

Host an ELLSA Conference:

ELLSA (English Language Learning Specialists in Asia) is an organisation for EAL (English as an Additional Language) teachers in Asia to connect, collaborate and advocate for teaching and learning of our students.

ELLSA Conferences bring together International school English language learning specialists in Asia, for professional development and networking. Topics include the latest research-based ideas, models, strategies and tools used to facilitate ongoing improvement in the teaching and learning of English language learners across the curriculum.

The number of participants attending ELLSA is a minimum of 100, not including ELLSA presenters and committee members. The first two conferences were based in Thailand and were organized and run by Bangkok-based educators from NIST International School.

Benefits of hosting an ELLSA Conference: Provide an opportunity for host school to have subsidised professional learning for all members of the school community (teachers, support staff, parents) on either side of the conference through workshops and presentations made by keynote speaker

- Ease of accessibility for the school community to attend the conference and hear the same message
- Promote and support your school's EAL program
- Network with regional schools to move your model forward
- The ELLSA Board invites schools in the Asia region to consider hosting an ELLSA conference.

It is anticipated that the aims of the ELLSA Committee will be to:

- Organize a successful conference
- Host the conference at the nominated school
- Continue to document the process in order for the conference to move around the region annually

The hosting school must fulfill the following requirements:

- The host school must be in the Asia region.

- The host school ELLSA Committee must nominate one chair member as the ELLSA Conference Liaison to be on the ELLSA Board for the hosting year and perform as the ELLSA Conference Advisor for the following year.

The hosting school needs to:

- Provide facilities including support staff (overtime costs are budgeted by the conference)
- Provide logistical support including transport, food, facilities, sponsorship
- Allow for attendance by staff and provide facility for conference
- Have a number of staff on the organization committee including conference chair
- Host meetings for the committee will be onsite and/or virtually
- Confer with ELLSA Board on a regular basis as per the Board meetings
- Configure the technology infrastructure and provide technical support prior and throughout the Conference, for example, hosting website (if required), increasing bandwidth if possible, balancing wireless access, accounting facilities for processing international payments, and use of school technical support team

ELLSA Hosting Proposal: Please submit the following information to

(ellsainformation@gmail.com):

1. School host name, address (physical & web), email contact of education head (e.g. Principal, Director, Superintendent).
2. Name, position and email contact of person writing the application.
3. An overview of the aims of the school for wanting to host an ELLSA conference. (1 paragraph)
4. An overview of the suitability of the school to accommodate special and technical needs for the conference. (1 paragraph)
5. Proposed date to hold the event (12 months for preparation is recommended)
6. Travel & accommodation consideration; with attendees exceeding 100 people attending the conference, a large number will be from across the region. (Please give an overview of the probable accommodation and local transport consideration for conference attendees and for international travel to and from airport and visa requirements; It would also be helpful to give a projection of the travel and accommodation costs that may be incurred by a non-local attendee of the conference as with an event: ie. two nights accommodation, travel to and from the airport, travel to and from hotel to hosting school)
7. Note: It is advisable to have a number of staff from the hosting school on the ELLSA organizing committee including a conference chair.

8. Please nominate one person for the position of Chair for the ELLSA conference who will become an active member of ELLSA Board which includes attendance at the most recent ELLSA conference
9. Please list specific educators and their current role in the school, who, subject to contract renewal, are willing to fully participate in the organization of the conference
10. Please attach a letter of support from the education head of school or, if necessary, from the school board.
11. Attach any other considerations for the ELLSA Board.

Timelines & Process

- Please let us know (by email to ellsainformation@gmail.com) if your school remains interested in hosting an ELLSA conference and your intention is to continue with this process.

All applications must be received in electronic format.

Submissions will reviewed by the ELLSA Board.

Past ELLSA Conference hosts:

2013 - NIST International School - Thailand

2015 - NIST International School - Thailand

2016 - Bangkok Patana International School - Thailand

2017 - Saigon South International School - Vietnam

2018 - United World College of South East Asia - Singapore

2019 - Ruamrudee International School - Thailand