**First Vietnam Language Assessment Symposium**

**SPEAKER PROPOSAL FORM**

Conference dates: Tuesday, 23 May 2017

Venue: SEAMEO Regional Training Center (SEAMEO RETRAC)

 35 Le Thanh Ton, District 1, Ho Chi Minh City, Vietnam

**Please fill in all sections of the form and return it to** **Victoria.Clark@britishcouncil.org.hk** **and** **Thuy.Le@britishcouncil.org.vn** **by end of Saturday 29 April 2017 (23:59 Vietnam time).**

**1. Details of primary presenter**

Title:

First name:

Family Name:

Telephone number (Home):

Mobile number:

Email:

Fax No:

Institution / Place of work:

Designation:

Biography (***up to 80 words****)*

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|  |

**2. Details of co-presenter (if applicable)**

Title:

First name:

Family Name:

Telephone number (Home):

Mobile number:

Email:

Fax No:

Institution / Place of work:

Designation:

Biography (***up to 80 words****)*

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**3. Details of presentation**

**3.1. Topic Area (*please tick as appropriate*)**

|  |  |
| --- | --- |
| Classroom-based assessments to inform learning |  |
| Classroom-based assessments to inform teaching |  |
| Assessment literacy for teachers |  |
| Alternative assessments |  |
| Properties of classroom-based assessments vs. standardised assessments |  |
| Validity and reliability of classroom-based assessments |  |
| Issues and challenges in classroom-based assessments |  |
| Classroom-based assessments and meeting needs of diverse learners |  |
| Classroom-based assessments and technology |  |

**3.2. Criteria for submission of abstracts**:

Prospective presenters should provide an abstract of their paper, according to the following criteria:

1. Abstracts should be no more than 250 and meet the submission guidelines below.
2. The subject of the proposed paper should clearly reflect one or more of the sub-themes of the conference.
3. The proposed paper should be relevant and of practical interest to the audience.
4. Work presented should be original and offer insight.

**3.3. Presentation / Paper details**

(*These can be sent as an attachment but please make sure your contact details are also on the attachment*.)

**Title of your presentation (*up to 10 words*)**

**Abstract (*up to 250 words*)**

**4. Facilities**

We will provide the following facilities for your presentation:

□ Laptop

□ Projector and screen

□ Internet access

If you have any special requirement, please specify

**5. Data protection**

(*Please read this carefully and delete as you see as appropriate)*

**5.1. Please indicate if you are willing to publish your email address in conference informational media.**

**5.2. Are you interested in allowing your session to be shared online (including your presentation/materials) onto the web to share it with a wider audience?**

**5.3. Are you interested in writing an article based on your session for publication?**

The information that you provide on this form will be used for the purpose of statistical and market analysis. We may, occasionally, wish to publish feedback and data but we will not connect this with any individual without specific permission.

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Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact Thuy.Le@britishcouncil.org.vn or the Data Protection Team dataprotection@britishcouncil.org.

Please write your name and sign below:

Presenter name:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-presenter name (if applicable):

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please note that a CAPITALS signature is acceptable and will count as an electronic signature.*

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**OFFICE USE ONLY**

Date application received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date confirmation of application sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Selected: YES / NO

Date applicant informed of decision: