



International Outreach Committee

Operating Policies

Preamble

This document lays out the basic procedures and processes used by the KOTESOL International Outreach Committee (IOC). To allow flexibility, it may be changed with the agreement (by majority vote) of the committee to deal with changes in the working environment of KOTESOL and its partners, but all **substantial** changes must be ratified by the National Council at its next regularly scheduled meeting. Changes that do not need ratification would include updates to information (budgets, representative history and example reports, etc.), error corrections and other changes where the underlying meaning and intent remains the same. All other changes shall be regarded as 'substantial' for the purposes of this document.

Members of the KOTESOL International Outreach Committee

Although the IOC Chair may appoint members to the committee, as may the KOTESOL President, for the sake of transparency and legitimacy, it is felt best to only include those that have been selected as **conference representatives** in the previous year. All KOTESOL international conference representatives should spend approximately one year serving on the IOC following the end of the conference they attended. In this way, the IOC should comprise the KOTESOL President (ex-officio), the Chair (as appointed by the National Council) and past representatives. See the '[Requirements for Representatives](#)' section below for more details. This means that the membership of the committee will change throughout the year as new members are appointed upon their return from their conferences and so replace those members who depart after one year's service.

The email address of the committee is kotesol.international.comm@gmail.com – which should be used for all incoming mail. The outgoing IOC Chair should reset the password and any email redirections when handing over the position. Access to the [KOTESOL International Representative Application Form](#) is through this Gmail account.

Creating a Budget

Although there are no hard and fast rules for creating a budget, it is best to ensure that amounts are selected that will certainly cover all costs involved with each conference. A first step would be to work out which conferences will be attended during the year. For example, the FEELTA and PALT conferences do not always happen each year. Therefore a budget line should not be entered if there is no conference.

The Chair should make reference to the previous year's budget and then make an adjustment for potential price rises for flights and accommodation. For instance, a conference held in Bangkok will be substantially cheaper than a conference held in Chiang Mai – so costs should be adjusted accordingly.

In 2012, it was decided to add a line for 'Developing Countries'. This line is intended for KOTESOL members who have already been selected for a conference and want additional funding (up to 500,000 each in 2012) in exchange for acting as a KOTESOL envoy. See the ['International Conference Selection Policy'](#) below for more details.

There should also be line items for the purchase of gifts, for postage and for unexpected expenses.

The 2013 budget can be seen below:

9300 International OutreachComm	2013 Budget	2012 Budget	2012 Actual
9310 Conf.Travel Grants - ThaiTesol	1,500,000	1,000,000	538,720
9311 Conf.Travel Grants - IATEFL	2,500,000	3,000,000	2,173,120
9312 Conf.Travel Grants - TESOL Inc	2,500,000	3,000,000	2,000,603
9313 Conf.Travel Grants FEELTA	0	1,500,000	1,218,380
9314 Conf.Travel Grants - JALT	700,000	1,000,000	569,000
9315 Conf.Travel Grants ETA-ROC	500,000	1,000,000	352,640
9316 Conf.Travel Grants - ELLTAS	0	0	0
9317 Conf.Travel Grants - PALT	700,000	1,000,000	0
9318 Conf.Travel Grants - ACTA	0	2,000,000	803,080
9319 Conf.Travel Grants - Developing Countries	1,000,000	2,000,000	0
9320 Conf.Travel Grants - CamTESOL	0	0	0
9350 Office Exp - Mail to Affiliates	200,000	300,000	125,300
9351 Office Exp - Display Booth	100,000	200,000	233,000
9352 Office Exp - Travel Gifts	400,000	0	New
9360 Visiting Reps Accommodation	3,000,000	0	New
9399 Office Exp - CommDiscFund	250,000	250,000	226,546
	13,350,000	16,250,000	8,240,389

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Author: Tim Dalby

International Conference Representative Selection Policy

The purpose of this policy is to set out, and make quite clear, the process by which the IOC selects its international conference representatives. It is the responsibility of the IOC to select a candidate that understands how KOTESOL functions, can answer questions about KOTESOL's conference management ability and can act as a diplomat when necessary. This is in order to fulfil our obligations to our partner organisations who expect us to send a suitably qualified representative. While the IOC Chair must make every effort to advertise to the entire KOTESOL membership which opportunities are available for representing KOTESOL at an international event, it is also acceptable to solicit applications from individuals with the appropriate skill set. Members of the IOC and the National Council should be asked to nominate representatives in good time.

Methods the Chair may use to advertise include the KOTESOL website, Facebook group pages, Twitter, via Chapter Presidents and through the National Council. The Chair should endeavour to let members know when deadlines are approaching and what the specific requirements are for each conference. Clear submission deadlines should be set to allow members enough time to submit a proposal to the conference in question (if possible). The requirements of the host organisation should also be solicited as to when they need to know the representative's details. Applications should only be accepted through the KOTESOL International Conference Representative Application Form available at <http://tinyurl.com/KOTESOL-Rep>.

Once the deadline has passed, the application should be closed, unless no applications have been received. In this case, the Chair should attempt to solicit applications from the IOC, The National Council and the wider membership for a further two-week period. If there are still no applications, the Chair should notify the host organisation that KOTESOL will not be sending a representative.

There are a number of factors that must be weighed when deciding between suitably qualified candidates, and it is useful to have transparent guidelines for the process so as to avoid accusations of cronyism and favouritism. **If there are no suitable candidates, the IOC does not need to send a representative as it is better to have no representative than an unsuitable one.**

Factors that should be weighed in favour of choosing a candidate (in order of importance):

1. Whether the candidate has submitted a proposal to the conference in question
2. Whether currently serving on the National Council
3. Position on the National Council – appointed or elected
4. Length of service as a member of the National Council
5. Length of membership in KOTESOL
6. Whether the candidate has close ties with the conference organisers

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Factors that should be weighed against choosing a candidate (in order of importance):

1. Not a member of KOTESOL – automatically disqualified
2. Whether the candidate has recently (within the past three years) represented KOTESOL at an international conference – it is felt that a variety of members should be given the opportunity to represent KOTESOL. See the [‘Representative History’](#) below.
3. Whether the candidate has engaged in any unprofessional behaviour that may bring into doubt his/her ability to carry out the duties of a KOTESOL representative – this would need to be justified with evidence.
4. Failure to fully agree to the [Requirements for Representatives](#) – as stated in the application form (also see below). This shouldn’t disqualify someone, but it would be better to choose someone who is able to carry out all duties.
5. Inability to attend for the entire conference – this shouldn’t disqualify someone, but it would be better to choose someone who is able to attend for the entire conference.

Some further considerations:

- The President of KOTESOL should be given preference as a representative at least once per year.

