

# Indico for Vetting Management of EFL Events

Set Your Team Up for Success



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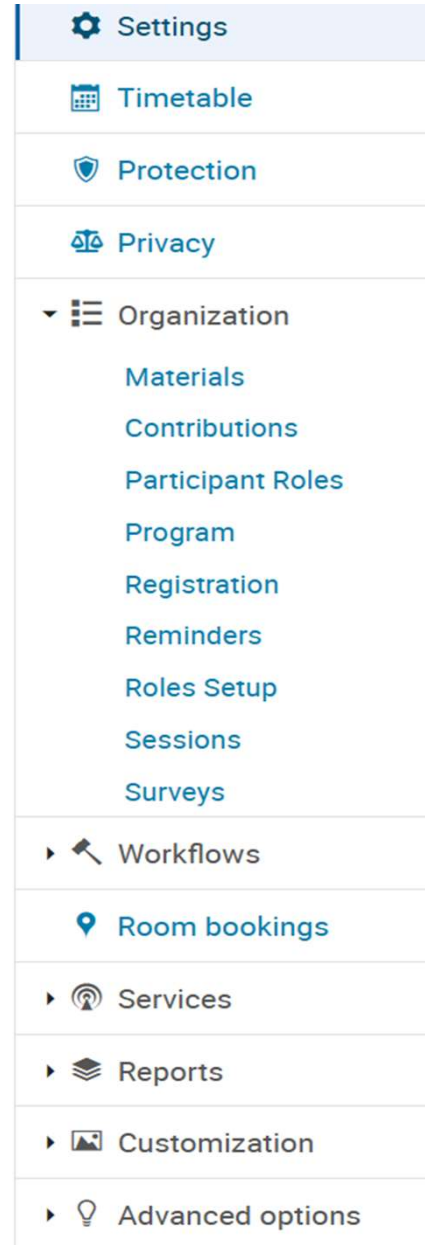


Welcome to the JALT Events platform. This site is used to manage conferences, workshops and meetings for JALT groups.

<a href="#">Iwate-Aomori Chapter</a>	1 event	<a href="#">➡</a>
<a href="#">Kyoto Chapter</a>	1 event	<a href="#">➡</a>
<a href="#">Nankyu Chapter</a>	2 events	<a href="#">➡</a>
<a href="#">Niigata Chapter</a>	1 event	<a href="#">➡</a>
<a href="#">Okinawa Chapter</a>	1 event	<a href="#">➡</a>
<a href="#">Tokyo Chapter</a>	empty	<a href="#">➡</a>
<a href="#">Accessibility in Language Learning (ALL SIG)</a>	1 event	<a href="#">➡</a>
<a href="#">JALTCALL</a>	1 event	<a href="#">➡</a>
<a href="#">Intercultural Communication in Language Education (ICLE SIG)</a>	empty	<a href="#">➡</a>
<a href="#">JALT SPIN (Student Peer Interaction Network)</a>	3 events	<a href="#">➡</a>
<a href="#">JALT CUE SIG</a>	1 event	<a href="#">➡</a>

# Timeline

- Conference theme and Indico
- Create Tracks
- Put out a Call for Proposals
- Assign Veters
- Automate emails
- Judge Abstracts
- Schedule





# Creating an Event



Powered by Indico v3.3

https://events.jalt.org



Microsoft Office Ho...

langtest.jp

SILC SILC Online: Log in...

教職員ポータル

UNIVERSAL PASSP...

出欠データ修正報告...

Asia/Tokyo

English (United States)

Event

Room booking

es

Enter your search term



Create event

Navigate



Welcome to the JALT Events platform. This site is used to manage conferences, workshops and meetings for JALT groups.

Create new conference ✕

Listing

 List in a category Keep unlisted

Category \*

Nankyu Chapter

Choose category

Event title \*

Presentation Sandbox

Start \*

06/14/2024

6:00 pm



End \*

06/16/2024

1:00 pm



Timezone \*

Asia/Tokyo



Location

Nagoya



Anything



Protection mode





Public

 Inheriting

Protected

**Public**










This event will be publicly accessible since the category Nankyu Chapter is not protected.










