

Roles and Responsibilities

The Proposal Submitter	The Presenters/Contacts Section
<p>The proposal submitter is responsible for notifying all other presenters of communication from TESOL regarding the proposal. TESOL will only notify the proposal submitter of the proposal status.</p> <p>Proposal submitter may be</p> <ul style="list-style-type: none"> • the lead presenter of the session • the presenter/panelist of the session • the mediator of a panel discussion. • a contact person who acts as the contact but will not be presenting. 	<p>Use this page to add all presenters/panelists for the session. You can select from the following roles:</p> <ul style="list-style-type: none"> • Contact Person Only • Lead Presenter • Presenter • Mediator for a Panel Discussion • Panelist on a Panel Discussion <p>Your submission will need to have at least one lead presenter/panelist; otherwise, you will not be able to complete the submission.</p>

Maximum Number of Presenters (for each submission type)	Dialogues, poster sessions and teaching tips	2 presenters
	Presentations	4 presenters
	Panels and Workshops	6 presenters/panelists

Maximum Number of Accepted Presentation as Lead Presenter	<p>There is no limit on how many proposals you submit but if the proposals are accepted, individual cannot appear in TESOL convention program as:</p> <ul style="list-style-type: none"> • lead presenter in more than 2 sessions, and/or • presenter/panelist in more than 3 sessions. <p><i>This includes both adjudicated and non-adjudicated sessions.</i></p>
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A reminder of the responsibilities of all presenters, moderators, and panelists
<p>If your proposal is accepted, you agree to</p> <ul style="list-style-type: none"> • refrain from changing the conceptual content of the session as submitted in the session title, abstract, and description. • engage the audience during the presentation, rather than reading a script. • register for the convention. Please note that TESOL does not reimburse expenses, including for registration, travel, lodging, meals, and audiovisual equipment. Please see the webpage for available grants. <p>For panels, you agree that</p> <ul style="list-style-type: none"> • all panelists have been contacted and agreed to participate prior to submission of the proposal. • if a member of the panel is unable to attend the convention, you will find another panelist who will address the same topic or issue.