Justification: The President of KOTESOL is the leader of the organisation and will convey a certain prestige upon the receiving conference.

- The IOC Chair should also be given preference to represent KOTESOL at least once per year.

Justification: The IOC Chair should know what the job entails in order to effectively carry out his/her duties.

- The IC Chair **and** Co-Chair should be given preference to represent KOTESOL at least once per year.

Justification: The IC Chair and Co-Chair should be encouraged to visit other conferences to gain first-hand experience of other conferences and how they are run. It is envisaged that the representative will bring back ideas that will enrich the KOTESOL International Conference.

Voting:

The IOC Chair must provide committee members with a reasonable amount of time (at least thirty-six hours) to consider all candidates before voting. The Chair should send an email to the IOC stating who has submitted an application and which criteria they meet from the lists above (positive and negative). The Chair should state how the vote will take place and what International Outreach Committee Operating Policies.

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the time limit will be. Voting may be conducted via email as there is usually no discussion required. If the National Council wishes to overturn an IOC decision, it may do so at a regularly-scheduled National Council meeting. When choosing between candidates, members of the IOC should take the factors noted above into account. In the event of a tie, the IOC Chair will cast the deciding vote.

As a rule, IOC members should not vote for themselves to be the representative at an upcoming conference (See '2' (above) in factors that should weigh against being chosen as a representative). However, where there is no other suitable candidate, IOC members may vote for another IOC member to be a representative at a conference.

Once the vote has decided the representative, the Chair should send her/him a copy of the [Requirements for Representatives](#) (see below) to check that s/he agrees to abide by these requirements. Once the accepted s/he can be formally announced as KOTESOL representative for that conference. Unsuccessful applicants should be notified by email as soon as possible and with tact (see [example email](#) below). In the event that a person does not agree to the requirements, the Chair should remove her/him from the list and ask the IOC for another vote from the remaining applicants.

Special Cases:

The developing countries line item is for KOTESOL members who have already been selected as a presenter at a conference in a developing country. They can request funding in return for acting as a KOTESOL representative at the conference. It is envisaged that the person will make attempts to contact senior members of the host organisation and put down the roots of cooperation.

Selection should be on a case-by-case basis and will require the recipient of funding to carry out some of the duties listed in the ['Requirements for Representatives'](#) below.

Example email to applicants:

Dear all,

Thank you for your application to represent KOTESOL at an upcoming conference. The committee is now voting on who to send. I only vote in the event of a tie. Voting closes on XXXday, and I will contact you as soon as possible to let you know the result.

Could I please ask you to read the attached 'requirements for representatives' carefully. It contains a list of duties that are expected of a rep, and you will need to agree to them before you can be selected.

Failure to carry out these duties may mean a reduction in the amount of expenses you are able to claim.

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KOTESOL members expect their representatives to be at the conference, working hard and highly visible. They are likely to complain if they are attending the same conference and don't see you. This has happened twice in the past two years.

Please reply that you have read the requirements and that you agree to the terms.

Best wishes and good luck.

Tim.

Example email for unsuccessful applicants:

RE: Your application to represent KOTESOL at 'An Event'

I am sorry to inform you that you were not chosen to represent KOTESOL at 'An Event' this year. There was a great deal of interest in this conference and we had a number of very good people that we had to disappoint. Thank you for applying to represent KOTESOL and I encourage you to apply again in the future (details of upcoming opportunities are below). The representative we chose was 'Some Body'. This was a unanimous/majority decision.

The following information is intended to explain why we send representatives to conferences. It also attempts to explain the process in the spirit of openness and transparency. However, if you have any further questions, please email me and I will do my best to explain further.

The committee is made up of previous representatives, plus the KOTESOL President and the Chair (me). The committee receives your details via the web form and then makes a decision based on the information you provide and the selection criteria below. In the event of a tie, the Chair casts a deciding vote.

There are a number of reasons why we send representatives to partner conferences. These include (but are not limited to):

- fulfilling certain partnership agreements
- learning about how other conferences and associations are run
- making contacts in the international community
- building an awareness of KOTESOL abroad

Some in KOTESOL believe that being able to represent KOTESOL at a conference is a membership benefit. Others believe it should only be offered to those who are fully involved with National Council and/or the National or International Conferences (ie those with a full-working knowledge of KOTESOL and its operations). I have tried to find a balance between these views by using criteria for selection.

In addition, we also offer a 'developing countries' grant for presenters who have already been accepted at a conference in a developing country in return for some KOTESOL-related duties. These grants are available on a case-by-case basis by application and are more likely to be a member benefit.

In our selection criteria, some things that work in your favour are:

- whether you have submitted a proposal, and whether it has been accepted
- whether you are currently on the National Council, how long you have served, and what your position is
- your length of KOTESOL membership and;

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- whether you have close ties with the partner conference organisers

Things that may work against you are:

- if you are not a member of KOTESOL (this automatically disqualifies you)
- whether you have recently represented KOTESOL at an event
- if you are unable to complete all the duties expected of you at the conference and;
- if you cannot attend for the duration of the conference

Once a year, we also give priority to the KOTESOL President, the International Conference Chair and Co-Chair and the International Outreach Committee Chair.

For the full procedure, please click here: <http://koreatesol.org/sites/default/files/pdf/International-Outreach-Committee.pdf>

Here are some forthcoming opportunities that you may be interested in:

- JALT (Hamamatsu), Oct 12th - 15th. Call for Papers Deadline is: 13th Apr. You must apply to KOTESOL by: 1st May.
- FEELTA – PAC 2012 (Vladivostok) 1st – 4th Nov. Call for Papers Deadline is: 31st May 2012. You must apply to KOTESOL by: 1st May. **We also have FOUR pre-vetted presenter slots at FEELTA – we can't pay your costs, but we can get you in as a presenter. Just make an application using the link below.**
- ETA-ROC (Taiwan) Nov. Call for Papers Deadline is: soon. You must apply to KOTESOL by: 1st May.
- PALT (Philippines) Dec. Call for Papers Deadline is: Not yet available. You must apply to KOTESOL by: 1st May.

PLUS: In addition, if you are presenting at a conference that is not on this list, but is in a developing country in Asia, I would like to hear from you.

To apply, follow this link and complete the information. Please read the agreement section carefully: <http://tinyurl.com/KOTESOL-Rep>

Thanks again for your interest in and support of KOTESOL. I look forward to receiving your applications for future events.

IOC Chair.

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Representative History

This list should be kept updated to ensure a solid record of who has represented KOTESOL in the past. This list can and should be used when considering candidates to represent KOTESOL at international Conferences.

Year /Conference	ThaiTesol	FEELTA	ETA-ROC	JALT	PALT
2006	Gye Hyoung Yoo	N/A	N/A	Kyungsook Yeum	N/A
2007	Phil Owen	N/A	Brian Heldenbrand	Todd Vercoe	Robert Dickey
2008	Tory Thorkelson	Marilyn Plumlee	Tory Thorkelson	Brian Heldenbrand	N/A
2009	Phil Owen	N/A	Sherry Seymour	Kyungsook Yeum	Jinks
2010	Julien McNulty	Maria Pinto	Jinks	Eric Reynolds	Tory Thorkelson
2011	Tim Dalby	N/A	Eric Reynolds	Duane Myre	N/A
2012	Tim Dalby	Tim Thompson	Tim Dalby	Leonie Overbeek	N/A
2013	Amelie Kelly	N/A			

Year /Conference	IATEFL	TESOL Inc.	ACTA	Other
2006	Robert Dickey	Allison Bill	N/A	
2007	Sean O'Connor	Marilyn Plumlee	N/A	
2008	Allison Bill	Jake Kimball	N/A	
2009	Michael Duffy	Kara MacDonald	N/A	
2010	Robert Capriles	Scott Miles	N/A	
2011	Heebon Park-Finch/ Julien McNulty	Eric Reynolds	N/A	
2012	Simon Gillett	Kyungsook Yeum	Mijae Lee	
2013	Jong-Ryeol Kim	Michael Jones	N/A	

(information provided by Dr. David Shaffer, Eric Reynolds and Tim Dalby)

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Requirements for Representatives

This form should be kept updated and sent to all applicants before the selection process.

First, we want to be up front about the expense/budget policy. Briefly:

- Each conference has a set budget. For 2013 the amounts are as follows:

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9399 Office Exp - CommDiscFund	250,000	250,000	226,546
	13,350,000	16,250,000	8,240,389

- Up to that budget limit KOTESOL will cover 80% of costs while the representative will pay 20% of costs involved in representing KOTESOL.
- Any gifts that you buy for conference organizers (bookmarks, chopsticks etc.) are fully refundable, but should not exceed 40,000 won without the prior agreement of the IOC Chair. You should take nice gifts for the President, Conference Chair and International Liaison as well as some smaller gifts for volunteers that help you out. All unused gifts should be returned.
- ‘Costs’ includes all transport for the required time of the conference and may include additional unavoidable charges (eg. an extra night’s stay when the airlines do not have any flights). For PAC conferences, the host organizations provide some hotel accommodation [eg. in 2010, KOTESOL gave 2 nights, but JALT provided up to four], so hotel expenses are not part of the costs at PAC conferences.
- For IATEFL, TESOL and ACTA, ‘costs’ also include hotel accommodation.
- If the representative decides to stay longer for other purposes (eg. sightseeing), those hotel and other expenses are the responsibility of the representative. [Do not take this as a prohibition on extending your stay— it’s just that we will not pay extra for the extension]

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- With the exception of well understood “non-receipt” expenses (eg. Korean taxis), a receipt must document billed expenses.
- KOTESOL will do our best to work with the representative in situations not covered here. However, it is important to communicate with the IOC Chair as early as possible to avoid extra expenses, difficult situations, etc.
- You will not be reimbursed by KOTESOL until you have successfully completed your duties and ***the two required reports (details below)***.
- Once your reports are complete, please send full details of your expenses to the IOC Chair (do not send them directly to the National Treasurer).

Now, your responsibilities:

Prior to the conference you need to:

- Read the two reports of the previous year’s representative
- Contact the previous year’s representative and discuss the specifics of conference including the people they worked with in the host country and organization.
- Based on that background information, let the IOC Chair know about any materials, needs, etc. that the Chair will need to provide for you, assist you with, or you help you gather.
- While the IOC Chair will provide an initial contact with and introduction to the international liaison contact from the respective country, it is your responsibility to work directly with them regarding the specifics of timetables, conference responsibilities, hotel, travel, and other information as necessary.
- Work with the IOC Chair to find the best airfare, hotel, etc to help reduce costs for both yourself and KOTESOL.
- Take delivery of the KOTESOL banner and a boxful of KOTESOL publications.

At the conference you need to:

- Set up the KOTESOL banner with a table and KOTESOL materials, publications, etc.
- Be there from the very start to the very end (unless otherwise agreed with the IOC Chair)
- Meet and greet representatives from the other affiliates
- Take time to check out presenters
- You may be offered a presentation slot, which you may or may not accept.
- Represent us at any official Affiliate or PAC meeting.
- Bring back any good ideas to the International Conference Committee (administrative, hospitality, program book, etc.)
- All the other things that will appear suddenly and be asked of you that you can possibly handle.

After the conference you need to:

- Send a complete a list of claimed expenses, with accompanying receipts/documentation and bank account information to the IOC Chair for approval.
- Send the banner to the next rep to depart for a conference

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- Serve as a member of the International Outreach Committee for the next year until you have fully briefed the next year's rep to this particular conference on their responsibilities, and they have returned.
- Complete the two required reports:
 1. [A narrative style report for *The English Connection \(TEC News\)*](#). This should include:
 - Body text: about 830 words.
 - Author biodata: about 60 words
 - Author biodata photo: Portrait style
 - Story photos: two (2) photos (one or both not including KOTESOL rep).
 2. A technical "[report to the national executive](#)" to support future representatives and provide new ideas for KOTESOL's International Conference (and other conferences), as well as help national build KOTESOL's capacity, in general. The IOC Chair will provide you with a [template report](#) for you to complete.

Please send both reports to the IOC Chair.

Suggested schedule for the International Outreach Committee Chair

January

Send publications and KOTESOL-branded items to ThaiTESOL Rep. Ensure the banner is also sent to them from a previous rep.

ThaiTESOL Conference

Receive reports and process expenses for returning ThaiTESOL representative.

February

March

Send publications and KOTESOL-branded items to TESOL Rep. Ensure the banner is also sent to them from a previous rep.

TESOL Conference

Receive reports and process expenses for returning TESOL representative

April

Send publications and KOTESOL-branded items to IATEFL Rep. Ensure the banner is also sent to them from a previous rep.

IATEFL Conference

Receive reports and process expenses for returning IATEFL representative

Publish notice for selection of ACTA rep (suggested deadline of April 30th).

May

Select ACTA Rep

Request information from partners about who they are sending to the KOTESOL International Conference (suggested deadline May 31st). Also request that PAC partners submit presentation abstracts and bios.

Publish notice for selection of JALT, ETA-ROC, FEELTA and PALT reps (suggested deadline of May 31st).

June

Select JALT, ETA-ROC, FEELTA and PALT reps

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Based on information from PAC partners, make appropriate bookings for three nights each (Friday, Saturday and Sunday) at Lotte Mapo (or similar) for the conference.