-  Settings
-  Timetable
-  Protection
-  Privacy

- Description text ends up on the main page
- Venue and room have drop downs, but you can ignore them
- Email will be on the main page
- Additional info also shows up on the main page

Description

Paragraph B I U S I







        

p

URL shortcut






The URL shortcut must be unique within this Indico instance and is not case sensitive.

	<p>Date Jun 14, 2024 - Jun 16, 2024 <span style="float: right;">↗</span></p> <p>Time 6:00 PM - 1:00 PM</p> <p>Timezone Asia/Tokyo</p> <p>Screen dates None</p>
	<p>Room Anything <span style="float: right;">↗</span></p> <p>Venue Nagoya</p> <p>Address None</p> <p>Map URL None</p>
	<p>Chairpersons None <span style="float: right;">↗</span></p>
	<p>Additional info None <span style="float: right;">↗</span></p> <p>Contact title Contact</p> <p>Email None</p> <p>Phone None</p>
	<p>Keywords None <span style="float: right;">↗</span></p> <p>Label None</p>
	<p>Default language None <span style="float: right;">↗</span></p> <p>Enforce language No</p>

- Allow complete management of the site
- Can be used for specific access for vetting chairs, registration desk, etc
- NOT used for individual vetters

## Event protection

### Permissions

	Category Managers	<input type="button" value="MANAGE"/>	<input type="button" value="ACCESS"/>		
	Robert Remmers... robertr@m.soj-u.ac.jp	<input type="button" value="MANAGE"/>	<input type="button" value="ACCESS"/>		
	Anonymous	<input type="button" value="ACCESS"/>			

Add **User** Group Event Role -

### Protection mode

Public **Inheriting** Protected

 **Public**  
This object is publicly accessible since Nankyu Chapter (Category) is not protected.

### Access key

*It is more secure to use only the ACL and not set an access key. It will have no effect if the event is not protected*

### No access contact

*Contact information shown when someone lacks access to the event*

- Tracks can be used for vetting – not necessary
- Tracks can be used for scheduling – not necessary
- Submitters can select multiple tracks (optional and not recommended), only 1 track can be accepted

Organization

Materials

Contributions

Participant Roles

Payments

Program

Registration

Reminders

Roles Setup

Sessions

Surveys



- Reviewers can be assigned 1 to infinite tracks or track groups
- Cannot limit how many reviews one person handles
- Multiple track selection leads to the abstract being viewed in multiple places
- JALTCALL allowed multiple tracks, it is not recommended

## Program

Tracks represent the subject matter of the conference. They represent both the basis for the Scientific Program and a taxonomy that can be used to classify submissions during the Call for Abstracts process.



### Program

Configure the conference page displaying the scientific program.

[Configure](#)

## List of tracks and track groups

[+ Add track group](#)[+ Add track](#)

### Artificial Intelligence CALL



#### AI for Teaching



AIT

This includes, but is not limited to, lesson planning, test creation, and student evaluation.

#### AI for Learning



AIL



Call for Abstracts – limited functionality but all abstracts become contributions and can be scheduled easily








Peer Reviewing – designed for a Proceedings Journal. Very robust workflows








Editing – similar to Peer Reviewing, but can be used for slides and posters to ensure they are acceptable for the presentation



- Workflows
  - Call for Abstracts
  - Peer Reviewing
  - Editing

 **The call for abstracts is not open yet**  
Start now or schedule opening. 4  Schedule [Start now](#)



 **Submission** 5  Notifications  Settings 3

 **Fields and types** 2 [Contribution types](#) [Abstract fields](#) 1

 **Reviewing** 6  Roles  Settings  Questions

 **Book of abstracts** [Upload custom PDF](#)  LaTeX Settings













Customize and [download](#) the book of abstracts

 **List of abstracts** 7  Manage 0

View and perform actions on abstracts

Manage contribution types ✕

[+ New contribution type](#)

Name	Description	Private
Forum		Yes  
Plenary		Yes  
Poster		No  
Practice-based Presentation (30 minutes)		No  
Research Presentation (30 minutes)		No  
Workshop		Yes  

[Close](#)

**Configure:**















← **Contribution Types**

**Abstract Fields** →

**List of Abstracts**  
 ↓  
 Customize List  
 Email  
 Search

Manage fields ✕

[+ Add new field](#)

- Abstracts content  
- Speaker bios  
- Keywords  
- Are you applying for a grant?  
- Grant application  
- Is the content of this presentation funded by a KAKENHI grant?  
- Is this a sponsored session?  

[Close](#)

← Abstracts

List of abstracts

[Customize list](#)
[+ New](#)
[Remove](#)
[Judge](#)
[Authors list](#)
[Email](#)
[Export](#)

[160 / 160](#)

ID	Title	State	Submitter	Accepted track	Submitted for trac...	Reviewed for tracks	Accepted type	Submitted type
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## Notifications:

Submission Received

Submission Accepted

Submission Rejected

Submission Merged

Request for Revisions (Duplicate)

### Configure e-mail notifications

When an abstract is submitted or its state changes, notifications may be automatically triggered based on a ruleset. If more than one ruleset applies at the same time, several notifications will be sent. This can be prevented by reordering the list of notifications and enabling "stop on match".

<b>Submission Received</b>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View</a>
This email will be sent when the abstract is:			
◦ Submitted			
<b>Submission Accepted</b>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View</a>
This email will be sent when the abstract is:			
◦ Accepted			
<b>Submission Rejected</b>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View</a>
This email will be sent when the abstract is:			
◦ Rejected			
<b>Submission Merged</b>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View</a>
This email will be sent when the abstract is:			
◦ Merged			
<b>Request for Revisions</b>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View</a>
This email will be sent when the abstract is:			
◦ Duplicate			

[+ Add new one](#)

NB: There is no native “Request Revisions” notification for abstracts on Indico, though it exists in the far more extensive Peer reviewing and editing process. We adapted another trigger, Duplicate, and submitted an abstract to be assigned as a duplicate to trigger this process. The recipients only see the custom notification.



# Abstract Notification Triggers



Powered by Indico v3.3

## Notifications:

### Submission Received

Submission Accepted

Submission Rejected

Submission Merged

Request for Revisions (Duplicate)

#### JALT Events Platform [Indico] JALTCALL 2024 Abstract Submission confirmation (#314)

Dear Robert Brout,

We've received your abstract "Broken Symmetry and the Mass of Gauge Vector Mesons" to which we have assigned id #314.

<https://events.jalt.org/event/-314/abstracts/1234/> is the direct URL for this abstract. You may access via this link or through the event page. Either mode of access will require login to events.jalt.org.

If you have any general questions about JALTCALL 2024, please use contact the conference team at:

[conference@jaltcall.org](mailto:conference@jaltcall.org) (General Conference Inquires)

Also, please note that this notification has been sent from a "noreply" address, and we will not receive any direct replies to this address.

Kind regards,  
The organizers of JALTCALL 2024 Conference

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Indico :: Call for Abstracts  
<https://events.jalt.org/event/1/>



# Abstract Notification Triggers



Powered by Indico v3.3

## Notifications:

Submission Received

**Submission Accepted**

Submission Rejected

Submission Merged

Request for Revisions (Duplicate)

### JALT Events Platform [Indico] Abstract Acceptance notification (#314)

Dear Robert Brout,

We're pleased to announce that your abstract "Broken Symmetry and the Mass of Gauge Vector Mesons" has been accepted in track "Higgs Fields" (Poster).

If you want to make any changes to your abstract, please email them to [abstracts@jaltcall.org](mailto:abstracts@jaltcall.org). Changes will be accepted until March 31st. Relevant comments from the review process are written below.

Comments (if any): Vague but interesting!

Presenters must register for the conference by April 3rd. Those who fail to do so may be removed from the program.

If you have any scheduling requirements, please fill out the following form. Completing this form does not guarantee your preferences can be accommodated, but the scheduling team will make every effort to do so where possible. You will be given advanced notice of your time slot.

<https://forms.gle/wJTwn65kULG5s1st9>

See below a summary of your submitted abstract:

Conference: JALTCALL 2024 Conference

Submitted by: Robert Brout

Title: Broken Symmetry and the Mass of Gauge Vector Mesons

Primary Authors: François Englert, Robert Brout

Co-authors: Gerald Guralnik, Carl Hagen, Tom Kibble, Peter Higgs

Track classification: Higgs Fields

Presentation type: Poster

For a more detailed summary please visit the page of your abstract:

<https://events.jalt.org/event/-314/abstracts/1234/>

Kind regards,

Geoff Carr and Robert Remmerswaal, JALTCALL 2024 Conference Vetting Chairs

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Indico :: Call for Abstracts

<https://events.jalt.org/event/1/>



# Abstract Notification Triggers



Powered by Indico v3.3

## Notifications:

Submission Received

Submission Accepted

**Submission Rejected**

Submission Merged

Request for Revisions (Duplicate)

### JALT Events Platform [Indico] JALTCALL 2024 Abstract Rejection Notification

Dear Robert Brout,

Thank you very much for submitting your abstract to JALTCALL 2024 Conference.

