

## ILA 2021 Convention Proposal Submission

**The ILA Board voted unanimously at the September meeting to hold a “virtual-only” 2021 convention.**

The Joint 2020-2021 ILA Convention provides you with a number of presentation opportunities. You may send in an individual paper, submit a discussion panel or a paper panel, or submit proposals for practicums, workshops, or short courses.

If you have questions about the submission type, please contact the Convention Planner, Melissa Beall at [Melissa.Beall@listen.org](mailto:Melissa.Beall@listen.org). Please use this cover page for your submission and follow the steps outlined below.

**All sessions will be spread out over a period of three months and not held during the previously scheduled convention time. If you are interested in being one of the “convention tech committee members” to help schedule and design convention sessions, please let me know: [Melissa.Beall@listen.org](mailto:Melissa.Beall@listen.org).**

Submissions are automatically entered into the convention’s top paper award, and/or the top student paper award. Only completed submissions are considered for awards. All presenters are required to register for the convention and pay the convention fee. ILA members receive discounted convention fees. Only registered convention participants may attend sessions. For more information, visit the ILA convention website under the NEWS and CONVENTION tab.

**Convention Theme:** The Intersection of Teaching, Research, Service, and Practical Application in Listening

### 1. Corresponding presenter/coordinator:

Last/FAMILY  
name \_\_\_\_\_

First/GIVEN name \_\_\_\_\_

Affiliation \_\_\_\_\_

Title: \_\_\_\_\_

Preferred mailing address:

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone/Mobile Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Paper/Program Title:

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## 2. Convention Program Description:

Each submission must have a brief (**3-4 sentences**) description attached that clearly explains the content of the proposed presentation. This should be suitable for publishing in the program listing if accepted.

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## 3. Description of the Proposal:

Check all that apply:

Individual Paper (Papers may be combined into panel presentations of 2-3 papers.)

Paper / Discussion Panel

Student Authored

Workshop/Short Course/Practicum

**Note:** Paper & Discussion panels should be organized with 2-4 speakers to fit within a **50-minute time period**. It is recommended that all panels include a moderator/chair. Paper panels may also **wish** to include a respondent.

**Note:** Workshops, short courses, practicums, etc. may request a time slot of **75 minutes**. Only a limited number of these programs will be considered as part of the regular Convention program.

**Papers:** If you are submitting a completed paper, you should include an abstract (100-200 words). If the paper is part of a panel presentation, please note the name of the panel on the cover page of the paper. If you are submitting a work in progress, please provide an extended abstract of the paper (500-750 words) to assist in the review. Please indicate the primary area of interest: business, health care, education, research, or other.

**Panels:** (all types) (500-750 words) that details the purpose and rationale of your panel. Discussion panels should include 2-4 speakers presenting different perspectives of the primary subject as well as a Moderator/Chair to introduce the speakers and direct questions from the audience. Paper panel descriptions should include the title and a brief abstract of each individual paper and should include a Moderator/Chair. The inclusion of a respondent is encouraged. Please indicate the primary area of interest: business, health care, education, research, or other.

**Practicum/Workshop/Short Courses:** (no more than 4 pages) that describes the rationale for the workshop, the intended audience, the nature of the workshop (e.g., interactive, round-table), and a brief outline of what will be covered. These programs should be interactive and should share best practices or introduce material that can be taken back and put to immediate use. Please indicate the primary area of interest: business, health care, education, research, or other.

**4. Presenters and Additional Presenters.** Please attach a separate page with the following information for **all presenters: names, addresses, phone number, fax number, E-mail, institutional affiliation, title/position, and role (e.g., paper presenter, discussant, chair, moderator, reviewer, etc.)**

**Also, include a short 2-3-sentence biography of each presenter.**

Submit electronic proposals (preferred) to [Melissa.Beall@listen.org](mailto:Melissa.Beall@listen.org) or hard copies via U.S. mail to arrive by the stated deadline to:

Melissa L. Beall  
1607 West 4<sup>th</sup> Street  
Cedar Falls, IA 50613

Let me know if you have any questions.

**Important Dates & Deadlines:**

**Workshops or short courses: January 21, 2021**

**Papers/panels: January 21, 2021**

**Tentative notification of acceptance: February 1, 2021**

