

## Terms of Reference (TOR) for Rapporteurs

Nepal English Language Teachers' (NELTA) invites interested ELT practitioners to apply for the place of **ten** rapporteurs for its 15<sup>th</sup> International Conference in Kathmandu from 19-21 February 2010.

### Desired qualifications and skills

The applicant should

1. have Master's Degree in English or be doing Master's degree in English.
2. have good knowledge on ELT.
3. be the life member of NELTA.
4. have a good command over written and spoken English required to report sessions, workshops, plenary talks, and to collect participants' feedback.
5. have excellent time management skills.
6. have ability to pay attention to details.

### Responsibilities

The rapporteurs will develop a draft outline format for the conference report and submit to NELTA for comments and feedback by 15<sup>th</sup> of February, 2010.

1. The rapporteurs will be responsible for the preparation of the report of the presentation of the speakers, and the overall reports about the conference.
2. Rapporteurs should collect presenters' papers, interview them and collect feedback from at least two participants from each session.
3. The rapporteurs will take the main points within opening ceremony and closing ceremony speeches.
4. The rapporteurs will note down all the recommendations made throughout the discussions during the presentations.
5. After the conference, they should submit report and papers to the committee and attend follow-up meetings with the Editorial Board for the publication of proceedings.

### Selection procedure

Interested candidates should write a report (not exceeding **500** words) on any workshop, training, event, seminar and conference they have attended recently and send it to

1. NELTA: [ccnelta@wlink.com.np](mailto:ccnelta@wlink.com.np)
2. Kamal Poudel: [kpoudelnp@yahoo.com](mailto:kpoudelnp@yahoo.com)
3. Prem Phyak: [pphyak@gmail.com](mailto:pphyak@gmail.com)

Please feel free to give an interesting topic to your report.

Please write your full name and address of correspondence (e-mail and telephone) at the end of your report along with a passport size photograph attached to it.

### Value

Full registration fee for the conference will be waived and a certificate will be awarded to the rapporteurs. Moreover, they will have a wonderful opportunity to meet and chat with the participants from different countries.

Note: There will be an orientation program for the selected candidates to operate video camera, digital camera and multimedia projector, and rapporteuring skills.

**Application deadline: 10th February, 2010** (Now extended date: 13<sup>th</sup> FEB, 2010)