We're sorry to let you know that, after careful consideration, your abstract "Broken Symmetry and the Mass of Gauge Vector Mesons" with ID #314 has been rejected.

Reviewer feedback is as follows: Vague but interesting!. We encourage you to submit again for the JALTCALL conference next year and would be happy to see you at the conference this year.

If you have any questions, please send them to [abstracts@jaltcall.org](mailto:abstracts@jaltcall.org)

Kind regards,  
The organizers of JALTCALL 2024 Conference

--

Indico :: Call for Abstracts  
<https://events.jalt.org/event/1/>





# Abstract Notification Triggers



Powered by Indico v3.3

## Notifications:

Submission Received

Submission Accepted

Submission Rejected

**Submission Merged**

Request for Revisions (Duplicate)

### JALT Events Platform [Indico] Abstract Merge notification (#314)

Dear Robert Brout,

Your abstract "Broken Symmetry and the Mass of Gauge Vector Mesons" with ID #314 has been merged into "Broken Symmetry".

Kind regards,

The organizers of JALTCALL 2024 Conference

--

Indico :: Call for Abstracts

<https://events.jalt.org/event/1/>



# Abstract Notification Triggers



Powered by Indico v3.3

## Notifications:

Submission Received

Submission Accepted

Submission Rejected

Submission Merged

## Request for Revisions (Duplicate)

### JALT Events Platform [Indico] Notification of Request for Revision (#314)

Dear Robert Brout,

Your abstract "Broken Symmetry and the Mass of Gauge Vector Mesons" with ID #314 shows promise but we would like to request revisions.

Please read the following comments:

Vague but interesting!

Refer to your submission here: <https://events.jalt.org/event/-314/abstracts/1234/>. In the Indico system, the submission will be marked "Duplicate", which is a placeholder for abstracts that require revision.

Submit the revised version (in email text) to [abstracts@jaltcall.org](mailto:abstracts@jaltcall.org), with the subject line  
ATTN: Revisions, 314 Broken Symmetry and the Mass of Gauge Vector Mesons Robert Brout

Revisions are due March 1st, 2024.

Kind regards,  
The Vetting Chairs of JALTCALL 2024 Conference

--

Indico :: Call for Abstracts  
<https://events.jalt.org/event/1/>

## Edit e-mail text

"Reply to" address

noreply@hosted.jalt.org

Send to submitter



Send to primary  
authors



Send to co-authors



CC

Additional CC e-mail addresses (one per line)

### Available placeholders

{abstract\_id} - The ID of the abstract  
{abstract\_session} - The name of the destination session  
{abstract\_title} - The title of the abstract  
{abstract\_track} - The name of the destination track  
{co\_authors} - The names of the co-authors (separated by commas)  
{contribution\_type} - The contribution type that is associated to the abstract  
{event\_title} - The title of the event  
{event\_url} - The URL of the event  
{invitation\_url} - The link to submit an invited abstract  
{judgment\_comment} - Comments written by event organizer (upon final decision)  
{primary\_authors} - The names of the primary authors (separated by commas)  
{submitter\_name} - The full name of the submitter, no title  
{submitter\_title} - The title of the submitter (Dr, Prof., etc...)  
{target\_abstract\_id} - The ID of the target abstract (merge or duplicate)  
{target\_abstract\_title} - The title of the target abstract (merge or duplicate)

### Advanced placeholders (toggle)

{abstract\_url} - The direct URL of the abstract  
{contribution\_url} - Contribution URL  
{submitter\_first\_name} - The first name of the submitter  
{submitter\_last\_name} - The last name of the submitter  
{target\_submitter\_first\_name} - The first name of the target abstract's submitter  
(merge or duplicate)  
{target\_submitter\_last\_name} - The last name of the target abstract's submitter  
(merge or duplicate)  
{target\_submitter\_name} - The full name of the target abstract's submitter  
(merge or duplicate)



# Abstract Review and Judging



Powered by Indico v3.3



## Reviewing

Configure the reviewing questions and answers, the reviewing teams, etc.

