



Sultan Qaboos University  
Muscat, Sultanate of Oman

## Oman 17<sup>th</sup> International **ELT** Conference



**ELT: Innovate, Integrate, Motivate**

**Conference Handbook (draft 2)**

[www.eltconf.com](http://www.eltconf.com)



# Oman International ELT Conference



Held at Sultan Qaboos University in Muscat, the Oman International ELT Conference was founded in 2001 to serve as a professional forum for English language teachers and educators from around the world. The conference provides excellent opportunities for sharing ideas, experiences and best practices in different areas of English Language Teaching. It is an exciting, stimulating and rewarding annual event for ELT professionals in all sectors.

## ELT: Innovate, Integrate, Motivate

This year's conference aims to be relevant to the fast changing context of ELT and to provide opportunities for reflection to act as a catalyst for exploring innovative ways of thinking about and teaching in the field of ELT.

The theme, ELT: Innovate, Integrate, Motivate, invites us to share best practices, consider strategies to encourage engagement for all stakeholders in ELT and to promote learner autonomy. The theme can be explored via practical, theoretical or research strands.

## Conference sub-themes

Proposals for presentations and workshops are invited on any of the following areas:

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1. Innovation in learner resources
2. Innovation in teacher resources
3. Digital innovation
4. Alternative practices in assessment, evaluation, feedback
5. Innovative ideas/approaches
6. Skills: Integrate or Segregate? New Challenges in ELT
7. Integrate assessment feedback into teaching
8. Washback: integrate testing feedback into curriculum
9. Integrating new learning spaces and modes in ELT classes
10. Integrating practical apps in the classroom
11. Building motivation for language learning in 1st year foundation students
12. Sustaining motivation for language learning in post-secondary credit English programmes
13. Fostering intrinsic motivation vs extrinsic motivation
14. Classroom group dynamics
15. Motivate self-assessment of learning
16. Action/ Classroom based research
17. Engagement theory for ELT
18. Speaking out – motivating reticent students
19. Mobile phones – an aid or an enemy?

**The deadline for submitting a proposal is 31<sup>st</sup> December, 2016**

## Conference highlights

### Certified Professional Development Workshops

The Certified Workshops give hands-on practice in certain skills related to the theme of the conference. These workshops run for one hour and forty-five minutes each. Participants receive a certificate of attendance for every workshop they attend. Participants need to register and pay the designated fee to attend any of these workshops. In order to provide equal opportunities for all the conference participants to benefit from these workshops, tickets are only on sale on the day of the conference workshop on a first-come-first-served basis.

### How to register for the Certified Workshops

- To register for a Certified Workshop you must be registered for the 17<sup>th</sup> ELT Conference.
- Registration for the Certified Workshops will only be open on-site on 20<sup>th</sup> and 21<sup>st</sup> April on a **first-come-first-served** basis until the tickets are sold out. Look for the *Certified Workshops Registration* stall in the registration area, Exhibition Hall, first floor.
- Before you buy a ticket for yourself, check the workshop timetable so you don't buy tickets for two workshops that run concurrently.
- Each workshop voucher costs RO 5.

The venues for the Certified Workshops are specified on the workshop vouchers.

### Opening ceremony on Thursday 20<sup>th</sup> April, 2017

The conference opening ceremony is a major event among the conference enriching activities. It is attended by the majority of conference participants, presenters, conference patron and members of the organizing committee. It will take place at 9:30 am on Thursday 20<sup>th</sup>, April 2017 in the Conference Hall.

### Over 70 presentations and workshops

With a huge number of received proposals, the conference organizing committee selects the best 70 proposals. These reflect a wide variety of areas in the field of ELT in Oman and abroad in line with the conference theme and sub-themes.

### Refreshments and lunches for registered participants

- Snacks and beverages will be served during the morning coffee breaks.
- The University Faculty Club is exclusively booked for **all registered conference presenters and participants on both conference days. Snacks and lunches will be served there.** Please refer to the map for the location of the Faculty Club.
- Two snack vouchers and two lunch vouchers are provided in the conference bag.

### ELT Exhibition

The ELT Exhibition features a selection of a wide range of ELT publications and products. Every year, over 20, both international and local publishers, book sellers and educational institutions and agencies, participate in the exhibition. The exhibition allows conference participants the opportunity to meet face-to-face, with representatives from different publishing houses, get up-to-date information on the latest book and textbook releases, learn more about upcoming events organized by publishers, exchange feedback regarding teaching/ learning materials and request sample copies. The exhibition runs for the two days of the conference.

## Sending a proposal form

### General criteria for accepting proposals

A proposal will only be accepted if it

- has not been presented at any other regional conference.
- is directly relevant to the conference theme.
- has a clear focus and communicates original ideas.
- reports on a recently completed research project or a significant phase of the research and/or has practical use for the audience, and if theoretical, must include useful applications.
- is linguistically clear and accurate.
- reflects what the speaker is going to talk about.
- is submitted within the deadline set for proposal submission.

