



# Final Abstract Submission Guidelines

Deadline: February 29 (Sat), 11:59 p.m. (EST)

*NSJLE 2020 aims to provide a comprehensive professional development experience that will benefit language educators at all levels, with tangible knock-on benefits for students.*

Thank you for choosing to share your knowledge at NSJLE 2020 and making a valuable contribution to local language education practice.

The abstract for your presentation is important. Think of it as the ‘face’ of your presentation. Its role is to help your ideas find a relevant and interested audience. Abstract Structure guidelines below will help you to craft a compelling abstract and ensure a crowd for your presentation on the day.

**Please read the following details carefully before submitting.**

## **1. Requirements**

### **Oral Presentations:**

Abstracts must be submitted in a word document (in total English: Approximately 300 words; Japanese: 600 characters) by email together with your photo and bio. Please adhere to the abstract structure format below.

### **All Presentations:**

- Abstracts can be submitted in either English or Japanese.
- Abstracts must use an objective voice, avoiding the use of “I” and “we.”
- Abstracts must be thoroughly proofed and submitted in an immediately publishable state.
- Avoid using symbols, special marks and non-standard fonts (they will not display correctly in the final Online Symposium Program).
- All accepted abstracts will be posted in the Online Symposium Program. NSJLE reserves the right to edit submissions.

## **2. Abstract Structure**

Abstracts must follow this structure.

We recommend preparing your abstract in a separate document first and proofing it carefully before submitting.



## **TITLE AND NAME (FONT – CALIBRI BOLD, SIZE - 14)**

Abstract (Font – Calibri, Size 12)

English – 250 to 300 words Japanese

– 600 Japanese Characters

### **1) Target Audience**

*Who is it for? Who will benefit from your presentation?*

(e.g., “This is for secondary teachers seeking methods for using social media in the Japanese Classroom.”)

### **2) Outcomes**

*What will attendees be able to do after your presentation?*

(e.g., “Attendees will walk away with 3 social media plans for Yr.7-12 and feel confident about implementing them.”)

### **3) Focus**

*What will your presentation focus on?*

(e.g., “It will look at the challenges of using social media in the classroom and offer practice-based methods to deal with them.”)

### **4) Insights / Conclusion**

*What will be the “light bulb moment” for attendees? Or, your message in a nutshell.*

(e.g., “Using social media doesn’t need to be complicated.”)

(in total English: Approximately 300 words; Japanese: 600 characters)

◆ You can find sample abstracts here (English only):

[https://www.oreilly.com/conferences/sample\\_proposals.html#case\\_study](https://www.oreilly.com/conferences/sample_proposals.html#case_study)

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