Roles

Settings

Questions

Allow track conveners to judge



Enabling this allows track conveners to make a judgment such as accepting or rejecting an abstract.

Allow conveners to change tracks



Enabling this allows track conveners to update the track an abstract is part of.

Force track selection on judgment



Enabling this makes the track selection mandatory when accepting an abstract. This does not affect bulk judgment by managers.

Allow comments



Enabling this allows judges, conveners and reviewers to leave comments on abstracts.

Allow contributors in comments



Enabling this allows submitters, authors, and speakers to also participate in the comments.

Comment notifications



Send email notifications when new comments are posted.

## Configure abstract reviewing questions

Add new question

Rating

Yes/No

Text

Quality

Quality


Relevance

Do you recommend this paper be accepted without changes?

If no, do you recommend this paper be accepted with changes?

Close

Reviewing happens here, with  
veters assigned to the track that  
contains this abstract providing  
reviews.

 Please don't forget to read the [reviewing instructions](#) before submitting a review.

Reviewing in [General CALL: InT](#)

Ratings

1	Originality *	00000	-
2	Writing Quality *	00000	-
3	Relevance *	00000	-
4	Do you recommend this paper be accepted without changes? *	<input type="button" value="Yes"/>	<input type="button" value="No"/>
5	If no, do you recommend this paper be accepted with changes? *	<input type="button" value="Yes"/>	<input type="button" value="No"/>

Proposal

Propose an action...

You may leave a comment (only visible to conveners and judges)...



## Reviewing

Configure the reviewing questions and answers, the reviewing teams, etc.



## Roles

### Abstract Reviewing Roles

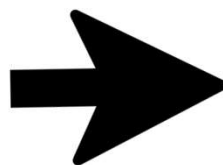
**VOV** Vetting Oversight (Abstract/Track)  
Convene ✕ Review ✕ +

+ User Group Event Role ▾

### AI for Teaching

**AI** AI Abstract Review  
Review +

+ User Group Event Role ▾



### Abstract Reviewing Roles

#### All Tracks

These users will be able to access/review all tracks in the event.

**GEN** General CALL review  
Review +

**VOV** Vetting Oversight (Abstract/Track)  
Convene ✕ Review ✕ +

+ User Group Event Role ▾

Flexible— You can change and add groups or users to review or convene abstracts as necessary

Once the review period has ended (or before, if you have a minimum threshold for reviews), conference team members assigned judging privileges can begin to process the submissions.

**Not Started**  
No reviewer has reviewed this abstract yet

- General CALL: Innovative Teaching Using Technology
- Artificial Intelligence CALL: AI & Ethics, Access, Equality, Diversity, and Inclusion

Accept ▼

Choose a track... ▼

*The abstract will be accepted in this track*

Practice-Based Presentation (30 Minutes) ▼

*The abstract will be converted into a contribution of this type*

You may choose a session... ▼

*The generated contribution will be allocated in this session*

Leave a comment for the submitter...

Send notifications to submitter

**Judge**

Once the review period has ended (or before, if you have a minimum threshold for reviews), conference team members assigned judging privileges can begin to process the submissions.

Mark as duplicate requires a dummy abstract to link with.

**Not Started**  
No reviewer has reviewed this abstract yet

- General CALL: Innovative Teaching Using Technology
- Artificial Intelligence CALL: AI & Ethics, Access, Equality, Diversity, and Inclusion

**Accept**  
 Reject  
 Mark as duplicate  
 Merge

*The abstract will be accepted in this track*

Practice-Based Presentation (30 Minutes)

*The abstract will be converted into a contribution of this type*

You may choose a session...

*The generated contribution will be allocated in this session*

Leave a comment for the submitter...

**Send notifications to submitter**

**Judge**



Once the review period has ended (or before, if you have a minimum threshold for reviews), conference team members assigned judging privileges can begin to process the submissions.

Mark as duplicate requires a dummy abstract to link with.

