, CA 92115](#)
  - More info about getting to the conference and parking here: [Getting to the San Diego CATESOL Chapter's 2024 Conference](#)
- Registration fees:
  - \$5 for students (both members and non-members)
  - \$10 for CATESOL members
  - \$20 for non-CATESOL members

## How can I register for the conference?

You can register for the conference on CATESOL's website, at this link: [CATESOL San Diego Chapter In-Person Spring Conference Registration](#)

## What are the parking & transportation details of the conference?

It's very important to make a parking plan in advance! There is no free parking on SDSU's campus.

More details here: [Getting to the San Diego CATESOL Chapter's 2024 Conference](#)

## Will food be available at the conference?

Yes, we will be providing food and beverages at the conference, though not dedicated meals. We will do our best to accommodate a variety of dietary restrictions, but please feel free to reach out to Amanda Simons at [esol.simons@gmail.com](mailto:esol.simons@gmail.com) if you have specific concerns.

The conference location is walking distance from Trader Joe's, restaurants, and coffee shops (including Starbucks) for additional options.

## Will there be wifi at the conference?

Yes, attendees will be able to access wifi. More details about the different networks and means of connecting here: [Internet Access | IT Division | SDSU](#)

Most attendees will use the guest network, which requires email or text messaging before you're connected to the wifi:

- From the list of available networks, select "SDSU\_Guest"
- You will be prompted to enter a phone number or an email address
- You will receive a code to enter for access

## What is the theme of the conference?

The theme of the conference is "Fostering a Community of Learners in the Classrooms and Beyond," and our subthemes are the following:

- Fostering community in different formats of teaching and learning, such as in-person, synchronous, asynchronous, hyflex, etc.
- Using technology to achieve connection among learners
- Connecting learners to resources to achieve their goals and engage in their larger communities
- Teachers connecting with each other as well as the broader pedagogy and research community and resources

## What is the conference schedule?

8:30-9:30: Registration, Refreshments, and Welcome Messages

9:30-10:15: Plenary Session

10:15-11:00: Session 1

11:15-12:00: Session 2

12:15-1:00: Session 3

1:00-1:30: Networking, Refreshments, Drawings, and Closing Remarks

## Who is presenting at the conference?

You can find our schedule and presenter bios at this link:

[Schedule \(San Diego CATESOL Chapter 2024 Spring Conference\)](#)

## I want to use this for professional development at my institution. Will you be offering certificates of attendance?

You will receive an official registration receipt from CATESOL.


As for other documentation, we are not planning to offer this. Please reach out if you have specific concerns about this matter to Amanda Simons at [esol.simons@gmail.com](mailto:esol.simons@gmail.com)

## This sounds great! How can I tell others about this?

Thank you for offering to help! You can send links to others, such as the following:

- Registration on CATESOL's website: <https://mms.catesol.org/Calendar/moreinfo.php?eventid=46599>
- The San Diego CATESOL Chapter's "Events" Webpage: <https://catesolsandiego.weebly.com/upcoming-events.html>
- The conference schedule: <https://docs.google.com/document/d/1kh2p2s7WAf5kwcjEaTDO-WA8BYXdUKkNrlj6UX2qrhY/edit?usp=sharing>

Another option: We have some templates you can use to tell others in the following document

 Liaisons Templates

These templates are for advertising at your schools, places of work, or other relevant places where there would be potential attendees.

## What are the important dates related to the conference?


- November 30, 2023: Proposal Deadline
- January 16, 2023: Chosen presenters are notified
- January 22, 2023: Presenters confirm whether or not they will present at the conference
- February 2, 2023: Presenters receive additional instructions and feedback
- February 16, 2023: Presenters submit revisions/updates to presentation abstracts, submit bios and headshots
- April 27, 2024: Conference

## Volunteer FAQ

### What kind of volunteer opportunities are available?

So many! It all depends on your interest, availability, and bandwidth.

Right now, the main ways we need help are getting the word out and volunteering on the day of. More details below:

- **Day-of volunteering:** please fill out the [Day-Of Volunteering form](#) to help us with the conference on April 27. Offering your time will really help our event run smoothly! If you previously filled out our volunteer interest form, there is no need to fill out another form: our Volunteer coordinator will be in touch with you.
- **Help spread the word!** Please tell others about our event at TESOL-related institutions where you're a student, alum, instructor, administrator, or any other relevant position. You can reach out to Amanda Simons at [ESOL.Simons@gmail.com](mailto:ESOL.Simons@gmail.com) if you have any questions or would like to let her know about your efforts (so we don't send messages that duplicate your efforts).
  - Send the link to our registration page: <https://mms.catesol.org/Calendar/moreinfo.php?eventid=46599>
  - Use the templates in this document:  Liaisons Templates

### I want to submit a proposal to the conference. Can I still be a volunteer?

Absolutely! We'll find ways to work with your situation and avoid any proposal conflicts of interest.

