



Language World 2011

Speaker Form

Title (Mr/Mrs/Ms/Dr/Prof) :
First name:
Last name:
Address:
Postcode:
Telephone:
Email:
Confirm email:
Session title:

Attendance

We very much hope that you will be able to attend the whole conference. In order that we can reserve a place for you at the sessions of your choice, you must complete a booking form. One speaker will be entitled to attend free of charge on the day of the session they are delivering.

You can find the booking form in the Language World section of our website (www.all-languages.org.uk).

Equipment

Please list below any equipment required for you to deliver your talk (e.g. projector, laptop etc.)

If you have not already provided both a 50 word abstract and biography, please do so as soon as possible and send them to francisk@all-languages.org.uk

1. Speaker expenses

We are able to offer one speaker per session one free day's attendance at the conference, on the day of their talk (includes lunch and coffee). In addition, we will fund second class rail fare (using advance apex fares wherever possible) for one speaker per session after the event upon production of receipts. Claims for car travel will be refunded at the equivalent second class rail fare. Taxi fares will not be reimbursed. For speakers outside the UK, rail expenses from the UK point of entry only will be reimbursed. We regret that if more than one speaker is presenting the same session, we are still only able to offer a free day's attendance and rail expenses to one speaker for each session.

Like all subject associations we depend upon the goodwill of speakers and their employers in order to provide a high-quality conference at the lowest possible cost to participants. Our funds do not permit us to offer a fee for speakers, nor overnight accommodation. Equally, it is helpful if speakers can claim their course fee and travel costs from other sources.

2. Equipment

Speakers are asked to consider the necessity of equipment hire carefully. When timetabling the conference, we try to ensure that equipment is put to full use and evenly spread over sessions. Any requests for equipment subsequent to the initial timetabling cannot be guaranteed.

3. Conference papers

We would very much like speakers to send in articles based on their talks to be considered for publication in appropriate journals of the Association for Language Learning - *Language Learning Journal*, *Francophonie*, *Deutsch: Lehren und Lernen*, *Vida Hispánica*, *Tuttitalia*, *Rusistika*. We are not able to publish papers separately or collectively.

4. Promoting products or services

Contributions to the conference programme should not promote a commercial product or service; promotional presentations are available for individuals and companies wishing to promote a particular product, and these come under a separate part of the conference programme. (Promotional presentations are still available, please contact office@all-languages.org.uk for more information).

5. Length of talks

With the exception of plenaries and major talks, all sessions will last for 45 minutes, and we request that you ensure a prompt start and finish to your talk.

6. In preparing abstracts and talks/ workshops please take into account that the Association serves and represents all sectors of education and all languages and examinations systems in the UK. Thus, for example, references to GCSE might also include Scottish Standard Grade.

7. Handouts

If necessary we will copy or fund up to a maximum of 4 pages of handouts per participant (at no more than 5p per copy) per session. Remember that copies of PowerPoint slides and OHTs are often requested. Please send copying to the ALL office by 1 June 2011. Alternatively, if you prefer to do your own photocopying, please ensure that there are enough copies for each person.

If you would like to know numbers registered to attend your session, please contact the ALL office two weeks prior to the event.

8. Inclusion and accessibility

Please bear in mind the importance of preparing a talk that will be accessible to all participants. Ensure that visual aids are completely legible with large print and give the audience adequate time to read visual aids. We will ask participants to inform us of any special requirements they have prior to the conference, and we will inform you if your talk needs to address any specific special requirements.

9. Please keep to the following deadlines:

31st March 2011

Return speaker form including equipment needs and abstract and speaker profile. Please advise us immediately if, for any reason, you cannot meet this deadline.

1st June 2011

Send any handouts for copying to ALL office.

Please advise us immediately if, for unforeseen reasons, you have to withdraw from your scheduled talk.

If you have any enquiries please contact:

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Email: francisk@ALL-languages.org.uk