



Associate Agreement

Valid until September 1st 2025

Main Associate Information

Full name of the Teaching Association

Acronym of Association

New Association application

Association renewal application

Year that the Association was established

Current number of members

Association website address (if applicable)

Social Media: please tick if you have the following:

Instagram Facebook X (Twitter) LinkedIn Other

Please specify if other:

Where did you hear about IATEFL?

IATEFL Website/Publication/Event/Conference Other Organization Social Media
Recommendation Other

Key Contact Information for IATEFL Correspondence

First name

Last name

Address

Town

Postcode / Zip Code

Country

Phone number (and area code)

Email address

Back-up email address

Please tick if you already have an IATEFL account

Your Personal/Membership ID

Other Information for IATEFL Correspondence

Please list the names of all members of your coordinating committee, position and start/end dates of service and (if members of IATEFL) IATEFL Personal/Membership ID number

Are you a membership Organization? Yes No

Are you a non-profit Organization? Yes No

Does your Association have a newsletter? Yes No

How often does your Association hold elections?

Have you read and understood the IATEFL Mission? Yes No

Is there anything else you would like IATEFL to know about your Association?

Benefits for the Association and Members

- The Associates eBulletin that is sent out bi-monthly, including updates and events from other Teaching Associations.
- Publicise your main annual event in the Associate section on the IATEFL website as well as *IATEFL Voices*.
- A chance to apply and be awarded a small grant through IATEFL Projects.
- A chance to be part of the Wider Membership Scheme (WMS) and receive a discounted price on IATEFL memberships for multiple members from the Teaching Association.
- Members from your Teaching Association will be able to apply for the IATEFL Individual Membership, which will come at a discounted rate using a discount code provided by IATEFL.
- Members that apply for the Individual Membership get full access to our resources and publications, such as pre-recorded events or our magazine, *IATEFL Voices*.
- A member with an Individual Membership will get the chance to become a representative at Associates Day during the IATEFL Annual Conference. Other benefits include:
 - > A complete day of talks with networking opportunities for all Associates the day before our Annual Conference.
 - > Waived registration fee for the duration of the full Conference.
 - > Attend talks, workshops, forums and poster presentations throughout the full Conference, excluding the Pre-Conference Events (PCE).

Key Points of the IATEFL Associate Agreement

- IATEFL will send your members from your Teaching Association who have joined as a member copies of our magazine, *IATEFL Voices*, throughout the course of their membership.
- Details of your Teaching Association's main annual event are to be sent to IATEFL Head Office via membership@iatefl.org, where it will be added to the Associate Section on the IATEFL website and the upcoming issue of *IATEFL Voices*. It is the responsibility of your Teaching Association to send these details over to IATEFL.
- Your Teaching Association will send IATEFL Head Office a copy of each issue of your Association's Newsletter.
- IATEFL will provide an opportunity for you to publicise membership of your Teaching Association and your main annual event, at its Annual Conference. This might include brochures, membership forms or posters.
- Your Teaching Association will publicise IATEFL Membership and IATEFL Events through your website and/or social media.
- Your Teaching Association will make a short announcement about IATEFL, the availability of the Associate Membership and the discount code that your members can use for the membership. It is the responsibility of your Teaching Association to send this code out to its members.
- A representative of IATEFL can attend your Teaching Association main event or main online event when possible, offering one free registration for the IATEFL representative, who is not necessarily a speaker, for this purpose.
- Each year, IATEFL will offer one free registration to a representative of your Teaching Association to attend the annual IATEFL Conference and Associates Day. This person must be available to attend the Associates Day event, which will take place the day before the main Conference begins. They will not be able to attend the Pre-Conference Event (PCE) as this event takes place at the same time as Associates Day, and therefore will not be included. This person does not necessarily need to be a speaker at the Conference.
- Your Teaching Association will be sent a copy of the IATEFL Associate Logo for your use in announcing your status as an IATEFL Associate. The IATEFL name and logo may not be used for any other purpose without consent from IATEFL. IATEFL reserves the rights to withdraw the use of the IATEFL name and logo from the Teaching Association at any time.
- Your Teaching Association will promote IATEFL Associate Individual Membership (AIM) to its current members, as well as the discount code, which is not to be shared to non-members of the Association.

By signing this Associate Agreement, you also agree to all points, rules and conditions listed in this document, as well as the Associate Handbook, IATEFL Terms and Conditions and IATEFL Code of Conduct. Additionally, all information that you have provided in the form on the first page has been filled out to the best of your knowledge.

On behalf of IATEFL

Signed:

Name:

Position:

Date:

On behalf of the Associate

Signed:

Name:

Position:

Date:

Date:

Expires:

(dates to be completed by IATEFL Head Office)

Thank you for applying to join IATEFL and helping us to link, develop and support English language teaching professionals worldwide.