

How to Write a Good Submission

Writing conference submissions can be tricky, since subject matter, audiences, and expectations may vary from conference to conference. The following questions can help you develop a submission that is appropriate for the WIDA 2016 National Conference.

What research, content, tools, or strategies do you want to talk about at WIDA 2016?

From instructional strategies to data-driven programmatic decision making, standards implementation to summative assessments, you are submitting because you have knowledge that you believe will impact others in the field of language learning. Writing a strong submission requires you to have a clear vision of what you specifically want to share with the language learning community. A strong submission clearly identifies the research, content, tools, or strategies you will target in your proposed session.

Where does your subject matter sit in the broader landscape of supporting linguistically and culturally diverse learners?

The field of language learning is broad and diverse. Subject matter pertaining to linguistically and culturally diverse learners covers wide areas of research, philosophies, learning theories, and policy. Identifying where your subject matter sits in this landscape will give readers an idea of where your content fits. How does your subject fit with the conference theme? How are you positioning your subject matter in this broader landscape? Why is your subject matter important to the field?

What does your session propose to accomplish? How will you do that?

Now that you have a stronger sense of the “*what*” and the “*why*” of your submission, consider *how* your proposed session will convey the information. Strong submissions demonstrate a clear vision of what a session proposes to accomplish, and the ways in which that goal will be supported in the session format. What will participants experience in your session? What strategies will you use to facilitate learning and sense-making? What will participants walk away with as far as tools, strategies, knowledge, or networks?

Who will be reading your submission, and for what purposes?

Your submission may be reviewed by WIDA staff, language specialists, and/or educators. Should your proposal be accepted, your description will be included in conference materials to help conference attendees select which sessions they would like to attend. Since readers will come from a variety of backgrounds and roles in the field of language learning, clarity becomes key for writing a strong submission. Write succinctly and avoid jargon or clichés. Regardless of the role and background of the reader, they will want to know what can be expected from your proposed session without having to work hard to make sense of the description. Present yourself well.

How will the reviewers be evaluating your submission?

Reviewers will use a scoring rubric to evaluate your submission. This rubric is available [here](#) on the conference website. It’s a good idea to use it to make sure your submission demonstrates strength in the areas of relevance, quality, engagement, innovation, and implementation as described in the document. When you’ve finished writing your proposal, try reading through it as though you are a reviewer, considering the criteria in the rubric.

