



BAAL / Cambridge University Press Seminar Programme

Call for seminar proposals

As part of its commitment to research in Applied Linguistics, BAAL is pleased to announce that financial support from Cambridge University Press and BAAL will be available for up to three seminars in 2009. BAAL now invites proposals for the 2009 seminars, in all areas of applied linguistics, to be submitted to Caroline Coffin (Seminar Organiser) by October 2008 (address below).

These notes are intended as guidelines for the submission of proposals by seminar co-ordinators. They outline the sort of meeting that BAAL is particularly keen to encourage and the support that BAAL can offer.

Financial template

Applicants will need to follow (with modification if necessary) the financial template available on the BAAL website at http://www.baal.org.uk/seminars_finance.doc.

Structure

BAAL is interested in promoting in-depth discussion of research topics in a format which is different from the opportunities provided at the Annual Meeting and in other seminar programmes.

Members preparing proposals for BAAL / Cambridge University Press seminars should bear in mind the following:

1. Proposals should investigate emergent, timely or relevant methods or topics.
2. Seminar meetings should be small enough that all the participants can interact with each other. We recommend meetings of ideally 15 – 25 people.
3. They should be held in a place accessible to the majority of members (i.e. they should normally take place in the UK).
4. At least two of these places should normally be reserved for student members of BAAL.
5. Seminar meetings should include an opportunity for people to meet informally. For this reason, two- or even three-day meetings are preferable to one-day, non-residential meetings.
6. Interdisciplinarity is valued - as evidenced, for example, in meetings organized across special interest groups or which are jointly organised with another learned society.

7. Seminar organisers might want to restrict invitations to participate in the seminar to invitees with special expertise. However, if this is the case, then care should be taken that the seminar does not become accessible only to those with detailed specialist knowledge. Organisers should specify whether they plan attendance to be by invitation only. Normally, at least one BAAL committee member should attend a seminar.
8. Innovative formats are welcome.
9. The time allocated to papers / presentations should be long enough for useful discussion to take place afterwards. This probably means not all participants will be able to present papers, and organisers will need to select.
10. The seminar may have concrete academic outcomes – e.g., formation of a group, publication of a monograph. Please specify if you think this will be the case.

Please note - an institutional department is not normally able to apply for funding until two years have elapsed since its last award.

Financial support

Financial support for 3 seminars which are successful in the competition takes the following forms:

- a) a repayable float of £500
- b) a non-repayable grant of £450

In addition, 2 runners up in the competition for the main funding may be awarded BAAL support:

- a repayable float of £500 (These additional awards will be made at the discretion of the BAAL Executive Committee)

These grants are intended to be used towards the costs of bookings, insurance, invited speakers, support for postgraduate students and so on. The grants will automatically be made on request to the BAAL Treasurer by any seminar co-ordinator whose proposal is adopted for the BAAL / Cambridge University Press seminar programme.

Organisation

Once accepted for BAAL / Cambridge University Press sponsorship, seminar co-ordinators will receive guidelines on the organisation of seminars. At this point, the following should be noted:

- BAAL will advertise any seminars adopted for the programme in its own national publicity. Any local publicity should state that the seminar is supported by BAAL and Cambridge University Press.
- BAAL does not expect to make a financial profit out of the seminars, and will not cover any loss made by a seminar. Proper accounts explaining how BAAL grants have been spent will need to be provided to BAAL treasurer Richard Badger - R.G.Badger@education.leeds.ac.uk.
- Report on the seminar will be required for publication in Language Teaching and in the BAAL newsletter within 4 weeks of the seminar having taken place.

Seminar Proposals

The seminar programme is the subject of an open competition. BAAL members are invited to submit proposals for seminars for the 2009 programme by **12 October 2008**. All bids will be scrutinised by the Executive Committee. The results will be announced in January 2009.

Please submit proposals by email. They should not exceed 2000 words in total and should include the following information:

- *Seminar Title*
- *Date*
- *Place*
- *Name / Institution of Seminar Co-ordinator(s) (only proposals submitted by BAAL members can be considered)*
- *Full contact details (email and postal addresses and telephone number)*
- *Objectives of the seminar*
- *Rationale*
- *Organisation*
 - *numbers – organisers are encouraged to be realistic about likely numbers and particularly to avoid over-estimating likely interest*
 - *participants – e.g., by invitation or application, keynote speakers, etc.*
 - *length of event / sessions, number of papers, discussion groups, workshops*
 - *projected costs to participants (if any)*
- *Co-operation with other learned societies or interest groups*
- *Proposed use of sponsorship money, including projected costs where possible*

Proposals or enquiries to:

Caroline Coffin
C.Coffin@open.ac.uk