### Please note that:

- We only process proposals received through our online submission forms. Other ways of submission will not be considered.**
- For practical reasons, no justification will be offered for declined proposals.**

## Submission types and requirements

Below is a description of each submission type

### (1) Paper Presentation

This is a 40-minute presentation that is usually interactive and/or followed by 10 minutes for questions. Although the presentation can be delivered in the form of a lecture, reading from paper or slides is highly discouraged. Feedback from participants in the previous conferences showed that presenters who read their presentations are given very low ratings and are considered uninteresting and unpopular.

### (2) Workshop

This is a 40-minute activity or task-based session followed by 10 minutes for questions. Workshop objectives and procedure or steps should be clearly listed in the proposal.

### (3) Poster

A poster contains self-explanatory information displayed on a board or screen in an assigned place, with or without handouts. The poster could contain text, drawings and pictures. It may be in a paper form such as a large paper poster or an electronic form such as one-slide PowerPoint display on a computer screen. There are no specific rules for the size of the poster, but it should generally be big enough to attract the passing audience. The poster session is usually assigned a room or hall for the display for around one hour. There is no designated presentation, or specific audience. Interaction between presenter and audience is highly encouraged..

**Please note that accepted posters are not published in the proceedings of the conference.**

## Submitting a proposal form

### Submission procedure

#### For paper presentation and poster proposals you will need to prepare:

- presenter 1 biography (40 words maximum)
- presenter 2 biography (if presentation is shared) (40 words maximum)
- paper or poster title (10 words maximum)
- an abstract (75 words maximum)
- a paper summary (150 words maximum)

#### For workshop proposals you will need to prepare:

- presenter 1 biography (40 words maximum)
- presenter 2 biography (if work is shared) (40 words maximum)
- workshop title (10 words maximum)
- an overview of the workshop (100 words maximum)
- the workshop objectives (70 words maximum)
- the workshop procedure (150 words maximum)

### Before completing the proposal form, please note that:

- All required fields **must** be completed.
- Word number **must NOT** exceed the assigned limit.
- The subject area(s) must be identified.
- The best proposal in each sub-theme will be given priority.
- Only one submission per presenter is allowed.
- A maximum of two presenters per submission is allowed.
- Abstracts with language problems will not be processed.
- Submissions with practical applications and/or reporting recent research are highly encouraged.

## After we receive your proposals

You will receive an automated email confirming that your submission has been received. By the end of February 2017, you will also be contacted by the Head of the Academic Committee to inform you of the status of your proposal, that is whether it has been accepted or declined.

## Conference proceedings

The editors of the Oman 17<sup>th</sup> International ELT Conference Proceedings would like to invite all presenters to submit a paper based on the presentation at this year's conference. Any submitted paper that fulfils the required criteria stated in The Conference Handbook will be considered for publication in this volume of the proceedings for 2017. This volume will be published and available at next year's 18<sup>th</sup> ELT Conference.

Please note that papers can only be submitted by those who present at the 2017 conference. Please also note that workshops and posters are not published in the proceedings of the conference.

# Conference registration information and deadlines

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## Registration procedure

To register for the conference please do the following:

- Fill in the registration form on the conference website Please make sure you read the “Methods of Payment” section below. Please also make sure you provide us with the correct information and accurate spelling. **We will use the spelling you provide to print your certificate and name badge.**
- If you are a student, please scan your student ID card and attach it to the registration form.
- If you are paying by direct deposit, please scan your bank receipt and attach it to the form.
- Once you have completed the registration form, please click “Continue” on the bottom left corner of the form.
- The form will let you review your entries.
- Please pay extra attention to the spelling and capitalization of your full name. If all entries are correct, please click the “Submit” button; otherwise, click “Previous” and correct any mistakes.
- You will receive an automated confirmation email containing the information you have sent. If you don't receive the email, please contact us at [regelt@eltconf.com](mailto:regelt@eltconf.com)

**Please note that we only accept forms that are submitted online and accompanied by payment or proof of payment. Forms received with no payment or proof of payment will be deleted within two working days.**

## Conference registration fees

Category	Fees in Omani rials
Participant	40
Presenter	20
Student (only final year students can register)	20
Certified Workshop	5

### Registration fees for presenters

After receiving a confirmation of acceptance, presenters are required to pay a non-refundable registration fee of 20 OR. The completed registration form along with payment should be received by **March 2<sup>nd</sup>, 2017** to be able to secure a presentation slot.

## Important dates

Please read the following information carefully before completing and sending the registration form.

Task	Important dates
Proposal submission	Deadline: December 31 <sup>st</sup> 2016
Presenter registration	February 21 <sup>st</sup> – March 2 <sup>nd</sup> , 2017
Participants registration	December 20 <sup>th</sup> , 2016 – March 31 <sup>st</sup> , 2017

Deadlines will be strictly adhered to.

**Please note that there is no on-site registration or payment for the conference.**

# Conference registration information and deadlines

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## Methods of payment:

All payments should be made in cash or by direct deposit into the conference account only. Payments can be made in Omani Rials only.