If submitted on a single track, this will default to that, but if not, the judge should choose the most appropriate.

## Not Started

No reviewer has reviewed this abstract yet

- General CALL: Innovative Teaching Using Technology
- Artificial Intelligence CALL: AI & Ethics, Access, Equality, Diversity, and Inclusion

Accept

### ✓ Choose a track...

- Artificial Intelligence CALL: AI for Teaching
- Artificial Intelligence CALL: AI for Learning
- Artificial Intelligence CALL: AI & Ethics, Access, Equality, Diversity, and Inclusion
- General CALL: Innovative Teaching Using Technology
- General CALL: Research and Development
- General CALL: Ethics, Access, Equality, Diversity, and Inclusion
- General CALL: Professional Development and Teacher Training

*The generated contribution will be allocated in this session*

Leave a comment for the submitter...

Send notifications to submitter

Judge

Once the review period has ended (or before, if you have a minimum threshold for reviews), conference team members assigned judging privileges can begin to process the submissions.

Mark as duplicate requires a dummy abstract to link with.

If submitted on a single track, this will default to that, but if not, the judge should choose the most appropriate.

The type of contribution can also be changed by the judge.

**Not Started**  
No reviewer has reviewed this abstract yet

- General CALL: Innovative Teaching Using Technology
- Artificial Intelligence CALL: AI & Ethics, Access, Equality, Diversity, and Inclusion

Accept

You may choose a contribution type...

- Forum
- Plenary
- Poster
- ✓ Practice-Based Presentation (30 Minutes)**
- Research Presentation (30 Minutes)
- Workshop

You may choose a session...

*The generated contribution will be allocated in this session*

Leave a comment for the submitter...

Send notifications to submitter

**Judge**

Once the review period has ended (or before, if you have a minimum threshold for reviews), conference team members assigned judging privileges can begin to process the submissions.

Mark as duplicate requires a dummy abstract to link with.

If submitted on a single track, this will default to that, but if not, the judge should choose the most appropriate.

The type of contribution can also be changed by the judge.

Sessions can be chosen here, or at the scheduling stage.

✓ You may choose a session...

- DN 402
- DN 402: AI in Learning
- DN 403
- DN 403: AI for Teaching
- DN 404
- DN 404: Innovative Teaching Using Technology
- DN 405
- DN 405: AI & Ethics, Access, Equality, Diversity, and Inclusion
- DN 406
- DN 406: Research and Development
- DN 407
- DN 407: Professional Development and Teacher Training
- DN 408
- DN 408: Mixed Topics
- DN 409**
- DN 409: Virtual Reality
- DN 410
- DN 410: Mixed Sessions
- DN 411: Mixed Sessions
- DN 412: AI for Teaching

You may choose a session... ▾

*The generated contribution will be allocated in this session*

Leave a comment for the submitter...

