

Responsibilities of JALT Representatives at Partner Conferences

Representing JALT at our International Partner Conferences is an exceptional opportunity for JALT officers and members. These are unvetted presentations, and our JALT Representatives are invited to VIP functions and may be asked to contribute in other ways at our International Partner Conferences.



Selection of JALT representatives to International Partner events is based on the following priority based on JALT policies:

- JALT President
- JALT BOD members
- IAC members
- Other JALT members

Currently, these representation opportunities for selected JALT members are quite limited, to only a very few per year. However, as the number of international partnerships increase, the opportunities for representatives may also increase. As a result, the IAC would like to begin to extend these representative opportunities to additional JALT members, when possible.

To indicate your interest in being considered as a potential JALT Representative, please provide the IAC with the information requested in the following Google form:

<https://forms.gle/bJDfW1BBV5etxgLT8>

In order to qualify for one of these opportunities, a JALT member must:

- Have experience presenting at international conferences;
- Read this document on the responsibilities of JALT Representatives at international partner conferences; and,
- Be a current JALT member when indicating interest, submitting an abstract for consideration, and at the time of the international partner conference.

Please understand that providing this information will not guarantee selection as a JALT Representative, but this will provide us with a database of interested JALT members that we can draw from if the opportunity arises. If your interest changes, please inform the IAC, as the database will be updated periodically.

In some cases, there may be very limited funding available to support JALT Representatives:

- **Any volunteers who would like to be a representative should understand that they will be paying for their own transportation to and from the conference.**
- Our International Partners may provide conference fee waivers, VIP functions invitations (typically including a VIP dinner during one night of the conference) and, in some cases, accommodation (This does not apply to agreements with TESOL International Association and IATEFL).

JALT International Partners

The following partnerships have been established by signed agreements and are currently in effect (as of January 2026):

- Bangladesh English Language Teachers Association (BELTA)
- EdYOUFest
- English Language Teachers' Association of India (ELTAI)
- English Teachers' Association of the Republic of China (ETA-ROC)*
- Korea TESOL (KOTESOL)*
- Linguapax Asia
- Malaysian English Language Teaching Association (MELTA)
- Nepal English Language Teachers' Association (NELTA)
- Spain TESOL
- The Philippine Association for Language Teaching (PALT)*
- The Association for the Teaching of English as a Foreign Language in Indonesia (TEFLIN)
- Thailand TESOL (ThaiTESOL)*
- TESOL International Association (Affiliate member)
- IATEFL (Associate member)
- **Inactive Partnership:** Far Eastern English Language Teachers' Association (FEELTA)*

* Member of the Pan-Asian Consortium (PAC), of which JALT is a founding member.

Please do note, being a JALT Representative at one of our International Partner Conferences includes responsibilities beyond simply presenting a presentation. JALT Representatives:

- Are the official “face” of JALT at these conferences;
- Provide an unvetted presentation at the International Partner conference;
- Distribute JALT promotional materials and information and maintain a presence at a location (booth or table) provided by the International Partner at their conference;
- Must attend several VIP activities (typically the conference dinner, receptions, planning meeting[s]); and,
- Must be knowledgeable of current partnership agreements and future opportunities to effectively contribute to planning meetings.

Please read through the responsibilities below, and if you have any questions, please do not hesitate to contact the IAC Chair at international@jalt.org.

JALT Representative Responsibilities

Communication. To keep all involved updated, please CC all correspondence with the Partner / Associate / Affiliate liaison to the IAC Chair at international@jalt.org.

Submit your presentation proposal. You will be informed of the details of this process by the host organization or the IAC Chair.

Submit information for promotional materials.

Once you are selected as a JALT Representative, prior to the International Partner Conference that you are attending, the IAC will create a promotional image for JALT social media posts which will be shared to inform JALT members of our activities. This will include your name, affiliation, picture, title of your presentation, and the International Partner Conference you will be attending. You are asked to send this information to the IAC as soon as it becomes available.



Meet with the IAC Chair. To be effective, all JALT Representatives must be knowledgeable of current partnership agreements and future opportunities. You may be asked specific information in official meetings, or in casual conversations with the Executive Board members of our International Partner, or with other leaders in the association, for example, SIG officers. Having a brief meeting with the IAC Chair can help you be better prepared for any anticipated topics or issues. As a JALT Representative, we always want to bring something back to JALT, in the form of an opportunity for individual research collaboration, SIG collaboration, national conference collaboration, or further discussions on a particular topic.

