

Speaker Proposal Form

CLOSING DATE 9 March 2015

Presenter's personal information

<input type="checkbox"/> Mr		<input type="checkbox"/> Ms	
Surname:		First name(s):	
Address:			
City and country:		Zip/postal code:	
Telephone:		Mobile:	
E-mail address:			
JMBG - Personal ID number *			

*only for the participants who want the official ZUOV certificate

Due to the new rules, the official ZUOV certificate for teachers of Serbian state schools, recognized by The Ministry of Education, can be issued only to the participants who **attend both days** of the Conference. The participants who attend one day will get only the certificate issued by ELTA.

Presenter's details for the Conference programme

Main Presenter:				
Title:	<input type="checkbox"/> BA	<input type="checkbox"/> MA	<input type="checkbox"/> PhD	<input type="checkbox"/> Other
Place of work:				
Position:				

Co-Presenter(s) if applicable	
Surname:	First name(s):
Title: <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PhD <input type="checkbox"/> Other	
Place of work:	
Position:	
E-mail address:	

Co-Presenter(s) if applicable	
Surname:	First name(s):
Title: <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PhD <input type="checkbox"/> Other	
Place of work:	
Position:	
E-mail address:	

Presentation details:

Area (please tick up to two)

- | | |
|---|---|
| <input type="checkbox"/> Teacher Development | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Testing, Evaluation and Assessment | <input type="checkbox"/> ESP: |
| <input type="checkbox"/> ELT Management | <input type="checkbox"/> Projects |
| <input type="checkbox"/> Young Learners | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Methodology | <input type="checkbox"/> Research |
| <input type="checkbox"/> Literature, Media, Culture | <input type="checkbox"/> Other (please specify) |

Type and Length of the Presentation

- | | |
|--|--|
| <input type="checkbox"/> Panel discussion 30' | <input type="checkbox"/> Talk 20' |
| <input type="checkbox"/> Workshop 45' | <input type="checkbox"/> Demonstration 30' |
| <input type="checkbox"/> Commercial presentation 45' | |

Please note that the Organising Committee reserves the right to group presentations into Symposiums which will be announced by April 2015

Additional Information

Presentation Focus

- | | |
|--|---|
| <input type="checkbox"/> Primary Education | <input type="checkbox"/> Tertiary / Adult Education |
| <input type="checkbox"/> Secondary Education | <input type="checkbox"/> Other |

Audience

- | | |
|---|--|
| <input type="checkbox"/> Experienced Teachers | <input type="checkbox"/> Novice Teachers |
|---|--|

Presentation details: (cont.)

Equipment required

- | | |
|--|---|
| <input type="checkbox"/> Laptop & data projector | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Flipchart | |

Equipment pricing

- Laptop & data projector **1.200 RSD (10 €)**
 Flipchart **2.400 RSD (20 €)**

Title of the presentation: (up to 10 words)

Abstract of the presentation: (up to 150 words)

Your abstract will be included in the Conference programme. Please make sure that it accurately reflects the content of your presentation as it is according to abstracts in the Conference programme that Conference participants decide which sessions to attend.

Summary of the presentation: (up to 300 words)

*Speakers are required to send a summary of 250 words (contents and plan of their presentation). **Speaker Proposal Forms without an accompanying Summary will not be considered.***

Presenters are invited to send handouts along with this form so that the participants can download them from the ELTA site in advance as well as to:

- supply an extended summary, up to 4 pages, for the Conference Proceedings to be published on the ELTA site & in the Newsletter (ISSN 1820-9831)
- submit an article/articles for the monthly electronic Newsletter (ISSN 1820-9831)

I would like to register for:

- the whole Conference (15-16 May 2015)
 one day (please specify the date: _____)
YES NO Cocktail party (Friday, 15th May 2015 from 19.30 to 22.30)

NB. Only if you register for the Cocktail party (included in the Conference fee) can you receive the cocktail coupon. No refunds will be given to the participants who do not register for the Cocktail party.

