

# What to expect from the IATEFL Scholarship application form

In order to help you plan your application we have put together the following screen shots so you can see exactly what you will be asked and how the form will be laid out.

## 1 Starting your application

If you are a member of IATEFL, please log in here before you start your application. It will save you time and allow you to apply for the member only scholarships. You will need to do this each time you come back to this page to continue your application or submit an application for another scholarship.

If you are not a member of IATEFL, that's ok. Most scholarships don't require you to be a member to apply. The first time you visit this page you will need to click "I am applying for the first time" and when you want to return to complete your application, or apply for another scholarship, click "I have already started an application".

IATEFL Scholarships

If you are a member of IATEFL it is necessary for you to log in before you start your application. Your application will be invalidated if you do not log in first. You can also log in here to access an application you have already started.

Membership ID

Password

**Login**

[Forgot your password?](#)

If you are not a member of IATEFL, please choose one of the following options to either start your application to continue a previously started application (to do this you will need to enter the registration code which has been emailed to you)

[I have already started an application](#) or [I am applying for the first time](#)

## 2 Your personal information

You'll then be asked to complete your personal information. Please do not write in CAPITAL LETTERS, write in Sentence case, and make sure you answer every question.

Any local ELT associations you belong to (100 words max.) Count 0

Current position/job/occupation and work place (50 words max.) Count 0

Job history in the last five years (500 words max.) Count 0

Future plans for development (250 words max.) Count 0

Conferences/courses attended in the last five years (if any) (500 words max.) Count 0

This will be my first attendance at an IATEFL Annual Conference  
 Yes  No

**Submit**

When you click 'submit', you will be taken through to where you can apply for each scholarship.

IATEFL Scholarships

I would like to apply for IATEFL Scholarships

Creating your scholarship record is quick and easy and requires filling only few essential fields. This is a one-time process to create your scholarship record (your profile). When you click 'submit' below, you will be taken through to where you can apply for each scholarship.

**All fields must be filled in.**

**IMPORTANT:** In order to process your scholarship application, the personal data you include in this form will be passed onto the IATEFL Scholarship Committee and reading panels. In some cases, including scholarships not sponsored by IATEFL, the reading panel may include external individuals. For more information about how we handle your personal data, please read the [IATEFL Privacy Policy](#).

**Please do not type all in capital letters! Please use sentence-case.**

First name  Last name

E-mail  
This is the email address that we will send ALL correspondence to.

Phone

Address

Post code  Town/City

Country  
-- select --

Nationality  
-- select --

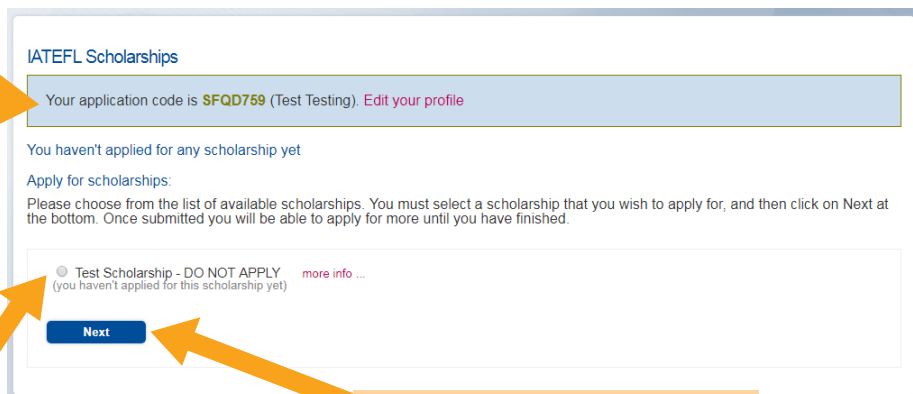
## 3 Your CV

Next comes your CV. This helps give the reading panel a good idea about your involvement in the ELT industry, not only with IATEFL but also any other association you are a member of. Include as much detail as you can but please take note of the word limits, if you go over the limit some of your work will be lost.

## 4 Selecting a scholarship

Now you have a completed scholarship profile. You will not have to answer any of those questions again but you can edit what you have written if you have made a mistake.

