

BAAL / CAMBRIDGE UNIVERSITY PRESS SEMINARS 2020-21

Version 2 due to COVID-19 outbreak (updates in red)

Call for seminar proposals

As part of its commitment to research in Applied Linguistics, the British Association for Applied Linguistics (BAAL) is pleased to announce that financial support from BAAL and Cambridge University Press will be available for up to two seminars to take place between **November 2020 and July 2021**. BAAL now invites proposals in all areas of applied linguistics, to be submitted by **30 September 2020** to Vander Viana (vander.viana@uea.ac.uk). These notes are intended as guidelines for the submission of proposals by seminar organizers. They outline the type of seminar that BAAL is particularly keen to encourage and the support BAAL can offer. **While we encourage applicants to plan face-to-face events, given the circumstances, we ask for a contingency plan in case the event cannot be held as planned.**

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 series. BAAL members preparing proposals for BAAL / Cambridge University Press seminars should bear in mind the following points.

1. Proposals should investigate emergent, timely or relevant methods or topics.
2. Seminars should be small enough that all the participants can interact with each other. We recommend meetings of ideally around 15-30 people although this may vary according to topic and level of interest.
3. At least two of these places should normally be reserved for BAAL student members.
4. Seminars should be held in a place accessible to the majority of members (i.e. they should normally take place in the UK).
5. Seminars 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 – e.g. seminars organized across BAAL Special Interest Groups or which are jointly organized with another learned society.
7. Organizers should ensure that seminars be accessible to a wider audience than those with detailed specialist knowledge.
8. 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 in budgeting for the event.
9. Innovative formats are welcome.
10. The time allocated to papers / presentations 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 proposals will need to be selected.
11. 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.

Financial template

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@uea.ac.uk), and it will be made available on the BAAL website in due course.

Important note

An institutional department is not normally able to apply for funding until two years have elapsed since its last award. Please check the BAAL website for the previous awards before making an application.

Financial support

Financial support is available for **two** seminars which are successful in the competition in the form of:

- a) a repayable float of £500;
- b) a non-repayable grant of £1,500.

Two runners-up in the competition may be awarded a repayable float of £500.

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 be paid on request to the BAAL Treasurer (Steve Morris at s.morris@swansea.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. At this point, the following points should be noted.

- Organizers should advertise the seminars via the BAAL e-mail group 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 Steve Morris. Please note that in the case of the seminar having made a profit, we will require that you return any surplus to BAAL.
- A report on the seminar will be required for publication in *Language Teaching* and in the BAAL newsletter within four weeks of the event having taken place.

Seminar proposals

BAAL members are invited to submit proposals by **30 September 2020** for seminars to take place **until July 2021**. All bids will be evaluated by the Executive Committee. Please submit proposals by email (vander.viana@uea.ac.uk). They should not exceed 2,000 words in total and should include:

- *Seminar title*
- *Date*
- *Place*
- *Name / Institution of seminar organizer(s) (only proposals submitted by BAAL members can be considered)*
- *Full contact details (e-mail and postal addresses as well as telephone numbers)*
- *Seminar objectives*
- *Rationale (up to 300-400 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*
- *Proposed use of sponsorship money, including projected costs where possible*
- *Suggested contingency plan in case the event cannot be held as originally planned*

Important dates

- **30 September 2020 (Wednesday):** Submission deadline
- **28 October 2020 (Wednesday):** Results to be disclosed
- **November 2020 to July 2021:** Seminars to be held

For any inquiries, please contact Vander Viana (vander.viana@uea.ac.uk).

BAAL / Cambridge University Press Seminar

Sample financial plan (for guidance only)

Costs

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

Income

1	Grants	Grant 1	£
		Grant 2	£
2	Workshop fees	15 @ £... (full fee)	£
		5 @ £... (student/unwaged)	£
		5 @ £... (staff/PGs)	£
Total income			£