



## **JALT ASSOCIATE MEMBER Terms of Agreement**

### **1) MISSION OF JALT**

The Japan Association for Language Teaching (JALT) promotes excellence in language learning, teaching, and research by providing opportunities for those involved in language education to meet, share, and collaborate.

### **2) ASSOCIATE MEMBERSHIP IN JALT**

- a) Associate Membership in JALT is open to any organization that supports the aforementioned mission and is involved in the production of quality products, or provides services in or directly related to the language education field. Any member company, organization, or consortium wishing to display must take out individual Associate Membership. Furthermore, JALT Associate Members (AM) cannot represent or display for another company or organization unless the AM has prior approval from JALT.
- b) JALT affirms that the relationship between the organization as a whole and an AM remains one of mutual interest and cooperation. JALT recognizes the role played by AMs in providing a wide range of services to JALT members within the parameters of JALT's mission. Such services include, but are not limited to, bringing speakers to the JALT annual international conferences, giving professional workshops at annual international conferences, regional and local Chapter and SIG meetings, sponsoring services and events, and advertising in JALT publications.

### **3) MEMBERSHIP APPLICATIONS**

- a) Applications for Associate Membership will be approved by the directors of program and treasury, and the business manager. They have the right to refuse applications.
- b) By submitting an application form by fax or email, the applicant is deemed to have signed the application form.
- c) After applications are approved the applicant's email contact(s) are added to the AM Mailing List.

### **4) ASSOCIATE MEMBERSHIP PAYMENTS, RENEWALS AND CANCELLATIONS**

- a) Associate Membership is fixed for a period of one calendar year starting from the first day of the month. Membership will be activated after payment is received.
- b) Membership fee includes consumption tax.
- c) Payment can be made by wire transfer or credit card. The AM must cover the bank transfer fees including any intermediate bank commission. JALT cannot assume responsibility for any bank charges the transaction might incur. JALT is unable to accept checks for any payments.
- d) JALT will send a renewal notice and invoice to the member one and a half months before the membership expires. If an AM wishes to continue the membership, it will be activated with the payment. If an AM wishes to discontinue the membership, JALT requests that the renewal notice be returned. Membership payments not received within three months after membership expires will result in the membership being discontinued and all services suspended.

### **5) ASSOCIATE MEMBERSHIP CATEGORIES AND DUES**

#### **a) Supporting: ¥80,000 per year**

Supporting Associate Membership includes all JALT publications with an extra copy of The Language Teacher, and has advertising rights in these publications at member rates (see item 6

for details). Supporting Associate Membership has the right to receive one JALT membership mailing list for postal-direct mail campaigns (see item 7 for details). Members can purchase discounted staff registration fees for the annual international conference.

**b) Displaying : ¥100,000 per year**

Includes all Supporting Associate Member privileges plus display rights at the annual international conference. Displaying Associate Members are provided two annual international conference participants free of charge. Display personnel are free of charge and there is no limit to the number of personnel. Display personnel, however, may not attend presentations. There are no guaranteed presentations at the annual international conference. Displaying Associate Members have the right to participate and present in regional and local meetings and conferences organized by JALT chapters and special interests groups (SIGs).

**c) Presenting: ¥120,000 per year**

Includes all Displaying Associate Member privileges plus the right to receive at least one guaranteed presentation slot at the annual international conference. An Associate Member must be registered as a Presenting Member before the unvetted presentation submission deadline for that year's conference.

**d) Associate Member Sampler: ¥130,000 per year**

This is a one-off membership that includes rights equal to a Presenting Associate Member with one unit of basic display space which includes one table and two chairs at the annual international conference. The Associate Member Sampler is limited to two display personnel at the annual international conference. This is available only for organizations applying for the first time.

	<b>Supporting</b>	<b>Displaying</b>	<b>Presenting</b>	<b>Sampler</b>
Annual Membership Fee	<b>¥80,000</b>	<b>¥100,000</b>	<b>¥120,000</b>	<b>¥130,000</b>
Advertise in JALT publications at Member Rates	✓	✓	✓	✓
Right to receive one JALT membership list	✓	✓	✓	✓
Display at Annual International Conference	X	✓	✓	✓
Display at Regional and Local Conferences Organized by Chapters and SIGs	X	✓	✓	✓
Guaranteed Presentation at Annual International Conference	X	X	✓	✓
Number of Free Annual International Conference Participants	0	2	2	2
Display Personnel for Annual International Conference	0	unlimited	unlimited	2
CODE (office use)	AM3	AM2	AM1	AM2/SAM

## **6) ADVERTISING**

JALT Associate Members may advertise in JALT publications. Annual advertising contracts with commensurate discounts are available in February for each fiscal year (1<sup>st</sup> of April to 31<sup>st</sup> of March). Electronic delivery of advertisements and invoicing follow regular publishing deadlines set by the JALT publication board.

## **7) JALT MEMBERSHIP LIST**

- a) The JALT Membership List is a list of postal addresses for JALT members who have agreed to receive direct mailings. Only a valid Associate Member will have the right to access the JALT member list. An AM has the right to access the JALT Membership List free of charge once a year during their membership period.
- b) When an Associate Member requests the list, it will be provided as a spreadsheet via an online storage box with password protection. The list has to be downloaded within one week.
- c) The aforementioned list may not be sold or provided to any other company or organization. Each membership list may be used for only ONE mailing, unless express written approval is given by the JALT Business Manager. The list is valid for 3 months from the date of issuance. An AM found to have violated this agreement will have their Associate Member privileges revoked immediately.
- d) The JALT acronym, logo, or full name cannot be displayed in any kind of promotional-direct mailing without approval from the Director of Public Relations or Business Manager. For example, contact emails should not include JALT in them without approval from the Director of Public Relations or Business Manager; cover letters should not include any message that implies direct endorsement from JALT without approval from the Director of Public Relations or Business Manager. For inquiry into such matters please contact [am@jalt.org](mailto:am@jalt.org).
- e) Additional copies of the list are available but subject to a fee.

## **8) JALT ANNUAL INTERNATIONAL CONFERENCE**

JALT holds an annual international conference and educational materials exhibition (EME) concurrently. AMs at the membership level of Displaying, Presenting, and Sampler have the right to exhibit, but the exhibiting fee is not included in the membership fee, except for the Sampler Membership. Once an Associate Member decides to be an exhibitor, a Conference Terms of Agreement will be enacted for the relevant conference period.