## When are the planning meetings?

The 2023 meeting schedule:

-  October meeting: Thursday, October 19, 10am-11am
  - Agenda for first meeting, with notes:
    - [2023.10.19 Planning Meeting Agenda, CATESOL Spring 2024 Conference](#)
  - Meeting time based upon responses to the “When2Meet” submitted by Oct 11, 12pm  
<https://www.when2meet.com/?21700317-YKl4m>
-  November meeting: Thursday, November 16, 10am-11am
  - [2023.11.16 Planning Meeting Agenda, CATESOL Spring 2024 Conference](#)
- December meetings:
  -  General planning meeting: Monday, December 4, 9am-10am
    - Meeting time based upon responses to the “When2Meet” submitted by Monday 11/27, 2pm Pacific Time: <https://www.when2meet.com/?22417745-WL4FI>
  -  Budget Planning Meeting: Wednesday, December 6, 9am-10am
-  January meeting: Monday, January 22, 11am-12pm
-  March Meeting: Monday, March 4, 3-4pm

Zoom link for all planning meetings: <https://sdccd-edu.zoom.us/j/82842842529>

## I only want to help on the day of the event.

Wonderful! Please fill out [the volunteer interest form](#) and indicate that. We would LOVE to have you help us!

## Presenter FAQ

### How long are the presentations?

Each presentation is 45 minutes with 15 minutes between presentations. The 45 minutes also includes time for Q&A, so please set aside 5-10 minutes for that.

### What technology and equipment will be available for presenters?

Our venue will have the following technology available to each presenter:

- In-room computer (with internet access and a USB-A drive port) with a projector. The in-room computer uses a Windows operating system, and has a remote you can use for switching between slides.
- HDMI & VGA hook-ups to the projector for personal laptop use (note: the remote to switch between slides will not be available to use on your personal computer)
- WiFi
- Whiteboard with dry erase markers

If you have special presentation requirements, please include that in your proposal or let us know as soon as you are able, and we'll do our best to accommodate your situation. Supplies like paper or writing utensils can likely be provided (with enough advance notice), but items like washable markers, poster paper, printed handouts, and other specialty materials will be the responsibility of the presenter.

## What if I have a tech problem before/during my presentation?

There will be volunteers available to assist, and there will be SDSU tech assistants available as well.

## How are proposals being evaluated?

We are using the [rubric that TESOL 2024](#) used (with one additional update).

	4	3	2	1
The topic is important and appropriate to the field and the audience.	4 - The proposal addresses a critical, groundbreaking or cutting-edge topic in TESOL.	3 - The proposal addresses an important topic in TESOL.	2 - The proposal addresses a topic of some importance or interest in TESOL.	1 - The proposal does not address a topic of interest to TESOL professionals.
The proposal is based on current theory, practice, research, and/or policy that is relevant to the presentation.	4 - The proposal fully integrates with or builds session content upon current and relevant research, theory, practice, or policy, e.g., through the use of citations and terminology.	3 - The proposal supports session content with current and relevant research, theory, practice, or policy, e.g., through the use of citations and terminology.	2 - The proposal refers only tangentially to research, theory, practice, or policy, or those referred to may not be current.	1 - The proposal does not mention research, theory, practice or policy or those mentioned are unrelated to the field or the topic.
The proposal specifies participant outcomes that are relevant to TESOL professionals.	4 - Participant outcomes are clear and specific.	3 - Participant outcomes are mostly clear and specific.	2 - Participant outcomes are unclear or very general.	1 - Participant outcomes are not provided, or the outcomes are not relevant to the session or TESOL professionals.
The proposal provides a clear, coherent overview of the session plan. Session plans may be organized very differently depending on the session type.	4 - The proposal describes the session, including how it will achieve the stated objectives, clearly, coherently, and in detail.	3 - The proposal describes the session, including how it will achieve the stated objectives, clearly and coherently.	2 - The proposal lacks coherence or only loosely describes the session and how it will achieve the stated objectives.	1 - The proposal does not describe the session or how it will achieve the stated objectives.
The session type (workshop, research presentation, pedagogy presentation) is appropriate for the plan, goals, and delivery methods stated in the proposal. Appropriateness may be in terms of the amount of time available, or the fit with the type of	4 - The session type is clearly appropriate.	3 - The session type is mostly appropriate.	2 - The session type somewhat matches the other details in the presentation.	1 - The session type doesn't match the other details in the presentation.

session or method of presentation involved, among other considerations.				
The proposal has a clear connection to the conference theme and selected sub-themes	4 - The proposal contents clearly demonstrate and embody the conference theme and selected subthemes.	3 - The proposal contents mostly demonstrate the conference theme and selected subthemes.	2 - There is some overlap between the proposal contents and the theme/selected subtheme, but at least a couple of mismatches.	1 - The proposal contents have little or no connection to the conference theme and selected subthemes.
Overall Recommendation	4 - This proposal is clear and well-written, suggesting the presentation will be of professional quality. I strongly recommend this session.	3- This proposal is clear, suggesting the presentation will be of good quality. I recommend this session.	2 - This proposal is somewhat clear, suggesting the presentation may be of weak quality. I might recommend this session.	1 - This proposal is vague and/or poorly edited, suggesting the presentation may be of poor quality. I do not recommend this session.