

TESL Canada invites proposals for webinars. These webinars should focus on topics relevant to TESL Canada members (LINC instructors, EAP instructors, program managers/coordinators, TESL training program instructors, K-12 EAL instructors, or researchers who work in the field of TESL). To submit a proposal, please include a 100-150 word description of your webinar including title, intended audience, proposed date and time, and length of webinar (usually 45- 90 minutes). Also include your biography or short resumé including one reference who is also a TESL Canada member (or member of provincial TESL organization). Below are a few points to guide perspective webinar presenters. Once the proposal has been received, it will be vetted by the TESL Canada PD committee. We thank you in advance for considering this service to your fellow TESL Canada members.

Webinar Guidelines:

1. Presenters should provide an overview of the features that are being used during the webinar that allow participants to actively engage in the webinar.
2. Instructions should be provided for how to access the webinar recording and/or slides at the end of the presentation. Additionally, written instructions are provided in follow-up communication with participants.
3. Presenters should include a brief introduction about how their backgrounds and credentials qualify them to speak knowledgeably about the webinar topic.
4. The webinar's topic and objectives/goals should be clearly stated and referenced throughout the webinar, and the content should be aligned with the goals and objectives.
5. An outline or agenda should be presented and discussed at the beginning of the webinar.
6. The webinar outline or agenda should accurately reflect the webinar's structure and provide clear expectations of the content to be covered.
7. The webinar should provide opportunities to absorb each new idea before moving on to the next.

Using Visual Aids:

1. Slide text should be reserved for key words and concepts. Details and explanations should be delivered verbally or through the use of supplemental materials.
2. All visuals, including text and images, should be easy to read. A limited number of fonts in high-contrast colors, should be used throughout to achieve readability and visual consistency.
3. One main idea should be presented or revealed at a time within each slide. Components of text or graphics should be revealed in small segments or one at a time.
4. All visuals should be relevant to the webinar topic or information presented on the slide.

Participant Interaction

1. The webinar should include the use of active learning approaches and/or interactive activities.
2. Presenters clearly communicate participation expectations, including expectations for active or passive participation.
3. Presenters should give the opportunities throughout the webinar for participants to pose questions, and most opportunities should have sufficient time to address questions.