July

Send publications and KOTESOL-branded items to ACTA Rep. Ensure the banner is also sent to them from a previous rep.

ACTA Conference(every two years)

Receive reports and process expenses for returning ACTA representative

August

Send out letters of invitation to the KOTESOL International Conference to our partners

September

Confirm with the KOTESOL Conference Committee that they have registered our Partner Representatives for the conference and have details of any PAC partner presentations.

Publish notice for selection of ThaiTESOL rep (suggested deadline of Sep. 30)

October

Select ThaiTESOL Rep.

Confirm bookings for PAC partner representatives at the Lotte Mapo. Ensure that representatives pay for any additional nights.

Send out details of the conference, including directions to the venue and any requests for them to be at the Opening Ceremony, Banquet, President's Reception etc.

Confirm with Conference Committee that they have conference passes for our Partner Representatives and that they will be welcomed at the Opening Ceremony.

Send publications and KOTESOL-branded items to JALT Rep. Ensure the banner is also sent to them from a previous rep.

JALT Conference

Receive reports and process expenses for returning JALT representative

November

Publish notice for selection of IATEFL and TESOL reps (suggested deadline of Nov. 30)

Send publications and KOTESOL-branded items to FEELTA and ETA-ROC Reps. Ensure the banner is also sent to them from previous reps.

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FEELTA Conference (every two years)

ETA-ROC Conference

Receive reports and process expenses for returning FEELTA and ETA-ROC representatives

December

Select representatives for TESOL and IATEFL

Send publications and KOTESOL-branded items to PALT Rep. Ensure the banner is also sent to them from a previous rep.

Send out KOTESOL publications to international partners

Apply for free TESOL memberships for selected KOTESOL members

Create Budget and year-end Report for the Leadership Retreat

PALT Conference

Receive reports and process expenses for returning PALT representative

A TEC News example

IATEFL conference report for The English Connection

Simon G. Gillett



This year's 46th annual IATEFL event was held in Glasgow, Scotland, from March 19th to March 23rd, with over two thousand delegates in attendance; and online, with over fifty thousand online viewers! IATEFL is the International Association of Teachers of English as a Foreign Language whose mission is to link, develop and support English Language Teaching Professionals worldwide. The venue was the Scottish Exhibition and Conference Centre on the banks of the bonnie river Clyde, with additional sessions in a neighbouring hotel, the Crowne Plaza. It was an excellent venue, so I was privileged to attend as KOTESOL rep.

My conference started on Sunday evening at a Sponsors' Volunteers' and Associates' (SVA) dinner, held at the Crowne Plaza Hotel, for a buffet meal and a chance to meet teaching association representatives around the world, or to gather tips on the upcoming conference from IATEFL volunteers. IATEFL's Patron David Crystal entertained guests with an after-dinner speech about language. The event was sponsored by Cambridge ESOL.

The following day was officially the pre-conference event for Special Interest Group members to attend sessions on a special interest, but for Teaching Association (TA) reps, we gathered to network and listen to sage advice from IATEFL speakers including the association's President, Eric Baber, about how to grow and manage a TA. IATEFL has around 100 TA members who have entered into a mutually beneficial relationship, linking up to a network of language educators from all over the world that also represents around 100,000 English language teachers. A particularly intriguing venture is IATEFL's initiative to link TAs and teachers through its website in a social network.

Conference proper started on Tuesday with the opening ceremony and a plenary from Adrian Underhill entitled "Mess and Progress: no one in charge." A past president of IATEFL, he intoned about systems thinking and post-heroic leadership, to laud what seems intuitively to be avoided - mess. During this day and for the rest of the week the conference centre was full of dozens of concurrent sessions. Largely situated around a central hall, there was something for everyone.

Plenty and plentiful was the order of the days, with over five hundred workshops, presentations, talks, symposia, and panels filling the conference venue. Some of the most memorable sessions were sessions on "Creating a language learning app," by Kim Ashmore and Graham Bradford; "English Language Teachers and their Work: changing trends?" by Sarah Hannam; "Challenging monolithic conceptions of English," by Christopher Hall; and "Life as an in-house corporate trainer," by Chris Bowie.

In addition to these day-time events, every evening provided a host of opportunities to meet delegates, from the opening night's event at Glasgow Science Museum, to publishers' parties, to the

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Extensive Reading Foundation's awards ceremony and receptions from sponsors, there was constant academic commotion from dawn to dusk.

A plenary by Diana Laurillard "Supporting the Teacher as innovative learning designer" started well. She has been instrumental at governmental levels to improve the use of IT in education, this former mathematics lecturer reminded delegates of the relationship between teacher and learner that is at the heart of education. Her presentation started from the premise that only teachers have the knowledge, experience and appropriate context for developing the new forms of pedagogy made possible by digital learning methods. Unfortunately her presentation of a piece of software left many wondering whether she really meant it.

Perhaps the best plenaries were held on the last day. Friday morning started with James E. Zull's presentation on "The Art of Changing the Brain: enriching teaching by studying the biology of learning" in which he spoke venerably about how learning creates physical change in the brain. His research question has been "how does teaching create learning?" and his posited answer was that use or disuse *and* emotion makes change. Put simply we might say that good things happen when people feel ownership of what they're doing, according to Prof. Zull.

The closing session came from Derek Dick, better known as Fish, of musical fame and the former lead-singer of progressive rock-band Marillion, to speak about lyricism and being a self-designated "wordsmith". Fish, whose lyrics have been translated into a dozen languages and have been the subject of doctoral dissertations, amusingly confessed his nervousness of speaking in front of so many teachers, who he would normally avoid. Delegates enjoyed his performance of songs from his millions-selling albums to finish a memorable conference in Scotland.

For those KOTESOLers who want to experience the IATEFL event, I would like to fully recommend the online event at the British Council's IATEFL conference site (<http://iatefl.britishcouncil.org/2012>). My interview promoting KOTESOL and its events and publications (together with representatives from the Netherlands and Greece) is also online at the site. Next year perhaps Korea will have the most number of visitors to IATEFL to be held in Liverpool and online.

I would like to thank KOTESOL and the International Outreach Committee for enabling me to attend the IATEFL conference.

Biodata



Simon G. Gillett is an English language teacher with language teaching experience in England, Scotland, China, Australia and Korea. Prior to Korea he studied education at Cambridge University,

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Author: Tim Dalby

specializing in modern foreign languages. He has taught English, French and German at primary and secondary levels and has sympathy or fluency in many more languages.

Currently teaching at Sookmyung Women's University and a doctoral candidate in the University of Exeter's Graduate School of Education, he is interested in teaching and researching TESOL and reading. His research interests include ethics, international schools, extensive reading and Christian English teaching.

