

BAAL / CAMBRIDGE UNIVERSITY PRESS SEMINARS CALL FOR PROPOSALS (2024-25)

Call for seminar proposals

The British Association for Applied Linguistics (BAAL) and Cambridge University Press are pleased to announce that they will support the organization of seminars in the 2024-25 academic year as part of their ongoing commitment to research in Applied Linguistics. BAAL invites proposals on any topic within Applied Linguistics, to be submitted by **15 November 2024 (Friday)** to the BAAL Seminars Coordinator, Vander Viana (vander.viana@ed.ac.uk). We welcome applications from BAAL members at any career stage, with a diversity of backgrounds, and from a range of institutions. These notes are intended as guidelines for the submission of proposals by seminar organizers. They outline the type of seminar that BAAL and Cambridge University Press are particularly keen to encourage and the support can be offered to successful applicants.

Structure

The BAAL / Cambridge University Press seminars are aimed at promoting in-depth discussion of research topics in a format which is **different** from the opportunities provided at BAAL's Annual Conference and other similar events. These seminars are generally expected to go beyond what might typically be offered at an online conference, seminar or talk. BAAL members preparing proposals for BAAL / Cambridge University Press seminars should bear in mind the points listed below.

1. Proposals should investigate emergent, timely or relevant methods or topics.
2. Seminars may take place online or on site, and the proposed number of attendees should be conducive to participant interaction. In relation to on-site events, seminars should be held in a place accessible to the majority of BAAL members (i.e., they should normally take place in the UK), and we ask for a contingency plan in case the event cannot be held as planned.
3. Irrespective of their delivery mode, seminars should include an opportunity for attendees to interact and network with one another. This might take place in different ways (e.g., the inclusion of social gatherings in the seminar agenda, the planning of specific sessions facilitating discussion amongst attendees, the proposal of seminars over the course of two/three days).
4. Interdisciplinarity is encouraged (e.g., seminars that are supported by different BAAL Special Interest Groups, jointly organized with another learned society and/or promoted amongst colleagues from other disciplinary areas).
5. Organizers should ensure that seminars are accessible to a wider audience than those with detailed specialist knowledge.
6. Organizers should liaise with the BAAL Seminars Coordinator to ensure that a representative from the BAAL Executive Committee can attend in some capacity for at least part of the event to present on the work of BAAL. The registration costs (if any) of this attendance should be considered when budgeting for the event.
7. Innovative formats are welcome. If papers/presentations are included in the seminar, these should be long enough for useful discussion to take place afterwards. This probably means that not all participants will be able to present papers, and paper submissions will need to be selected.
8. We urge applicants to consider equality, diversity and inclusion (EDI) matters in their seminar proposals (e.g., in the selection of speakers). Proposals should engage with BAAL's position on EDI, which is available at <https://www.baal.org.uk/baal-statement-on-equality-diversity-and-inclusion-within-applied-linguistics/>.
9. Seminars 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.

Important note

Successful applicants are **not** normally able to apply for funding until two years have elapsed since their last award. BAAL encourages applications from colleagues based at institutions which have not been awarded a seminar grant in the past two years. Please check the BAAL website for details of previous awards (<https://www.baal.org.uk/what-we-do/seminars/>).

Financial support

BAAL and Cambridge University Press may offer successful applicants either a non-repayable grant of up to £2,000 or a repayable float of £1,000.

Funding is intended to be used towards the costs of bookings, insurance, travel/accommodation/subsistence for invited speakers, support for postgraduate students and so on. Please note the following budget-specific points.

- **No** payment should be made to the seminar organizers.
- In line with BAAL's practice, honoraria are **not** eligible expenditures, and gift expenses are limited to a maximum of £50 per guest speaker.
- Administrative costs are eligible costs, but they should represent a rather small percentage of the overall budget. Should administrative tasks need to be conducted by third parties, applicants are strongly encouraged to hire students to undertake these tasks so that the funding made available is invested in the development of future applied linguists.
- Applicants are requested to carefully consider environmental and sustainability matters. For example, BAAL would encourage guests/participants to travel by train (rather than by plane), especially if they are based in the UK. If travelling by train means that a guest will need an additional night at a hotel, that would be BAAL's preferred option as opposed to paying for a plane ticket.

Applicants are requested to follow (with modification if necessary) the financial template included at the end of this call. A Word version of the template can be requested from the BAAL Seminars Coordinator (vander.viana@ed.ac.uk), and it is available on the BAAL website.

The grants will be paid on request to the BAAL Treasurer (Bettina Beinhoff at bettina.beinhoff@aru.ac.uk) by seminar organizers whose proposals are selected for the BAAL / Cambridge University Press seminar series.

Organization

Once accepted for BAAL / Cambridge University Press sponsorship, seminar organizers will receive guidelines on the organization of seminars. The following points should be noted at this early stage.

