



IATEFL

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## **Inviting a Member of the Board of Trustees of IATEFL to an Associate's Conference**

### **1. Invitation**

IATEFL Associate (hereinafter: the host association) should extend a formal invitation to a member of the Board of Trustees of IATEFL, requesting their participation in the conference. In case the invited Trustee is unable to attend, another trustee or IATEFL representative would be suggested by IATEFL. The invitation should be sent to IATEFL Head Office, at [membership@iatefl.org](mailto:membership@iatefl.org) and the invited trustee no later than 6 months prior to the event, so that trustees can plan and prepare.

### **2. Conference Details**

The host association must provide comprehensive information about the conference, including the dates, location, theme, and the scope of the event.

**The following pertain to face-to-face conference attendance:**

### **3. Travel Arrangements**

The host association is responsible for arranging and covering the travel expenses for the trustee in the case of face-to-face conferences. This includes round-trip airfare and transportation costs from the trustee's location to the conference venue and any cost/s incurred from VISA charges.

### **4. Accommodation**

The host association should ensure suitable accommodation for the trustee during their stay for the conference. This may involve booking a hotel room or providing accommodation at a guesthouse or conference venue.

### **5. Meals**

The host association is expected to provide meals for the trustee during the conference, including breakfast, lunch, and dinner. Dietary preferences and restrictions should be taken into account.

### **6. Conference Registration Fee and Speaker Fee**

The host association should cover the registration fee for the trustee to attend the conference. This allows the trustee full access to all sessions, workshops, and networking opportunities.

The Speaker fee is waived by IATEFL for the host association, i.e. IATEFL Associate, except for in the case of online participation, where the speaker's fee is expected to be donated to IATEFL Projects.

## **7. Speaking Engagement or Active Participation**

The trustee is expected to have a role in the conference, either as a speaker or through active participation. If the trustee is scheduled to deliver a talk or presentation, the host association should provide information on the topic, duration, and any specific requirements.

## **8. Audio-Visual Support**

If the trustee is giving a presentation, the host association should ensure that necessary audio-visual equipment, such as a projector, screen, and microphones, are available and in working condition.

## **9. Networking Opportunities**

The host association should facilitate networking opportunities for the trustee, such as introducing them to other attendees, organizing social events, or providing access to dedicated networking sessions.

## **10. Documentation**

The host association should provide the trustee with any necessary documentation, such as an official invitation letter, assistance with visa processing (if needed), conference programme, and any other relevant materials.

## **11. Miscellaneous Support**

The host association should be available to address any additional needs or concerns of the trustee, including providing information about local transportation, sightseeing options, and cultural activities.

It is important to note that these requirements can vary depending on the specific policies and agreements between IATEFL and the host association. Communication between both parties is crucial to ensure a successful and mutually beneficial participation of the trustee in the conference.

***Current Board of Trustees of IATEFL and their contact email addresses:***

<https://www.iatefl.org/about/whos-who-iatefl>