A Technical Report Template

Report to National

(after representing KOTESOL at an international conference)

Conference Information

Conference Name:

Date & location:

Date and location of next conference of this organization:

Your Information

Name:

E-mail:

Telephone:

Current KOTESOL position:

Expense Report

KOTESOL budgeted amount for representation at this conference: _____

Amount of reimbursement you are requesting: _____

(Submit your expenses on an official RAD form but indicate total to be reimbursed here.)

Reimbursement policy: KOTESOL will reimburse 80% of your total conference-related expenses, up to the maximum budgeted amount for that particular conference.

Conference Representation Details

1. Who was your main contact person in the hosting organization prior to departure? List his/her e-mail and/or phone contact information and position in the host organization.
2. Main contact person at the conference, if different. (Please list their e-mail address, etc.)
3. HOSPITALITY and COURTESIES: What hospitality was offered by the conference organizers? (conference fee waiver? hotel nights? Invitation to conference banquet? etc.) (Please describe if there were any misunderstandings about who was to pay for what.)
4. DUTIES: What representational duties were expected of you? (i.e. appearance on stage for opening or closing ceremony? gift-giving? speeches? attendance at meetings or other official functions?)

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5. KOTESOL DISPLAY TABLE: What kind and size of display area was made available to you? What time slots were you given? How was traffic at the KOTESOL display area? Were any supply materials provided for you by the host organization (What should the next representative to this conference be sure to take in their “display kit”?)
6. DISPLAY MATERIALS: What display materials did you take with you? (How many issues of TEC and the KOTESOL Journal? What else did you take to distribute or display?) What recommendations do you have for future representatives at this conference in terms of number and type of display/distributed materials?
7. GENERAL ADVICE: What general advice would you give to subsequent KOTESOL representatives in future in order to be a most effective representative at this conference?
8. COMMENTS FOR THE INTERNATIONAL CONFERENCE COMMITTEE: Did you learn anything that you would like us to pass on to KOTESOL’s International Conference Committee? (A great organizational idea, fee schedules, some activity/event, great speaker, etc.)
9. MISCELLANEOUS: Any other comments on the conference and the role of KOTESOL’s representative not covered by the above questions.

A Technical Report Sample

Report to National

(after representing KOTESOL at an international conference)

Conference Info

Conference Name: Thailand TESOL – Teacher Collaboration: Shaping the classroom of the future

Date & location: 27th – 28th January 2012, Bangkok, Thailand.

Date and location of next conference of this organization: January 2013, Khon Kaen, Thailand.

Your Info

Name: Tim Dalby

E-mail: professor.tim.dalby@gmail.com

Telephone: 010-2350-2184

Current KOTESOL position: International Outreach Committee Chair.

EXPENSE REPORT

KOTESOL budgeted amount for representation at this conference: 1,000,000

Amount of reimbursement you are requesting: Unknown

(Submit your expenses on an official RAD form but indicate total to be reimbursed here.)

Reimbursement policy: KOTESOL will reimburse 80% of your total conference-related expenses, up to the maximum budgeted amount for that particular conference.

Travel Expenses:

Flight to Bangkok – 673,400 won (538,720 won claimed)

Gift/Extras Expenses:

Gifts – 39,000 won

CONFERENCE REPRESENTATION DETAILS

6. Who was your main contact person in the hosting organization prior to departure?
List his/her e-mail and/or phone contact information and position in the host organization.

Nopporn Sarobol, President of Thailand TESOL

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7. Main contact person at the conference, if different. (Please list their e-mail address, etc.)

8. HOSPITALITY and COURTESIES: What hospitality was offered by the conference organizers? (conference fee waiver? hotel nights? Invitation to conference banquet? etc.) (Please describe if there were any misunderstandings about who was to pay for what.)
Conference fee waiver, three nights' accommodation, reception dinner

9. DUTIES: What representational duties were expected of you? (i.e. appearance on stage for opening or closing ceremony? gift-giving? speeches? attendance at meetings or other official functions?)

I was introduced at the opening ceremony and gave out KOTESOL branded items at the closing ceremony raffle.

10. KOTESOL DISPLAY TABLE: What kind and size of display area was made available to you? What time slots were you given? How was traffic at the KOTESOL display area? Were any supply materials provided for you by the host organization (What should the next representative to this conference be sure to take in their "display kit"?)

I wasn't provided a table, so I got there early and I located a small table outside the main conference hall. We had good foot traffic. The banner was very visible and there was lots of interest in the KOTESOL materials and the International Conference Call for Papers that were provided by Phil Owen.

As a presenter, I was given a good time slot (16.00-16.40) in the main plenary hall – which was a good room, but far too big (600+ seats) for a workshop.

10. DISPLAY MATERIALS: What display materials did you take with you? (How many issues of TEC and the KOTESOL Journal? What else did you take to distribute or display?) What recommendations do you have for future representatives at this conference in terms of number and type of display/distributed materials?

- KOTESOL Banner
- Proceedings x 10
- KTJ x 1
- TEC x 40
- Various KOTESOL pens and lapel pins
- NC notices x 20
- IC notices x 200 (I handed these out in the main plenary hall to ensure as many people as possible got them)

Put a few of each item on the table from time to time to ensure they last throughout the conference. If you put everything out at the beginning, the table will be empty by lunchtime of the first day.

11. GENERAL ADVICE: What general advice would you give to subsequent KOTESOL representatives in future in order to be a most effective representative at this conference? Be prepared. Read up on the conference, talk to the previous rep and take plenty of gifts for the executive committee and the other various helpers. They will all be appreciated.

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12. COMMENTS FOR THE INTERNATIONAL CONFERENCE COMMITTEE: Did you learn anything that you would like us to pass on to KOTESOL's International Conference Committee? (A great organizational idea, fee schedules, some activity/event, great speaker, etc.)

Regular coffee breaks and having lunch together is a really good idea – it made the conference both relaxed and relaxing with a good number of breaks between presentations. It was also good to have the conference at a proper conference venue – that way any tech issues etc. were dealt with quickly and professionally by the venue staff.

13. MISCELLANEOUS: Any other comments on the conference and the role of KOTESOL's representative not covered by the above questions.

First of all, I would like to express my gratitude to KOTESOL for the opportunity to represent it in Thailand. I would also like to say a big thank you to the Thailand TESOL organizers for looking after me so well. It was a hugely positive experience. Thanks also to Phil Owen for his help and encouragement during the conference.

I have tried to put things into sections – but there may be some overlap...

