

Guidelines for speakers

44th Annual International TESOL France Colloquium

Paris, 21-23 November 2025

Feedback from delegates at previous TESOL France events indicates that while most sessions are very well received, there is certain recurring input concerning content and speaker performance. Accordingly, we encourage all speakers to consider the following as you prepare your talks.

The Conference Programme

Your name, title and abstract will appear in the online conference programme. In an effort to save excessive paper printing, we will not have a printed programme this year. We strongly encourage everyone to use the PDF schedule accessible via the web page. Posters of the schedule & program will be posted throughout the venue.

The summary was used for the blind selection process and will not appear in the programme.

Computers and technical queries

All classrooms are equipped with a desktop computer, projector and speakers. In order to avoid any compatibility issues, **it is strongly recommended to use the computers in each classroom and transfer your slides via USB.** Your personal computer and the classroom projector or network may not be compatible.

All rooms are equipped with VGA projector cables. **You will need to provide your equivalent adapters if you choose to use your personal computer.**

When dealing with all technology, we suggest you hope for the best, but prepare for the worst (back up links to web sites, handouts, no or weak internet connection, non-compatible files, etc.) If you decide to bring print outs of your slides for the delegates or other photocopies, please make sure you take enough handouts (at least 15 copies, 150 for Plenary sessions) with you.

Please note that there are no photocopying facilities at the venue.

Will your session be of practical use?

This is by far the most important question to keep in mind as you plan your talk. A frequent criticism is that many sessions are too theoretical, too general or too superficial and that the speaker does not consider practical implications for their talks. However, delegates also expect a solid theoretical grounding for your presentation. So, please try to keep the right balance between theory and practice in your presentation.

Do you depend too much on your notes or slides?

Past feedback forms have revealed a strong intolerance to speakers reading their notes or slides. We strongly recommend you arrive at the conference with your talk well rehearsed.

Is your presentation effective, engaging and interactive?

Effective presentations are well structured, keep the right balance between theory and practice, presenting slides and interacting with the audience. Delegates appreciate if there is a moment of interaction when they can discuss issues related to your presentation's topic in small groups for a few minutes. **Presentations at TESOL France Colloquium last 60 minutes.** Please make sure that you manage your time effectively and do not exceed the allocated time frame. You will be warned 10 minutes 5 minutes and at the end of your presentation. Delegates also appreciate when there is a short time dedicated to Q&A at the end of your presentation.

Does your talk match your abstract?

Many TESOL France Colloquium delegates have mentioned that some speakers may stray away from the abstracts printed in the colloquium program. We ask that speakers remain faithful to the abstracts they've submitted in the Call for Papers.

Are you an experienced or first-time speaker?

Speaker quality is frequently mentioned on TESOL France feedback forms. While we want to give every opportunity to all speaker styles, both the inexperienced and 'veterans', **we hope that you will adopt the public speaking skills that will make your talk as engaging as possible.** We would also ask that you stick to your allocated time to allow delegates to get to the next talk on time and to give the technicians adequate time to help set up the next speaker. We would suggest that discussions be continued during the lunch period or during some of the longer breaks over a coffee.

Will your talk be of interest to a local audience?

The vast majority of our delegates are native speaker teachers based in France. We would therefore suggest that speakers presenting practices or research relative to their own country ensure there is some consideration of possible implications for the teacher based in France.

To help you prepare, we've provided some information about a typical TESOL France audience:

- The profile of attendees includes native speakers of English and TENSOLS (Teachers of English who are Native Speakers of Other Languages, a term coined by Silvana Richardson).
- Defining jargon and acronyms during a talk is appreciated, but most attendees will have decades of experience both in ELT and beyond.
- Most will be teachers in the adult private sector and at university, though talks on Young Learners have been very well received.
- There will be a fair mix of descriptive and prescriptive views.
- TESOL France attendees love a bit of debate and can be a very active audience.

Are you speaking on behalf of a publisher or institution?

Delegates have expressed disappointment that a session they attended based on the description in the abstract turns out to be an advertisement for a publication, product, or course. **Please be sure to include as much practical classroom information as possible when presenting the product.**

We look forward to seeing you at the 44th Annual International TESOL France Colloquium 2025!