

Key points of the IATEFL Associate Agreement

1. IATEFL will send your teaching association a copy of each issue of our magazine, IATEFL Voices, six times a year. Details of your teaching association's events should be sent to IATEFL Head Office (membership@iatefl.org), where it will be added to the IATEFL website and the following edition of IATEFL Voices.
2. Your teaching association will send IATEFL Head Office a copy of each issue of your association's newsletter.
3. IATEFL will provide an opportunity for you to publicise membership of your teaching association, and your events, at its Annual Conference. This might include brochures, membership forms and a poster.
4. Your teaching association will publicise IATEFL membership and IATEFL events at your own events. Where possible, publicity materials and membership forms will be brought by an IATEFL representative, or sent to the address supplied by you in order to arrive at the requested time, provided enough notice is given. Your teaching association will make a short announcement about IATEFL and the availability of membership information at a plenary session, and information will be available at the event registration desk or other appropriate stand/location.
5. A representative of IATEFL will attend your teaching association's conference when possible. Your teaching association will offer one free registration for an IATEFL representative, who is not necessarily a speaker, for this purpose.
6. Each year IATEFL will offer one free registration for a representative of your teaching association to attend the IATEFL Annual Conference. This person is not necessarily a speaker at the conference. This person must be available to attend the Associate's Day, which takes place the day before the main conference begins.
7. Upon request you will be sent a copy of the IATEFL Associate logo for your use in announcing your status as an IATEFL Associate. IATEFL's name and logo may not be used for any other purpose without consent from IATEFL. IATEFL reserves the right to withdraw the use of the IATEFL name and logo at any time.
8. Your teaching association will recruit IATEFL members at the current advertised rates. These include a reduced-rate membership called IATEFL Associate Membership, which is only available to members of IATEFL Associate teaching associations.
9. Your teaching association will adhere to the regulations and guidelines as set out in the IATEFL Associates Handbook.

Both parties signing below agree to abide by the terms of this agreement, which commences

date: and expires: (dates to be completed by IATEFL Head Office)

On behalf of IATEFL

Signed:



Name:

Position:

Date:

On behalf of the Associate

Signed:



Name:

Position:

Date:

Once this form and the Associate Questionnaire have been received and processed by IATEFL, we will send you the mutually signed agreement and confirmation letter.

Please return a copy of the signed agreement to IATEFL Head Office:

by post: IATEFL
2-3 The Foundry
Seager Road
Faversham, Kent, ME13 7FD
United Kingdom

by email: membership@iatefl.org

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