Conference fees:

Registering before 23 March 2015

ELTA/IATEFL/TESOL members

- full attendance **3.600 RSD**
(30€ for non residents)
- single day attendance **2.200 RSD**
(18€ for non residents)

Non ELTA/IATEFL/TESOL members

- full attendance **4.800 RSD**
(40€ for non residents)
- single day attendance **2.900 RSD**
(24€ for non residents)

Registering after 23 March 2015

ELTA/IATEFL/TESOL members

- full attendance **4.200 RSD**
(35€ for non residents)
- single day attendance **2.500 RSD**
(21€ for non residents)

Non ELTA/IATEFL/TESOL members

- full attendance **5.700 RSD**
(47€ for non residents)
- single day attendance **3.400 RSD**
(28€ for non residents)

Please add the price of the equipment you are going to use to the conference fee applicable in your case and indicate the total in the field provided.

TOTAL = -----

All payments after **23 March 2015** will be made **at the Conference**.

For conference registration cancellations a fee of 2.000 RSD (15 €) will be deducted. **No refunds** can be given for cancellations received **after 23 March 2015**.

NB Proposals received after 9 March will be placed on a reserve list. All presenters will be notified about the acceptance of their proposal by 1 April 2015.

Accommodation:

Catering: Vegetarian? Please tick

I would like ELTA to arrange my accommodation*

Yes

I will arrange my own accommodation

No

*Participants who would like ELTA to arrange their accommodation will be contacted by the person in charge of accommodation shortly after the receipt of this form.

Payment information for Residents

Fill in the application form and pay the fee in a bank. This is how you should fill out the payment slip (**НАЛОГ ЗА УПЛАТУ**):

- 1 уплатилац: *Please write your name and full address.*
- 2 сврха уплате: Kotizacija za konferenciju (*for both days, please write "oba dana", for one day, please specify the date "15. maj 2015." or "16. maj 2015."*)
- 3 примацац: *Please write "Udruženje nastavnika engleskog jezika – ELTA, Nemanjina 28, 11000 Beograd"*
- 4 шифра плаћања: *Please write "189"*
- 5 износ: *Please write the TOTAL value in Dinars*
- 6 рачун примаоца: *Please write "205-63609-60"*
- 7 позив на број: *Please write your phone number or mobile phone number including the area code.*

1 уплатилац

Write your name and address

2 сврха уплате

Kotizacija za konferenciju za *write day(s)*

3 прималац

Udruženje nastavnika engleskog jezika - ELTA
Nemanjina 28, 11000 Beograd

печат и потпис уплатиоца

место и датум пријема

датум валуте

Образац бр. 1

4 шифра
плаћања

189

валута

5 износ

=

Write Total in Dinars

6 рачун примаоца

205-63609-60

број
модела

7 позив на број (одобрење)

Write your phone number

Payment information for Non Residents

Money transfer information for presenters who are not residents of Serbia and the necessary details for EUR account payment are as follows:

Intermediary Bank / Correspondent Bank

SWIFT – BIC: DRESDEFF
Name: DRESDNER BANK AG
City, Country: FRANKFURT AM MAIN, GERMANY

Account with institution / Beneficiary's Bank

SWIFT – BIC: KOBBSRBGXXX
Name: KOMERCIJALNA BANKA A.D. BEOGRAD
Street: SVETOG SAVE 14
City, Country: BEOGRAD, REPUBLIC OF SERBIA

Beneficiary

IBAN/ Account Number RS35205007080002876948
Name: ELTA
Street: NEMANJINA 28
City, Country: 11000 BEOGRAD, REPUBLIC OF SERBIA

If agreed upon with ELTA IATEFL, non residents of Serbia can pay their conference fees in cash at the Conference venue. Please write to elta.kancelarija@gmail.com for the arrangement of the payment details for Non Residents.

PLEASE SEND THE COMPLETED REGISTRATION FORM TO:

elta.kancelarija@gmail.com (in the subject line: ELTA Registration form) not later than **9 March 2015**
or by post to ELTA Office, Nemanjina 28, 11000 Beograd, Serbia