

0791-1  
ACTFL proposals

presenters will not be able to access or edit submissions. The reviewers will make their acceptance decision based on what is in the system on the closing date.

### RUBRIC AND REVIEW PROCESS

Please read thoroughly the Rubric used by the various committees for reviewing and rating each submission. The ACTFL Program Committee, Co-sponsoring organizations, and ACTFL SIG Chairs are responsible for reviewing proposals submitted to their respective groups. Reviewers rate each proposal and the computer produces an average of the combined scores from all reviewers. The committees' decisions are final. Your proposal should assure the review committee that you know the subject.

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Does Not Meet Expectations</b>
<b>Title</b>	<ul style="list-style-type: none"> <li>• Topic is extremely current</li> <li>• Topic is of vital interest to the language profession</li> <li>• Title accurately describes the presentation</li> <li>• Title is specific and clear</li> <li>• Title is in "title case"</li> </ul>	<ul style="list-style-type: none"> <li>• Topic is current</li> <li>• Topic is of interest to the language profession</li> <li>• Title accurately describes the presentation</li> <li>• Title is somewhat specific</li> <li>• Title is in "title case"</li> </ul>	<ul style="list-style-type: none"> <li>• Topic is out-of-date</li> <li>• Topic is of marginal interest</li> <li>• Title does not capture presentation</li> <li>• Title is vague</li> <li>• Title is not in "title case"</li> </ul>
<b>Printed Program Description</b>	<ul style="list-style-type: none"> <li>• Description is in final, publishable format and free from errors</li> <li>• Description is in standard professional English</li> <li>• Description has audience appeal</li> <li>• Description clearly aligns with content of proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Description is in final, publishable format and free from errors</li> <li>• Description is in standard professional English</li> <li>• Description has some audience appeal</li> <li>• Description aligns with content of proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Description needs some editing</li> <li>• Description is not in standard professional English</li> <li>• Description has minimal audience appeal</li> <li>• Description somewhat aligns with content of proposal</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li>• Content shows originality and/or provides new insight into topic</li> <li>• Content is very clear</li> <li>• Content is specific</li> <li>• Content is detailed</li> <li>• Content aligns with keyword</li> <li>• Content describes specific knowledge and skills and/or improvement in teaching/learning that can occur</li> <li>• Content is reasonable</li> </ul>	<ul style="list-style-type: none"> <li>• Content is strong and shows originality and/or insight</li> <li>• Content is clear</li> <li>• Content is somewhat specific</li> <li>• Content is somewhat detailed</li> <li>• Content loosely aligns with keyword</li> <li>• Content describes knowledge and skills and/or improvement in teaching/learning that can occur</li> <li>• Content is reasonable for</li> </ul>	<ul style="list-style-type: none"> <li>• Content is weak and lacks originality and/or insight.</li> <li>• Content is vague or unclear</li> <li>• Content aligns with keyword</li> <li>• Content does not describe specific knowledge and skills and/or improvement in teaching/learning</li> <li>• Content is either too extensive or not extensive enough for allotted time</li> </ul>

	for allotted time	allotted time	
<b>Methods of Delivery</b>	<ul style="list-style-type: none"> <li>• Methods are clear and specific</li> <li>• Delivery modes are highly engaging</li> <li>• Presenter uses a variety of presentational modes</li> <li>• Methods ensure high participant involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Methods are somewhat clear</li> <li>• Delivery modes are engaging</li> <li>• Presenter identifies presentational modes</li> <li>• Methods ensure some participant involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Presenter does not identify presentational modes</li> <li>• Participant involvement is not identified</li> </ul>
<b>Compliance to Guidelines</b>	<ul style="list-style-type: none"> <li>• All sections of proposal are complete</li> <li>• Sections adhere to word-count limitations</li> <li>• Proposal demonstrates organization and efficiency</li> <li>• Proper spelling, grammar, punctuation are used</li> <li>• Proposal demonstrates an understanding of content</li> <li>• Proposal focuses on intended audience</li> <li>• Maximum of two proposals are submitted</li> <li>• Proposal refrains from selling products</li> </ul>	<ul style="list-style-type: none"> <li>• Most sections of proposal are complete</li> <li>• Sections adhere to word-count limitations</li> <li>• Proposal is organized</li> <li>• There are some mechanical errors</li> <li>• Proposal demonstrates an understanding of content</li> <li>• Proposal focuses on intended audience</li> <li>• Maximum of two proposals are submitted</li> <li>• Proposal refrains from selling products</li> </ul>	<ul style="list-style-type: none"> <li>• Some sections are missing or incomplete</li> <li>• Some sections exceed word-count limitations</li> <li>• Proposal lacks organization</li> <li>• There are many mechanical errors</li> <li>• Proposal does not demonstrate an understanding of content</li> <li>• Proposal not appropriate for audience</li> <li>• More than two proposals are submitted</li> <li>• Proposal appears to promote a product or service for sale</li> </ul>

**PRESENTER RESPONSIBILITIES**

**Presenters whose proposals are selected for presentation MUST be available to present any day during the Convention.** ACTFL reserves the right to schedule all presentations in any slot during the published convention dates and times and cannot take individual requests for preferred presentation assignments. If a presenter cannot accept the assigned time, then the presentation must be cancelled.

All presenters, including session chairs/facilitators, must register for the convention and be a member of ACTFL or one of our co-sponsoring organizations.

Each session room will be set with an LCD projector, cart, screen, podium and microphone (if needed). A presenter must bring his/her own laptop computer to connect to the LCD projector. Any additional audiovisual equipment is the responsibility of the presenter and must be ordered and paid for by the presenter. ACTFL will provide order forms and the name of the convention audiovisual supplier.

Presenters are responsible for keeping all information sent from ACTFL and complying with the instructions and deadlines provided.