Send notifications to submitter

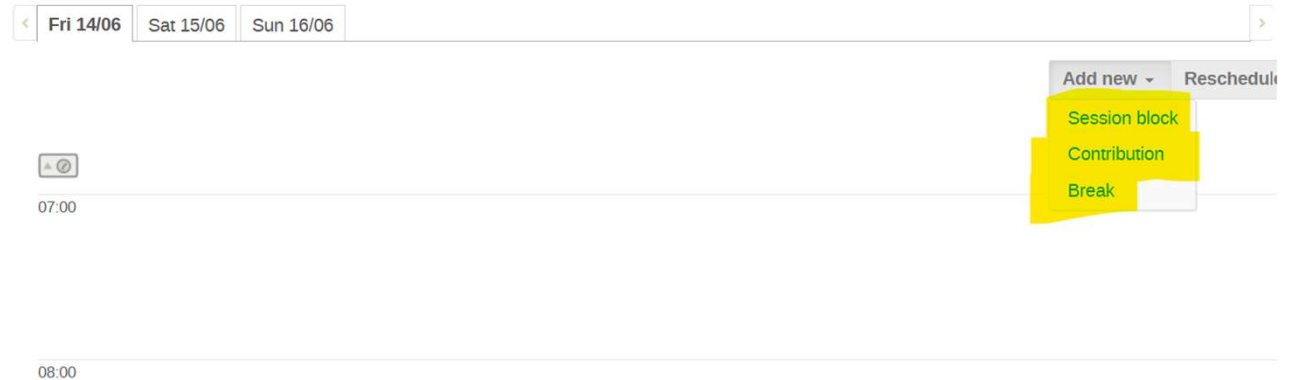
**Judge**



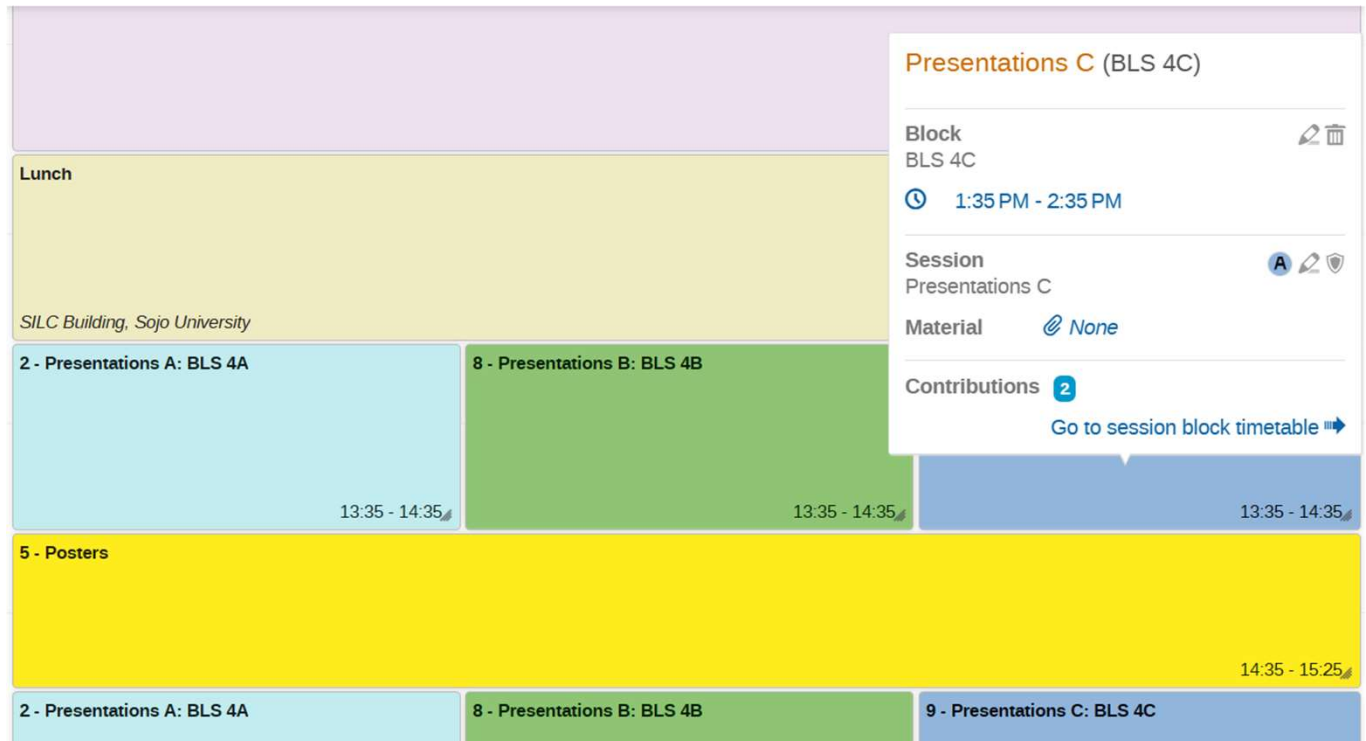
Questions

- Sessions – Can be track related, topic related, room related
- Session Blocks – A time for that session (morning, afternoon)
- Contribution – Abstracts that are accepted
- Breaks appear in the schedule but not the contribution page

## Timetable

A screenshot of the Indico Timetable interface. At the top, there are three tabs for the days: 'Fri 14/06', 'Sat 15/06', and 'Sun 16/06'. Below the tabs is a grid representing the schedule. The vertical axis shows time slots, with '07:00' and '08:00' visible. On the right side of the grid, there is a dropdown menu with the following options: 'Add new', 'Reschedule', 'Session block', 'Contribution', and 'Break'. The 'Session block', 'Contribution', and 'Break' options are highlighted in yellow.