It is also important to make a note of your application code, you will need this to log back in and we ask that you quote it in all correspondence you have with IATEFL about your application. You will also receive an email with the code, if the email doesn't arrive, please contact us.



To begin an application, select the scholarship you would like and click "Next".

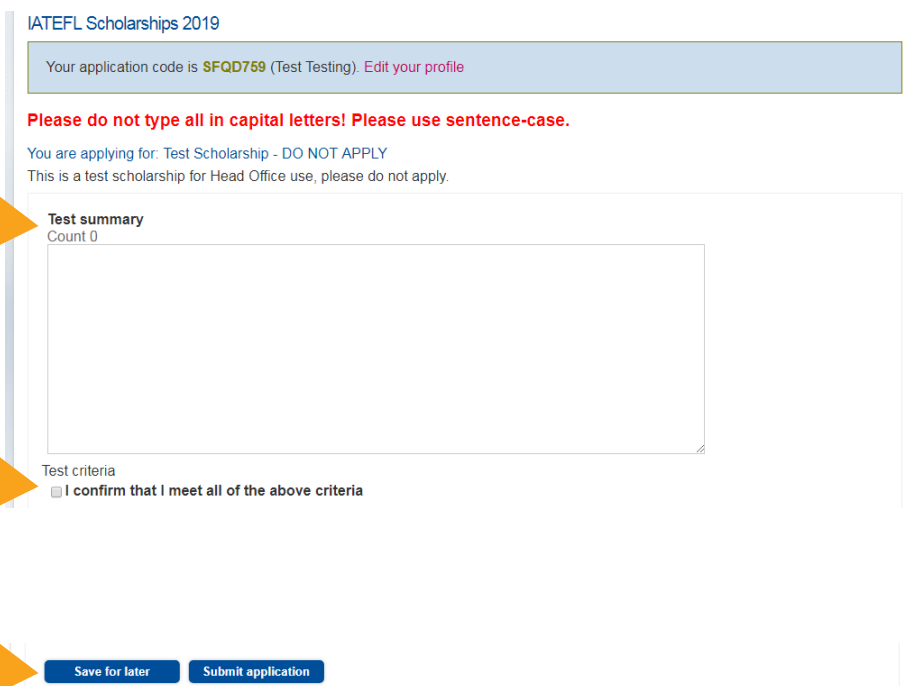
What you will see next is a list of scholarships you are eligible for, based on what you included in your personal information and CV. Make sure you have read the full guidelines of each award before you begin your applications. This way you'll know everything the reading panels are looking for and will have the best chance of winning.

## 5 Scholarship summary

The first thing you will need to do is complete the scholarship summary. This is always a piece of writing which must be 400-500 words long. The details of what is required from the summary can be found in the guidelines for that scholarship.

You will also see a list of criteria (for example, you must live in a certain part of the world or have a specific job). You will need to confirm that you meet all the criteria of the award before you can submit your application.

If you do not need to submit a speaker proposal, you will then have the option to either "Save for later" or "Submit application"



## 6 Speaker proposal

If you are a member of IATEFL and your chosen scholarship requires a speaker proposal you will need to do this through the usual speaker proposal route. You can find out more information about that on the IATEFL Conference website.

Please note, you can only submit one proposal so if you are applying for multiple awards, your proposal must be relevant to all of them.

If you are not a member of IATEFL and your chosen scholarship requires a speaker proposal, you will then see the speaker proposal form.

Please note, you can only submit one proposal so if you are applying for multiple awards, your proposal must be relevant to all of them.

Please ensure you have read the Speaker Guidelines before you start your proposal and read the instructions on this page very carefully!

**Place of work** (see section 1 of the guidelines)

**Joint presenter (if present)**

**Title of your presentation** (see section 3 of the guidelines)  
**Incomplete titles will be rejected. Make sure your title does not overrun the 10-word limit.**

**Maximum 10 words** Count 0

**Abstract for the programme** (see section 7 of the guidelines)  
 Your abstract must accurately reflect the content of your presentation as this is how delegates decide which sessions to attend and which posters to visit. Abstracts must be 50-60 words. **Please take care if pasting text as abstracts that end mid-sentence on the 60<sup>th</sup> word (maximum word limit) will be rejected. Check that your whole abstract is pasted.**

**Abstract, 50-60 words** Count 0

**Abbreviations & Acronyms**  
 Please list all Abbreviations and Acronyms, with their definition, that you have used in your Title, Abstract or Summary.