- **Pre-conference**

- The Thailand TESOL website was almost impossible to access in Korea (I don't know if it is the same in country), so I was only able to get information sent through email. The information I received was comprehensive and clear.
- Other KOTESOL presenters had problems pre-registering (I was able to download the form, so I sent it to them). Paying was also a problem as the payment options were limited and difficult to do from Korea. Thankfully, the presenters were allowed to pay the early-bird rate onsite. A credit card option or bank transfer option would be useful.
- I was fortunate that I had lots of materials sent to me including the stand and various copies of TECs, proceedings, notices, etc. I would suggest that we send these very heavy publications directly to the conference venue, as we could send more and avoid the possibility of incurring expensive excess baggage charges.
- The stand has a travel case (provided by Heebon Park-Finch), which made it easy to check on to the plane.
- William Mulligan gave me some KOTESOL-branded items for Thailand TESOL and I picked up some extra gifts on Insadong (Seoul) as well as some traditional food to take to the PAC meeting. A range of gifts is a good idea as we should be giving the President, Conference organizers etc. something really nice and we can give other people who help out smaller gifts.
- The conference was held at a hotel, which let me check in at 9.30am the day before the conference. My booking was made by Thailand TESOL for three nights.

- **Conference Day**

- Registration kicked off at 7.30 am (yes, really) so I went down early to find a table and set up shop. After a bit of looking around and asking for help, I managed to grab a primo spot just outside the main conference hall. I left a few the publications on the

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desk, which had gone by the end of the plenary. Luckily (and from experience), I had reserve copies which I continued to put out throughout the two days.

- The banner was easy to set up, a big hit and very visible. The JALT rep was impressed and wants one too. He was surprised at how cheaply we had had them made too (40,000 won). Despite the pain of transporting it, it was a great investment.
- Registration was low tech and never got busy. It was neatly divided into sections by name for general attendees and then a section for presenters and special guests. Everything was clearly marked and easy to find.
- The program book was incredibly clearly presented. The timetable was simple with most of the book being taken up by information about the presenters and their presentations. The maps were full-page and very clear. Commercial presentations were clearly marked.
- The presentation facilities were excellent with very few problems reported. The hotel staff worked hard to ensure there were enough chairs in the presentation rooms and that the technology was working. Room monitors were cheerful and helpful and clearly able to think for themselves. Mine made a decision not to stop the presentation because people were asking questions. However, this did mean I took up some of the next presenter's time.
- The conference bag and name tags were very good quality. Participants had to write names out – which some people didn't do. This made the organiser's job easier, but I would have preferred to have the names printed clearly.
- Jeremy Harmer and Rose Senior were two of the big name plenaries, which were all delivered to the nearly-full main hall. The support of local embassies in Thailand is apparent with opening speeches being given by Australian, British and American representatives.
- Timing was excellent throughout, and very few presentations were cancelled. For those that were, large signs were posted at various strategic places and announcements were made at the plenaries.
- The presentations were generally thirty minutes in length with a five-minute break between presentations. They were placed back-to-back, but not necessarily connected in theme – which meant you had to move quickly between sessions. The compact nature of the venue was helpful.
- Throughout the plenaries and the concurrent presentations, videos were being made and photographs taken.
- Coffee breaks were well timed and drinks were provided as part of the conference fee. As was lunch. It was incredibly nice to be able to sit down to lunch with other attendees.
- I gave out a KOTESOL backpack and two mugs for the raffle during the closing ceremony. KOTESOL was the only teaching organization to provide prizes. The JALT rep was shocked and asked how we knew to bring prizes...
- The conference organizers handed out a survey to all participants, which was nice as you felt they were interested in how you viewed the conference. They handed them

out as we went in to the final plenary and collected them (and name badges for the raffle) as we exited. This helped ensure a good number of surveys were completed.

- The reception dinner was very informal and consisted of a number of stands each of which contained a smattering of local delicacies. There was no formal sit down dinner – which was good in a way – but it made it harder for the organizers to get everyone to pay attention for the gift giving and traditional performances.

- **PAC Meeting**

- PALT, FEELTA, Thailand TESOL, JALT and KOTESOL were there (I was there with Phil Owen). It was a short meeting which mainly discussed the upcoming FEELTA PAC conference in Vladivostok in November.

- **Final thoughts**

- Make a checklist for people so they know what to prepare before they go. I made a stab at it below, but it may need more work.
- There were some issues with the hotel and with finding things and getting a presentation certificate, but everything I asked for was dealt with quickly, without fuss and with a smile – something I'd like to see more of at our conferences....
- I was well looked after throughout my stay – I hope we give the same level of attention to people who come to KOTESOL.

- **Checklist for KOTESOL representatives**

- Confirm attendance with hosting organization and check requirements (i.e., who is booking and paying for the hotel, meals, conference fee)
- Send presentation abstract and bio (if applicable)
- Book flights
- Book accommodation (if necessary)
- Send TECs and Proceedings to the conference venue (as many as possible)
- Print/collect notices for the National and International Conferences (150 total)
- Pack the KOTESOL stand so it can go in checked baggage
- Buy at least four quality gifts for the Conference Organizers
- Buy/take smaller gifts for helpers
- Take prizes for a closing ceremony raffle/prize draw
- Take local food for the PAC meeting (if applicable)
- Enjoy yourself

International Agreements

Making new agreements:

From time to time, organisations will approach the IOC Chair or KOTESOL representatives abroad to discuss partnership opportunities. All such requests should first be approved by the KOTESOL President in writing (email is fine). Once approved, the IOC Chair has the authority to pursue an agreement with a teaching organisation in KOTESOL's name. Things to consider:

- How much of an additional cost will the new relationship be?
- What is the expected benefit?
- What is the level of the organisation – is it a special/narrow interest group (in which case they should partner with a SIG) or is it a national teaching association?
- Do we already have a partnership with an association in the same country?
- Will the new partnership cause any issues with our current partners?
- What extent should the partnership be? Mutual advertising of events? Free conference entry? Accommodation? Pre-vetted presentation slots? Etc.?

Once a new agreement is formed, the National Council should be informed via email and in the IOC Report at the next regular National Council Meeting.

Existing Agreements:

This section attempts to outline our responsibilities to our partner organisations and their responsibilities to us. Although each organisation is slightly different, at a minimum it is expected that we cross-promote each other's organisations and events through our websites and publications. KOTESOL should maintain a website with our partners listed along with their logos, a brief summary of the organisation and any major upcoming events that they are holding. Our partners will do the same for us.

TESOL International Association.



Advancing Excellence In
English Language Teaching

TESOL AFFILIATE AGREEMENT

This Affiliate Agreement is made this 21st day of March 2012 by and between Teachers of English to Speakers of Other Languages, Inc. (TESOL), a nonprofit corporation organized under the laws of the District of Columbia and Korea TESOL, South Korea.