Present your presentation. Selection of JALT Representatives will include the relevancy of their expertise or content of the presentation to the International Partner Conference theme. While this is not an absolute requirement, contributing to the conference theme is professionally appropriate for our representatives. You are welcome to discuss this point with the IAC at any time, including when you are thinking about volunteering for a specific International Partner Conference.

During your presentation:

- At the beginning of your presentation, remember to thank the Organizing Committee of the International Partner Conference for their partnership with JALT and for your opportunity to provide a presentation;
- Ensure that you include the JALT logo on your title slide as well as the final slide; and,
- On the initial / final slide, please include the logo, and relevant information for the upcoming JALT International Conference (and other JALT conferences) for that year.

Attending events. JALT Representatives will be expected to attend all the conference functions you are invited to, including but not always limited to the opening and closing ceremonies, VIP dinners, meetings, and any other official events. Details are usually sent from the host organization.

Appreciation gift. Please prepare a small gift of appreciation representing Japan to the President and / or conference organizing chairperson. Please limit the cost to about 1000 to 1500 yen. Please keep the receipt so that you can be reimbursed.

JALT promotion. At each of our International Partner Conferences, there will either be a booth or space for JALT / other international partners to display promotional materials from their respective associations. The IAC can assist with relevant promotional materials, which can be sent to you prior to your departure. These may include samples of publications, conference flyers, and flyers about other activities of our association (i.e., PanSIG, other

events, etc.). For larger conferences, there is also a display kit that can be sent to you, which includes a banner and tablecloth.

While JALT Representatives are not expected to spend the entire conference at the JALT booth, representatives are expected to maintain a regular periodic presence at the booth throughout all days of the conference, replenishing materials when needed and meeting conference participants to promote JALT activities. The representative is also expected to take photos of the display booth and other conference-related photos (preferably with the JALT Representative and other conference goers, with their permission) for publicity purposes.

The JALT Booth at TESOL International and IATEFL Conferences will be a set display period at a booth shared by all Associate / Affiliate Associations. The representative will be expected to sign up for these time slots.

Partner meetings. The JALT Representative is expected to attend an Associate / Affiliate / Partner / PAC meeting if there is one. PAC meetings may be held if the conference you are attending is sponsored by a PAC member (ETA-ROC, PALT, ThaiTESOL, KoTESOL, and FEELTA). After any such meeting, please report key points (dates of partner organizations conferences, deadlines, requests made to JALT, etc.) to the President, Vice President and IAC Chair.

Submitting a conference report. All JALT Representatives will be expected to submit a conference report to the IAC Chair, CCed to the JALT President and JALT Vice President. Please note that your report will be included in the IAC Officer Report to the next scheduled EBM. The format of the report will be provided to you by the IAC.

An important aspect of this report is to include information related to any change in the Executive Board officers of our International Partners so that JALT can continue effective communication in the future. In addition, as our JALT Representatives are attending other presentations, please note any exceptional presenters that you may want to recommend as plenaries, featured speakers or the Asian Scholar for one of our future JALT Conferences.

Follow-up emails. After returning to Japan, please send follow-up emails to the conference organizers recognizing their efforts in organizing the conference and your positive experiences while there.

Photos. Please share photos from the conference on your social media, in your conference report, or with the JALT Director of PR (pr@jalt.org). These may include photos of the JALT booth, photos of the JALT Representative presenting, and photos of the JALT Representative at other official conference events.

Benefits. Being a JALT Representative at one of our International Partner Conferences is an incredibly rewarding experience and can open many doors to international collaboration on research, and opportunities for JALT. While travel expenses are not included, a conference fee waiver, an unvetted presentation slot, invitations to VIP activities, which will also typically include a VIP dinner, and accommodation are typically included. This also allows the JALT Representative to add an additional presentation at an international conference to their résumé, and they may be involved in other panel discussions or activities while representing JALT at the International Partner Conference. Professional development and networking opportunities that could lead to individual international research collaboration can also be some of the most significant benefits of representing JALT at such conferences.

Have fun! Enjoy yourself, have a good time, attend and be very involved in the conference, and let us know how everything went!