**Abbreviations & acronyms**

**Content focus** (see section 6 of the guidelines)  
 Please tick **UP TO TWO** categories only.

<input type="checkbox"/> General (GEN)	<input type="checkbox"/> Applied Linguistics (AL)
<input type="checkbox"/> Business English (BE)	<input type="checkbox"/> English for Academic Purposes (EAP)
<input type="checkbox"/> English for Specific Academic Purposes (ESAP)	<input type="checkbox"/> English for Speakers of Other Languages (i.e. for migrants and refugees) (ESOL)
<input type="checkbox"/> English for Specific Purposes (ESP)	<input type="checkbox"/> Global Issues (GI)
<input type="checkbox"/> Inclusive Practices & SEN (IPSEN)	<input type="checkbox"/> Learner Autonomy (LA)
<input type="checkbox"/> Leadership & Management (LAM)	<input type="checkbox"/> Literature (LT)
<input type="checkbox"/> Learning Technologies (LT)	<input type="checkbox"/> Materials Writing (MaW)
<input type="checkbox"/> Materials Development (MD)	<input type="checkbox"/> Pronunciation (PRON)
<input type="checkbox"/> Research (RES)	<input type="checkbox"/> Teacher Development (TD)
<input type="checkbox"/> Testing, Evaluation & Assessment (TEA)	<input type="checkbox"/> Teacher Training & Education (TTEd)
<input type="checkbox"/> Young Learners & Teenagers (YLT)	

**Are you speaking on behalf of:**

<input type="checkbox"/> yourself	<input type="checkbox"/> your institution
<input type="checkbox"/> a professional association	<input type="checkbox"/> a publisher
<input type="checkbox"/> an examination board	

Please give name of company

**Place of work** (see section 1 of the guidelines)

**Joint presenter's place of work**

**Summary** (see section 8 of the guidelines)  
 Your summary must outline exactly what you are going to talk about in the session and how the session will be structured, and must **NOT** include a repeat of your Title, your Abstract, nor include a bibliography. Poster presenters should indicate the topic area and likely structure of their poster. The summary will be read by the Proposals Committee as a basis for selection. It will not appear in the Conference Programme. Summaries must be between 200 and 250 words. **Please take care if pasting text as summaries that end mid-sentence on the 250th word (maximum word limit) will be rejected. Check that your whole summary is pasted.**

**Summary, 200-250 words** Count 0

**Type of presentation** (see section 4 of the guidelines)

Forum  
 Talk

**Audience focus**  
 The presentation is for an:

<input type="checkbox"/> experienced audience	<input type="checkbox"/> less-experienced audience
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The presentation focuses on:

<input type="checkbox"/> primary teaching	<input type="checkbox"/> secondary teaching
<input type="checkbox"/> tertiary teaching	<input type="checkbox"/> adult teaching

**Are you promoting a book or product?** (You must tick one option; see section 5 of the guidelines)  
 Yes  No

**Materials focus & speaker affiliation** If you plan to focus on published or commercial products, please name here  
 Maximum 20 words, currently 0

Please provide the name of the publisher/company for the above materials

If this is your first time presenting at an IATEFL annual conference, please tick here  
 If it's your first-time, please tick if you would like help from a mentor  
 If you are an experienced speaker, please tick the box if you would be willing to meet a first-time presenter and offer advice before he/she gives his/her talk  
 \* See section 11 of the guidelines. Please note that if you tick one of these options (mentee or mentor) you need to treat it as a serious responsibility and commitment. That is, if you're a mentee you really do want and need support from a mentor, and if you're a mentor that you are genuinely willing and able to dedicate the time and effort to provide help needed.

**Save for later** **Submit application**

You will have the option to either "Save for later" or "Submit application"