Said affiliate was originally affiliated with TESOL in the year 1993 without a formal agreement document.

RECITALS

1. TESOL is a nonprofit membership association that affiliates with certain other organizations that meet the conditions set forth in TESOL's Standing Rules.
2. The Affiliate is a membership organization located in South Korea, and wishes to confirm its status as a TESOL affiliate.
3. TESOL welcomes the Affiliate as a TESOL affiliate, so long as it complies with the terms of the Agreement.

Now, therefore, in consideration of the promises set forth in the Agreement, the parties agree as follows:

1. The Affiliate shall abide by all applicable provisions of TESOL's Bylaws and Standing Rules as they may be amended from time to time.
2. TESOL shall provide the Affiliate with all the benefits that TESOL affiliates receive, as set forth in TESOL's Bylaws and Standing Rules as they may be amended from time to time, so long as the Affiliate complies with this Agreement.
3. The parties agree that no partnership is created by this Agreement and that neither party is authorized by this Agreement to incur any liability, expense, or obligation on behalf of the other.
4. The Affiliate agrees to indemnify and hold harmless TESOL, its agents, officers, directors, and employees from any action, suit, proceeding, claim, damage, liability, obligation, cost, or expense which TESOL may occur due to any act or omission of the Affiliate, or any of its agents, officers, directors, and employees.
5. This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia and of the United States of America.
6. Each party represents and warrants that it is being signed by a duly authorized agent of the party.

1925 Ballenger Avenue, Suite 550, Alexandria, VA 22314 | p: +1 703.836.0774 | f: +1 703.836.7864 | www.tesol.org
Teachers of English to Speakers of Other Languages

International Outreach Committee Operating Policies.

Final: Ratified by National Council on May 27th, 2012. Updated on December 1st, 2012.

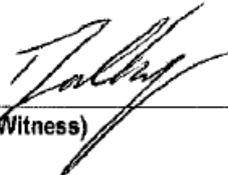
Author: Tim Dalby

In witness whereof, each party has executed this Agreement on the day and year set forth under that party's name.

Korea TESOL:



(Signature)



(Witness)

Name (printed): MIJAE LEE

TIM DALBY

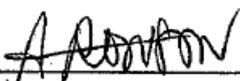
Title (printed): KOTESOL National President

INTERNATIONAL OUTREACH
COMMITTEE CHAIR.

Date: May 29, 2012

MAY 27, 2012

TESOL:



(Signature)



(Witness)

Name: Rosa Aronson, PhD, CAE

Title: Executive Director

Date: June 8, 2012

ACTA



Korea TESOL and ACTA Partnership Agreement



Upon signing of this agreement, each organisation agrees to:

1. Promote each other's major conferences and events via each organisation's website and other media (where applicable). This includes publishing each other's calls for papers.
2. Exchange at least one copy of each newsletter, journal and other publication every year.
3. Invite one representative each year to attend the organisation's main conference. The host organisation shall provide a display table at the conference. Fees for the conference and the banquet shall be waived for the invited representative.
4. To further explore areas of mutual interest and to cross-promote each other's organisation whenever possible.

Signed: [Signature]
Date: September 7, 2012

President of Korea TESOL

Signed: [Signature]
Date: 5/9/12

President of ACTA



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Author: Tim Dalby

Pan-Asian Consortium (PAC)

This comprises JALT (see below for details of a separate agreement), PALT, ThaiTESOL, ETA-ROC and FEELTA (ELLTAS used to be a member but was removed due to inaction). The basic agreement is that we waive our conference fees, provide a presentation slot and provide accommodation for each other's representatives. The amount of accommodation on offer does tend to vary depending on the organisation and their available budget. It may also change on a yearly basis. As a guide, when acting as host, try to reciprocate whatever deal each organisation provided for our representative.

RECIPROCAL EXCHANGE AGREEMENT

NPO JALT
Urban Edge Bldg 5F
1-37-9 Taito, Taito-ku, Tokyo
110-0016 JAPAN

and

KOTESOL
Seoul
SOUTH KOREA

The Non-Profit Organization Japan Association for Language Teaching (JALT) and the Korea Teachers of English to Speakers of Other Languages (KOTESOL) agree to carry out the following activities on a reciprocal basis within the confines of each other's constitution and by-laws:

1. We agree to exchange three (3) copies of publications produced by each organization. The purpose of this agreement is to keep each other's officers (President or Vice President; Editor[s]; International Liaison) informed of activities and opportunities so that they may in turn keep their respective memberships informed.
2. We agree to send an invitation for one un-vetted speaking slot and/or one place at an International Forum for one official representative to attend and present/be involved in each organization's national/international conference. The purpose of this agreement is to promote understanding and opportunity among the respective memberships of each organization.
3. We agree to send one official representative (not necessarily a speaker) to each organization's national/international conference a minimum of two (2) out of the three (3) years duration of this agreement.
4. We agree to pay the hotel and (waive) the conference registration fee of one official representative (not necessarily a speaker) who attends the national/international conference.
5. We agree to provide a table or booth for each organization to display brochures, publications, posters and/or other promotional materials.
6. We agree to advertize the conference of each organization in newsletters and to provide a link to the homepage of the organization on our website.
7. We agree to appoint one person to be the International Liaison to each organization.
8. We agree to investigate possible opportunities for and/or work to together on one or more major projects such as promoting joint research by our members, co-authorship of papers by our members, hosting conference panels, and/or supporting the Pan-Asian conference series.

The revised agreement takes effect and replaces existing agreements when signed and dated by both Presidents on behalf of their Executive Board officers and organization. It is valid for three (3) years from the date of signature unless notice is received in writing one month before it is to be changed or rescinded. Original copies are to be retained at the Head Office of each organization, and one copy kept by the President and International Liaison.


 Kevin Cleary
 President
 Non-Profit Organization Japan Association for
 Language Teaching (JALT)
 Date: 10 APRIL 2012
 Location: TOKYO, JAPAN


 Mijae Lee
 President
 Korea Teachers of English to Speakers of Other
 Languages (KOTESOL)
 Date: May 27, 2012
 Location: Busan, S-KOREA

ThaiTESOL

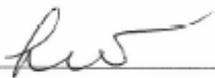


Korea TESOL and Thailand TESOL Partnership Agreement (Renewal)



Upon signing of this agreement, each organisation agrees to:

1. Promote each other's major conferences and events via each organisation's website and other media (where applicable). This includes publishing each other's calls for papers.
2. Exchange at least one copy of each newsletter, journal and other publication every year.
3. Invite one representative each year to attend the organisation's main conference. The host organisation shall provide accommodation, a presentation slot and a display table at the conference. Fees for the conference and the banquet shall be waived for the invited representative.
4. To further explore areas of mutual interest and to cross-promote each other's organisation whenever possible.