- BAAL encourages applicants to consider their seminar proposals very carefully before submitting their applications. While it is understandable that minor changes may need to take place after the funding has been awarded, it is unlikely that any major changes to accepted proposals will be approved.
- Organizers should advertise the seminars via the BAAL mailing list and other channels, clearly stating that these events are 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, Bettina Beinhoff. Please note that, if the seminar makes a profit, any surplus must be returned to BAAL.
- Two reports on the seminar will be required for publication in the *BAAL Newsletter* (<https://www.baal.org.uk/news/newsletter/>) and in *Language Teaching* (<https://www.cambridge.org/core/journals/language-teaching>) within four weeks of the event having taken place.

Seminar proposals

BAAL members are invited to submit proposals by **15 November 2024** for seminars to take place **between January and December 2025**. All bids will be evaluated by the BAAL Executive Committee, following the principles stated in BAAL's conflict of interest policy. Please submit proposals by e-mail to the BAAL Seminars Coordinator, Vander Viana (vander.viana@ed.ac.uk). They should not exceed 2,500 words in total and should include the following points.

- *Seminar title*
- *Date*
- *Place*
- *Name / Institution of seminar organizer(s) (only proposals submitted by BAAL members can be considered)*
- *Full contact details of each seminar organizer (e-mail and postal addresses as well as telephone numbers)*
- *Seminar objectives*
- *Rationale (up to 500 words only)*
- *Organization*
 - *numbers – organizers are encouraged to be realistic about likely numbers and particularly to avoid overestimating 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*
- *Equality, diversity and inclusion (EDI) statement for the seminar proposal (please consider how the seminar plans abide by and account for BAAL's position on EDI matters – see <https://www.baal.org.uk/baal-statement-on-equality-diversity-and-inclusion-within-applied-linguistics/>)*
- *Proposed use of sponsorship money, including projected costs where possible*
- *Suggested contingency plan in the case of on-site events*

Evaluation criteria

1. *Seminar specifics*: the proposal evidences that the seminar is likely to meet all of the requirements.
 - a. The expected number of attendees is conducive to participant interaction.
 - b. Informal meeting opportunities have been embedded in the program.
 - c. Session formats and length are adequate for the proposed seminar.
 - d. Due consideration has been given to EDI matters in the seminar proposal.
 - e. The proponent has considered potential seminar outcomes.
2. *Quality*: the proposal is innovative and deals with a timely topic/method. Both aspects are clearly explained in the submission.
3. *Reach*: the proposal contains excellent evidence as to how the seminar will be of interest to attendees across Applied Linguistics, in different disciplines and/or non-academic professions.
4. *Budget*: excellent justification is given for the requested budget, which offers value for money. All questions about the planned expenditures are addressed in the proposal.

Important dates

- 25 October 2024 (Friday, 3-5pm – UK time): Information session (invitation to be circulated via the BAAL mailing list)
- 15 November 2024 (Friday): Submission deadline
- 20 December 2024 (Friday): Results to be disclosed
- January to December 2025: Seminars to be held

For any inquiries, please contact Vander Viana, BAAL Seminars Coordinator, at vander.viana@ed.ac.uk.

BAAL / Cambridge University Press Seminar

Sample financial plan (for guidance only)

Costs

1	Travel costs for keynote speakers ¹		
	Speaker 1	Bus (£...)	£
	Speaker 2	Train (£...)	£
	Speaker 3	Bus (£...)	£
	Speaker 4	Train (£...)	£
2	Rooms for keynote speakers	4 speakers @ £... per night for 1 night	£
3	Subsistence	25 delegates @ £... per day for 2 days	£
4	Programme and abstract booklet	25 copies @ £... per booklet	£
5	Seminar dinner	25 delegates @ £... per dinner	£
6	Secretarial support	20 hours @ £... per hour	£
7	Technical support	10 hours @ £... per hour	£
8	Room booking charge	2 days @ £... per day	£
9	Scholarship	1 scholarship @ £...	£
Total costs			£

Income

1	Grants	Grant 1	£
		Grant 2	£
2	Seminar fees ²	5 @ £... (BAAL members / reduced rate – student, retired, unemployed)	£
		10 @ £... (BAAL members / regular rate)	£
		5 @ £... (Non-BAAL members / reduced rate – student, retired, unemployed)	£
		10 @ £... (Non-BAAL members / regular rate)	£
Total income			£

¹ Please note that this is simply an example. The sample financial plan does **not** mean that two speakers have to travel by bus and two speakers have to travel by train. Means of transportation (if applicable and needed) should be chosen according to individual guests' needs. However, BAAL encourages applicants to consider sustainability and environmental matters when selecting means of transportation for guest speakers.

In line with BAAL's practice, honoraria are **not** eligible expenditures, and gift expenses are limited to a maximum of £50 per guest speaker.

² There should be four different registration categories as indicated in this sample plan.