



Latin American Association of
Writing Studies in Higher Education
and Professional Contexts

Invitation for Site Proposals

IV ALES International Conference 2023

The Steering Committee of the Latin American Association of Writing Studies in Higher Education and Professional Contexts (ALES) calls on its members to host the IV ALES International Conference 2023. This biennial event seeks to socialize empirically based, theoretically informed, and updated research on interdisciplinary and regional collaboration in the field of writing studies.

The minimum requirements for hosting the IV ALES International Conference 2023 are the following:

- **VENUE:** the necessary facilities (auditoriums, meeting spaces, technical equipment, among others) to host an international event with large attendance (Article 38, ALES Constitution) must be available. The participation of at least 400 people must be anticipated.
- **KEYNOTE SPEAKERS:** it is required to fund or ensure financial support for the presence of at least a national, a Latin American, and an international keynote speaker, all of them with a wide and well-known trajectory in writing studies. At the same time, it is suggested to guarantee, as far as possible: 1) that there is at least one keynote speaker from Brazil and one keynote speaker from Hispanic America; 2) that the non-Latin American keynote speakers do not surpass the Latin American ones; 3) that there is gender equity within the keynote speakers; 4) that the keynote speakers present perspectives and issues different from each other and novel from previous conferences; 5) that the majority of keynote speakers participate in-person.
- **SELECTION OF PARTICIPANTS:** organizers are expected to manage a call for proposals and a process of selection of papers, panels, workshops, or other scientific activities to be carried out during the conference through procedures that guarantee the transparency and rigor of the process and the scientific quality of the selected works. Rubrics with clear and public criteria should be used and a peer-review process must be incorporated. The Scientific Committee must comprise members of the ALES Steering Committee that possess a graduate degree, honorary members, and other members that the organizers determine (Article 37, ALES Constitution).

- **CRITERIA AND TOPICS:** the topics of the conference, the thematic areas proposed, and the rubrics for the evaluation of submitted works must encourage systematic, rigorous, transparent, feasible, and replicable research, based on empirical data and with updated and coherent theoretical foundations in order to build a body of scientific research with agreed criteria (Article 7, ALES Constitution). Conversely, works that do not explain methodological procedures, do not provide empirical evidence or do not offer a coherent theoretical base shall be rejected. Finally, the event must specify relevant thematic areas according to the Constitution of the Association; research on reading and speaking or on writing in other educational levels and social spaces can participate, but explicitly indicating its relevance to the topics prioritized by the Association.
- **WORKSHOPS:** preconference workshops linked to the topics promoted by the Association and addressed by specialists should be offered. The purpose of the workshops is to promote training opportunities within the event, as well as to generate income to partially support the conference.
- **PUBLICITY:** organizers must design a publicity plan for the event, including mailing lists and social networks of national, regional, and international scope, as well as articles in the media. In addition, a website and a space in specific social networks of the conference must be created and updated regularly. Finally, funding for printed documents (abstract books, stationery, posters, summary book and/or conference proceedings) must be provided.
- **LANGUAGES:** the call for proposals of the conference shall be disseminated in the three official languages of the Association (Spanish, Portuguese and English) and there should be paper presentations, panels and keynote addresses in those three languages. In turn, organizers must find the means to offer instances of simultaneous interpretation, translation, and translanguaging during the event.
- **COCKTAIL AND DINNER:** a complimentary welcome cocktail for the participants must be organized. Moreover, the conditions should be created for a realization of a dinner.
- **FEES:** organizers must ensure that the registration fees are within the media for conferences on similar topics in the region and guarantee fee reduction for Latin American speakers and assistants. In addition, organizers shall pursue means to reduce fees or provide a fee-remission program for half-time professors, undergraduates, and graduate students who participate as speakers or assistants (Article 41, ALES Constitution). Finally, the option of advance payment with reduced rates must be offered.
- **AWARDS:** organizers should generate or enable a system to honor pedagogical initiatives and scientific work elaborated by ALES members through nominations and awards is required, for instance, to acknowledge the best graduate dissertation, best book and best article (Article 7, ALES Constitution). These awards will be formally granted by ALES during the conference.

- PREPARATION: periodic meetings (virtual or in person) with the ALES Steering Committee and with the former chair of the organizing committee must be held in order to accompany and support the organization of the event.
- DATES: organizers must commit to launch the first call at least a year before the conference, confirm the keynote speakers at least 12 months before the conference, end the call for proposals at least 10 months before the conference, and communicate the accepted proposals at least 5 months before the conference. This timeline seeks to comply with international standards, anticipate the profile of the event, and allow the participants to compose the abstracts and plan in advance. Dates are tentative and can be partially adjusted.