Signed: 
Date: May 27, 2012

President of Korea TESOL

Signed: 
Date: Oct 20, 2012

President of Thailand TESOL



International Outreach Committee Operating Policies.

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Author: Tim Dalby



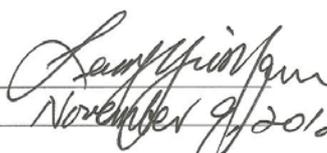
Korea TESOL and ETA-ROC
Partnership Agreement
(Renewal)



Upon signing of this agreement, each organisation agrees to:

1. Promote each other's major conferences and events via each organisation's website and other media (where applicable). This includes publishing each other's calls for papers.
2. Exchange at least one copy of each newsletter, journal and other publication every year.
3. Invite one representative each year to attend the organisation's main conference. The host organisation shall provide accommodation, a presentation slot and a display table at the conference. Fees for the conference and the banquet shall be waived for the invited representative.
4. To further explore areas of mutual interest and to cross-promote each other's organisation whenever possible.

Signed: 
Date: May 27, 2012
President of Korea TESOL

Signed: 
Date: November 9, 2012
President of ETA-ROC





Korea TESOL and FEELTA
Partnership Agreement
(Renewal)



Upon signing of this agreement, each organisation agrees to:

1. Promote each other's major conferences and events via each organisation's website and other media (where applicable). This includes publishing each other's calls for papers.
2. Exchange at least one copy of each newsletter, journal and other publication every year.
3. Invite one representative each year to attend the organisation's main conference. The host organisation shall provide accommodation, a presentation slot and a display table at the conference. Fees for the conference and the banquet shall be waived for the invited representative.
4. To further explore areas of mutual interest and to cross-promote each other's organisation whenever possible.

Signed: 
Date: May 27, 2012
President of Korea TESOL

Signed: 
Date: Nov. 4, 2012
President of FEELTA



PALT



Korea TESOL and PALT Partnership Agreement (Renewal)



Upon signing of this agreement, each organisation agrees to:

1. Promote each other's major conferences and events via each organisation's website and other media (where applicable). This includes publishing each other's calls for papers.
2. Exchange at least one copy of each newsletter, journal and other publication every year.
3. Invite one representative each year to attend the organisation's main conference. The host organisation shall provide accommodation, a presentation slot and a display table at the conference. Fees for the conference and the banquet shall be waived for the invited representative.
4. To further explore areas of mutual interest and to cross-promote each other's organisation whenever possible.

Signed: [Signature]
Date: May 29, 2012

President of Korea TESOL

Signed: Ms. Nilagor C. Laurel
Date: November 18, 2012

President of PALT



International Outreach Committee Operating Policies.

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Author: Tim Dalby

IATEFL

Name of Association [referred to as “The Associate” below]:	KOTESOL – Korea Teachers of English to Speakers of Other Languages
Number of members:	Around 700
Year Association was established:	1992
Name of contact person and position in Association – please state when term of service will end:	Eric Reynolds – International Outreach Chair (through January 2011)
Postal address for all correspondence: Website:	TESOL-MALL MA Program Woosong University World Languages Institute Room 509 196-5 Jayang Dong, Dong Gu Daejeon, South Korea 300-718 < http://www.kotesol.org/ >
Telephone:	82-10-4039-4392
Fax:	82- 42-630-9895 (office and fax, so please call before faxing)

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Author: Tim Dalby

E-Mail:

kotesol.international.comm@gmail.com

1. Newsletters

IATEFL will send the Associate a copy of each issue of the newsletter Voices which appears six times a year

Details of the Associate's events should be sent to the editor of IATEFL Voices via IATEFL-PAL when requested following which they will appear in Voices.

The Associate will send IATEFL [C/O The Executive Officer, Head Office] a copy of each issue of its newsletter, either electronically or as a hard copy, whenever it is published.

2. Information Exchange

IATEFL will publicise the Associate's membership and events at its Annual Conference.

The Associate will supply brochures and membership forms which should be either sent to the IATEFL Head Office to arrive at least two weeks before the Conference or provided by the representative at Associates' Day. Information will be available at the Associates' stand if space at the conference venue allows, and at Associates' Day.

The Associate will publicise IATEFL membership and IATEFL events at its own events. Brochures and membership forms will be brought by an IATEFL representative or sent by IATEFL to the address above to arrive at least two weeks before the event – it is the Associates responsibility to request this information in good time. The Associate will make a short announcement about IATEFL and the availability of membership information at a plenary session, or use the IATEFL Powerpoint presentation to introduce IATEFL to the conference participants. Information will be available at the conference registration desk/at another stand

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3. Conference Exchange

IATEFL will offer free registration at the International IATEFL Annual Conference to one Associate representative (not necessarily a speaker) every year.

A representative of IATEFL (not necessarily a speaker) should attend an Associate's conference at least once every three years.

A representative of the Associate (not necessarily a speaker) should if possible attend the International IATEFL annual conference at least once every three years. This representative must be available to attend the Associates' Day which takes place the day before the main conference begins, and other related meetings.

The Associate will offer free registration at its conference for an IATEFL representative (not necessarily a speaker) every year.

4. IATEFL Membership/Use of the IATEFL Name

The Associate agrees to actively promote IATEFL membership alongside promoting membership of its own Teachers' Association and undertakes to act in accordance with the aims and principles of IATEFL at all times.

The Associate may use the words NAME OF ASSOCIATION followed by Associate of IATEFL plus the IATEFL logo under the Associate's name (e.g. HUPE An Associate of IATEFL + logo) as follows (please complete if the Association wishes to utilise this offer):

.....

All other uses of the IATEFL logo must be approved by the IATEFL Head Office

5. Recruitment of Full, Institutional and Basic Members

The Associate will recruit IATEFL members at the current rate. All monies collected via the Associate should be sent to IATEFL by the Associate.

The Associate may make IATEFL membership a condition of membership of its own association – in this case, the Associate can offer IATEFL membership at a special discounted rate. Contact the IATEFL Head Office for more details.

6. Other Responsibilities

Both IATEFL and the Associate will comply with the guidelines listed in the document "Checklist of Responsibilities for IATEFL Associates" which outlines how the reciprocal relationship works on a day to day basis.

Both parties signing below agree to abide by the term of this agreement, which commences (date) _____ and expires (date) _____ (Office use only)

On behalf of IATEFL

On behalf of the Associate

Signed: _____

Signed: _____

Name: _____

Name: Eric Reynolds

Position: _____

Position: International Outreach Chair

Date:

Date: 26/01/2010