

## BAAL / CAMBRIDGE UNIVERSITY PRESS SEMINARS 2021-22

### 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 seminars in the 2021-22 academic year. BAAL invites proposals on any topic within Applied Linguistics, to be submitted by **24 September 2021 (Friday)** to the BAAL Seminars Coordinator, Vander Viana ([vander.viana@uea.ac.uk](mailto:vander.viana@uea.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 is particularly keen to encourage and the support BAAL can offer.

### 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 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. At least two places on the seminar should normally be reserved for BAAL student members.
4. 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).
5. Interdisciplinarity is encouraged – e.g. seminars that are organized across BAAL Special Interest Groups, jointly organized with another learned society and/or promoted to other disciplinary areas.
6. Organizers should ensure that seminars are accessible to a wider audience than those with detailed specialist knowledge.
7. 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.
8. 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.
9. We urge applicants to consider diversity and inclusion in their seminar proposals, for example, in selecting speakers.
10. 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

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

BAAL and Cambridge University Press may offer successful applicants either a non-repayable grant of up to £1,500 or a repayable float of £500.

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

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](mailto:vander.viana@uea.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@anglia.ac.uk](mailto:bettina.beinhoff@anglia.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 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, we will require that you return any surplus to BAAL.
- Two reports 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 **24 September 2021** for seminars to take place **between January and July 2022**. All bids will be evaluated by the BAAL Executive Committee, following our conflict of interest policy. Please submit proposals by e-mail to the BAAL Seminars Coordinator, Vander Viana ([vander.viana@uea.ac.uk](mailto: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 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. BAAL student members have been included in the expected audience.
  - c. Informal meeting opportunities have been embedded in the program.
  - d. Session formats and length are adequate for the proposed seminar.
  - e. The proponent has considered potential seminar outcomes.
2. *Proposal quality*: the proposal is innovative and deals with a timely topic/method. Both aspects are clearly explained in the submission.
3. *Proposal 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**

- 24 September 2021 (Friday): Submission deadline
- 10 November 2021 (Wednesday): Results to be disclosed
- January to July 2022: Seminars to be held

For any inquiries, please contact Vander Viana, BAAL Seminars Coordinator, at [vander.viana@uea.ac.uk](mailto:vander.viana@uea.ac.uk).

# BAAL / Cambridge University Press Seminar

## Sample financial plan (for guidance only)

### Costs

1	Travel costs for keynote speakers <sup>1</sup>		
	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		£
<b>Total costs</b>			£

### Income

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

<sup>1</sup> Please note that this is simply an example. The sample financial plan does **not** mean that one speaker has to travel by plane and bus, another one by plane and train, the others by train. Means of transportation (if applicable and needed) should be chosen according to individual guests' needs.

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