The following criteria must be considered:

- The IV ALES International Conference 2023 must be self-financed with the income from registration, workshops, and other contributions provided by the organizing institution (Article 36, ALES Constitution).
- Given that the Association does not have a particular headquarter and encourages action in the Latin American region (Article 9, ALES Constitution), the biennial conferences should not repeat the same country where they were previously held, in an effort to be as regionally inclusive as possible (Article 34, ALES Constitution). For this reason, the IV ALES International Conference 2023 must be held outside Chile or Brazil.
- The chair of the organizing committee will further take part in the Steering Committee for two years (period 2022-2024) (Article 11, ALES Constitution). In turn, cooperation with the Association is required in order to organize the event (Article 22, ALES Constitution).
- The organizing conference site must be a Latin American higher education institution or an institution that promotes higher education, which in turn can count on the support of other sponsoring or collaborating institutions.
- The name of the biennial meeting must remain the same: "(conference number) ALES International Conference (year of completion)". For this call, the name will be "IV ALES International Conference 2023" (abbreviation: "ALES 2023").
- The ALES logo must be maintained in its colors and design in all documents and dissemination sites generated for the conference. However, the organizers may also develop a complementary hallmark of the conference.
- All the participants accepted in the conference will automatically become members of ALES, without any associated fee. For this purpose, the registration form must include the ALES membership fields.
- During the conference, a space shall be offered for the celebration of the ALES biennial assembly and for the presentation of books that have been published after the last conference.

- The means of participation are 1) as speaker at a coordinated panel; 2) as an individual speaker; 3) as an assistant.
- The submission of an individual paper includes a title, a selected cluster area, 3 key words, and a 300-word abstract (references, if any, will not be counted towards the word limit). The submission of a coordinated panel includes a title, a selected cluster area, 3 key words, a 100-word general abstract of the panel, and 3 150-word abstracts (references, if any, will not be counted towards the word limit). Abstracts should include the issues addressed, research purposes or questions, theoretical framework, methodology, empirical evidence or theoretical conclusions, and implications of the research. All proposals must pertain to investigations in progress or completed.
- Papers are expected to be presented in no less than 20 minutes. Time gaps between panels must be carefully calculated in order to allow the attendees to move around.
- Participants can submit more than one paper (either as an individual presentation or as part of a coordinated panel), but the participant can appear as a main speaker in only one of them. In turn, at least one of the authors must be present in the event in order to satisfy the paper presentation. A maximum number of authors per paper is not stipulated.
- The cluster areas proposed should be in line with ALES' statutes and with the current discussions of the field present in recent indexed journals and specialized books.

Proposals to organize the biennial conference must include the following documents:

1. A letter of interest for organizing the IV ALES International Conference 2023 signed by the highest authority of the institution that is offered as the conference site. The document must explicitly commit to the minimum requirements that have been developed in this call and include the name of the applicant who will chair the conference's Organizing Committee.
2. A letter of interest from the institution to join ALES' Network of Institutions of Higher Education signed by the highest authority of the institution that is being offered as a conference site.
3. A work plan and a schedule of preparatory activities and possible guests for the conference signed by the applicant to chair the organizing team. The conference must take place during 3 to 6 days of the second semester of 2023. Features and indicators of feasibility must be emphasized. Finally, a résumé of the applicant must be included.

The following criteria will be considered for the selection of the venue of the IV ALES International Conference 2023:

1. An application that meets the minimum required documents.

2. The work plan and schedule presented are reasonable and evidences management skills, meeting the minimum requirements presented on this call.
3. The organizing committee consists of at least one well-known expert in the field of writing studies.

Based on these criteria, the accepted proposal must receive a positive vote from the simple majority of the members of the Steering Committee (Article 38, ALES Constitution). The Association can make suggestions and consult the applicants before making a final decision.

Members who are interested in organizing the IV ALES International Conference 2023 must submit their proposals to Valentina Fahler, Secretary of ALES, at estudiosdelaescritura@gmail.com. Feel free to contact us at that email for further questions related to formulating the proposal. **The deadline to submit applications is June 10th, 2022.**

Sincerely,



Dr. Mónica Tapia
ALES Chair



Dr. Vera Lúcia Lopes Cristovão
ALES Vice Chair