Guidelines for VicTESOL Presenters

Thank you for presenting with VicTESOL. We appreciate you sharing your knowledge and skills with the TESOL community.

These guidelines are designed to help you understand the presentation process.

Before the session:

- Liaise with VicTESOL on matters such as the date, time and location of the session
- Provide a session abstract (100-200 words) and biographical paragraph (50-100 words) for promotion of the event on the VicTESOL website
- Send VicTESOL an electronic copy of presentation materials 24 hours prior to the session, if materials are going to be uploaded onto the VicTESOL website at the session's conclusion
- Partake in a practice session to familiarise yourself with the technology used (webinars only)
- Be provided with any relevant registration data so as to familiarise yourself with your audience.

At the beginning of the session:

- A VicTESOL committee member introduces you to the participants and acknowledges traditional owners.
- Please state the aims of the presentation/workshop and outline the activities participants will partake in

During the session:

- Deliver content that is in accordance with the VicTESOL's values of multiculturalism, diversity and inclusion
- Include opportunities for audience to participate where possible (i.e. Q&A, group/pair discussion, individual activities)
- If possible and relevant, use technology to enhance and enrich the presentation

After the session:

- A VicTESOL committee member thanks you
- Receive relevant feedback gained from our electronic survey
- Complete an electronic survey on your presentation experience

Throughout the presentation process, you will be supported by the VicTESOL Professional Learning Coordinator, Association Officer and Committee.

If you need any assistance, you can email plcoordinator@victesol.vic.edu.au or victesol@victesol.vic.edu.au