### Cash:

Payment in cash should be made directly at the Center for Preparatory Studies to Ms. Ahlam Al Ajmi, ground floor, Room 23. (Please do not send cash by post).

### Direct Deposit:

Payment should be deposited to the conference bank account with the following details:

**Account No:** 0304-00809050-0012 (Bank Muscat - SQU Branch)

**Account name:** SQU Conference and Workshop

**Swift Code:** BMUSOMRXXX

If you are in Oman you can either use a bank or any Bank Muscat cash machine. Upon depositing the registration fee, please kindly do the following:

- Scan the direct deposit slip and retain the original. (Please bring it with you when you come to collect your conference package).
- Write the deposit transaction number in the specified box on the form.
- Upload your scanned copy through the form by clicking the "Browse" button. (If you are using a mobile device with a camera to fill in the form, once you click the "choose file" or "browse" button you will get a number of choices that depend on the Apps installed on your mobile but one of them should be your camera. You can select your camera and take a snapshot of your student ID card or bank receipt that will upload automatically. Please wait for the file to upload as it may take some time if you selected high resolution settings in your camera and your internet connection is slow).

If you are depositing money from outside Oman, please note that you are required to cover any bank charges and to account for any exchange rate difference. It is your responsibility to ensure that the money we receive into our bank account is the same as the appropriate fee.

Payments or evidence of payment must accompany the registration form. No registration will be accepted without full payment. **Forms will be deleted within two working days if payment is not received.**

An email of acknowledgment containing the form you submitted with the payment details will be sent to you within one week after receiving your registration form and payment. If you do not receive this, please contact Ms Ahlam Al-Ajmi on 24142187.

## Refund policy

**Presenter registration fees:** NON refundable. We advise conference presenters to proceed with registration ONLY after receiving a confirmation of acceptance.

**Participant registration fees** will be refunded as follows:

- In case you are unable to attend the conference and therefore need to cancel your registration, please be advised that your request of cancellation should be received in writing by 31<sup>st</sup> March, 2017. You will be refunded the full amount you have paid. However, the refund of your registration fee will only be processed one month after the conference dates.
- Any requests received after 31<sup>st</sup> March, 2017, will NOT be accepted.

## Registration privileges

### Please be advised that:

#### Registration includes the following:

- session attendance
- lunches and refreshments for the two days
- conference package (bag, stationery, badge etc.)
- certificate of participation

#### Registration does not include the following

- × fees for the Certified Workshops
- × accommodation
- × transportation

## Entry visa matters

If you need visa arrangements, please contact the Omani consular authorities in your country. Regrettably, as this matter is beyond the scope of the conference organizing team, the conference committee is unable to assist you in this matter. Please make the necessary arrangements before paying your registration fees.

## Conference venues

- Package collection:** all conference operations will be located on the first floor of the Conference and Exhibition Centre. Please make sure you have your receipt or receipt number handy. If you paid by direct deposit, please also bring the original copy of your bank receipt.
- ELT Exhibition:** ground floor of the Exhibition Hall
- Opening ceremony:** Conference Hall and live video connection to Lecture Theatre 1
- Help Desk:** a team of dedicated volunteers from the Center for Preparatory Studies (CPS) staff and university students will be happy to assist you and answer your conference related enquiries. While you are always welcome to visit the conference organizing team on the first floor of the Exhibition Hall, there will be a main help desk by the entrance of the building.
- Plenaries:** plenary presentations will take place in the Conference Hall and Lecture Theatre 1
- Concurrent presentations:** concurrent presentations take place in Blocks A and B, of the Common Teaching area as well as Lecture Theatres 1-5. Some concurrent sessions will also take place in the Center for Preparatory Studies building.
- Workshops:** both free and ticketed workshops that require computers are conducted in the Center for Preparatory Studies building while workshops that do not require computer labs are conducted in regular classrooms in Blocks C and D.

Please refer to the conference timetable and the conference website for more details.

## Conference contacts

Please do not hesitate to contact any of the following members of the conference organizing team for any of the matters stated below.

S	Task	Contact Name	Office	Phone	E-mail
1	Conference chair	Khalfan Al-Kemyani	2050	2414 2112	chair@eltconf.com
2	Receiving proposals	Khalfan Al-Kemyani	2050	2414 2112	chair@eltconf.com
3	Conference academic matters	Samantha Burns	1076	2414 2141	squproposals@gmail.com
4	Presenter registration	Maryam Al Nahawi	26	2414 2104	support@eltconf.com
5	Participant registration (Paying by Direct Deposit)	Nashya Al-Rawahi	1029	2414 1646	nashya@squ.edu.om
6	Participant registration (Paying cash)	Ahlam Al-Ajmi	1029	2414 2187	fadak@squ.edu.om
7	ELT Exhibition	Lamis Al-Kiyumi	1031	2414 1645	lamis@squ.edu.om
8	Publications & Publicity	Angelin Victor	37	2414 2107	angelin@squ.edu.om
9	Venue Support	Hilal Al-Busaidi	56	2414 2189	hbusaidy@squ.edu.om

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