

The Japan Association for Language Education & Technology (LET)

The 54<sup>th</sup> National Conference in Fukuoka

Call for Papers / Posters / Symposia

On behalf of the Organizing Committee we are glad to invite you to take part in the 54<sup>th</sup> National Conference of LET 2014 that will be held at Fukuoka University (Fukuoka City) on the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> of August, 2014.

We invite you to submit your proposal and to attend in order to share your achievements in the fields of language education and technology. We look forward to seeing you at Fukuoka University, Fukuoka, Japan!

LET 2014 Organizing Committee.

### 1. Important Dates

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| Opening for Proposal Submission         | February 7, 2014                                 |
| Submission Deadline (proposal abstract) | February 28, 2014<br>(no later than 23:59 (JST)) |
| Acknowledgment of Receipt               | within 3 days after submission                   |
| Notification of Acceptance (by mail)    | mid to late April, 2014 (TBA)                    |
| Draft Program Available on the Website  | early May, 2014                                  |
| Camera-ready Paper Due                  | late May, 2014                                   |
| Shipment of Brochure to LET members     | late June, 2014                                  |
| Conference                              | August 4-6, 2014                                 |

### 2. Presentation Categories

LET 2014 encourages the following types of submissions:

- **Research papers:** Oral presentation of theoretical or empirical research in the areas of foreign language learning, SLA (second language acquisition), language science, or related areas.
- **Classroom reports / Application reports:** Oral presentation relating to the teaching methodology and/or materials developed for foreign language learning, or development / utilization / assessment of systems.
- **Poster presentations:** Poster sessions allow attendees to speak with presenters on a one-to-one basis.
- **Symposia:** Symposia consist of a set of thematically focused presentations on a particular topic.

### 3. Time Allocation for Each Presentation Type

- **Research papers** and **Classroom reports / Application reports**: Each talk is 30 minutes long (20 minutes to present and 10 minutes to discuss).
- **Poster**: Poster sessions will be given a half day presentation, and the presenters should be in front of their posters during the obligation period (60 minutes as a core time).
- **Symposia**: Symposium sessions will be given a full 60-minute period.

### 4. Guidelines for submission

Proposal is to be received no later than 23:59 (JST), February 28, 2014. Presenters should include their IALLT ID, contact information (name, affiliation, telephone and fax number, address, and e-mail address), presentation categories, title, abstract, keywords, and a description of needed equipment. Proposal is accepted as Microsoft Word Document attachment via e-mail. Proposals should be sent to **Judy Yoneoka**: ([judy@kumagaku.ac.jp](mailto:judy@kumagaku.ac.jp)). In the subject area of the e-mail, please type “submission for LET 2014”. Submission must meet the guidelines below.

#### 【Applicant Requirement】

- (1) Prospective presenters (both representative presenters and collaborators) must be IALLT or LET members at the time of submission.

#### 【Contents of Proposal】

- (2) The proposal have never been published or presented elsewhere before.
- (3) The presenters should consider the difference between oral presentations and poster presentations. The content should be appropriate for each presentation category.

#### 【Title】

- (4) The presentation title must be in English. To ensure accuracy, the title must be proofread by a native speaker prior to submission, if English is not the native language of the presenter.

#### 【Abstract · Keywords】

- (5) The abstract should contain the following contents: the significance of the study, research question(s), hypothesis, procedure, method of analysis, participants, results,

and pedagogical implications. As for “Classroom reports / Application reports”, the abstract should contain the following contents: the backgrounds of the present report (including past practices), participants, outline of the present practice, and other relevant information.

(6) All types of presentations must be presented in English. To ensure accuracy, the abstract and the keywords must be proofread by a native speaker prior to submission, if English is not the native language of the presenter.

(7) The abstract must be approximately 400 words long in English.

(8) Presenters must list 5 keywords. The keywords must be written in English.

#### **【Ethical Issues】**

(9) Individuals participating in the research / surveys / investigations / experiments should be described as “participants” (not “subjects”).

(10) If there are any participants for the present research / survey / experiment, be sure to provide needed explanation to them about the research, participation, publication of results, etc., and to obtain their consent for participation.

(11) Presenters must protect the confidentiality of the participants. Identifying information will not be made available in the abstract. To facilitate the blind review process, please replace the presenter's name / affiliation with “xxx” / “X University” in the title and the main text of the abstract. (This rule does not apply to the proceedings.)

(12) Presenters should avoid the use of inappropriate or discriminatory words or expressions.

(13) Be sure not to mention the specific names of associations / affiliations / commercial products unless it is necessary.

(14) Be sure not to violate copyright or other rights.