- Session blocks can organize contributions
  - Change color
  - Room info given to contributions
  - Sessions may become disordered, their contributions will stay together
- Contributions can be scheduled directly on the timetable
  - Don't change color
  - Rooms are manually assigned
  - Does not stay in order



The screenshot displays a timetable interface with several session blocks. A detailed view for 'Presentations C (BLS 4C)' is shown on the right side of the screen.

**Presentations C (BLS 4C)**

Block: BLS 4C

1:35 PM - 2:35 PM

Session: Presentations C

Material: None

Contributions: 2

[Go to session block timetable](#)

The timetable shows the following blocks:

- Lunch** (Yellow block, SILC Building, Sojo University)
- 2 - Presentations A: BLS 4A** (Light blue block, 13:35 - 14:35)
- 8 - Presentations B: BLS 4B** (Green block, 13:35 - 14:35)
- 5 - Posters** (Yellow block, 14:35 - 15:25)
- 2 - Presentations A: BLS 4A** (Light blue block, 13:35 - 14:35)
- 8 - Presentations B: BLS 4B** (Green block, 13:35 - 14:35)
- 9 - Presentations C: BLS 4C** (Blue block, 13:35 - 14:35)

- Block schedule may have issues in 'Detailed View'
- All light blue presentations should be in the same column, but aren't
- Small conferences can fix this with start times (10:25, 10:25, 10:26)

Project-based English learning activi... 13:35 - 14:00		What is Too Much? Considering the ... 13:35 - 14:00		Three Types of Similarity between School and the World	
Games and kinesthetic activities for increasing lesson accessibility		Sources of Readerly Attention in Eng... 14:10 - 14:35		Motivation and Reward: A Tool for U... 14:10 - 14:35	
This is Your Brain in Group Work: Anxiety in Communicative Classrooms	Assessing a Self-Access Learning Centre through Student Surveys 14:35 - 15:25	Perceptions tow... 14:35 - 15:25	Scaffolding functions, actions, means, and intentions 14:35 - 15:25	Automaticity training: effortless language processing 14:35 - 15:25	Supporting neurodiverse students through adaptive pedagogy (34)
Task completion or opportunity to tal... 15:25 - 15:50		Make It or Break It- Habits for Learning Success		Why We Should Sleep More 15:25 - 15:50	
Addressing Information Retention through Note-Taking Techniques		Short Virtual Exchanges in the Language Classroom		Empty room available for practice 16:00 - 16:25	

- Large conferences can use the Indico default timetable
- Customization - Layout

9:30 AM → 12:00 PM

DN 405: AI &amp; Ethics, Access, Equality, Diversity, and Inclusion: Saturday Morning Sessions

DN 405 (North Building) 

9:30 AM

**Using machine translation tools for academic writing in language courses – perspectives of students and language teachers**30m 

With the affordances of advanced technologies, machine translation tools (MTT), such as Google Translate, have been created and widely used to facilitate communication between people from different language backgrounds. The last decade has also witnessed the employment of MTT by English as a Foreign Language learners to assist their studies at university. Such use of MTT is regarded as a “double-edged sword” and thus not often encouraged. Studies have found that MTT can help students with their language use in writing. However, there is a dearth of research on the use of MTT in the writing assessments for an EAP (English for Academic Purposes) course. This study attempts to bridge this gap by examining student and teacher perspectives on using MTT for the assessments of an EAP course in a major university in Hong Kong. Both quantitative and qualitative data were gathered for this research. The quantitative data was derived from surveys of 47 students and 37 language teachers and the qualitative information was collected via semi-structured interviews with 12 students and 10 language teachers. The analysis of the gathered data showed that notwithstanding some commonalities, the perspectives of students and teachers are markedly different on students’ deployment of MTT in the assessments of the EAP course. The study has profound pedagogical significance with respect to assessment designs.

**Speaker:** Dr Linda Lin (The Hong Kong Polytechnic University)

10:10 AM

**A Corpus-based Study on the Linguistic Features of Fake News Headlines**30m 

In an attempt to explore the linguistic features in the headlines of fake news, this study selected a sample of 383 fake news articles (Clarke et al. 2021) covered by the SEC’s enforcement action issued on April 10, 2017 (U.S. Securities and Exchange



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