Committees Handbook
Section 1

1. Welcome Letter
1.1 What is IATEFL?
**Section 1 Welcome Letter**

Dear colleagues

Thank you for volunteering to be a SIG Coordinator or a SIG Committee member. Your contribution to the association is crucial in helping us achieve our mission of linking, developing and supporting ELT professionals throughout the world. For many members the Special Interest Groups and their activities are a key reason for joining IATEFL and without your leadership and hard work the SIGs could not operate. On behalf of all our members, we thank you.

In return for your service we hope that you will derive some benefits from volunteering as well. Many committee members have found that such benefits include:

- Making personal and professional contacts;
- Extending personal networks internationally;
- Developing leadership and management skills;
- Contributing your own ideas into the development of the SIG and helping to determine its strategy and its activities;
- Becoming involved in conferences, events and newsletters;
- Extending your SIG’s reach to other regions and groups of teachers.

I hope you will find your involvement with SIGs as rewarding and enjoyable as I have over the years, and look forward to working with you.

George Pickering
**SIG Representative on the Board of Trustees**

**Section 1.1 What is IATEFL?**

With around 4,000 members IATEFL is one of the most thriving communities of ELT teachers in the world. It is an association of ELT professionals that has members in over 100 countries.

The HO is in Faversham, Kent, UK. As IATEFL is a registered UK charity the association’s Trustees, staff and office holders must act in accordance with the provisions set out in the UK **Charities Acts**. As a charity, the association can take advantage of the various benefits and taxation advantages which legal charitable status confers.

The association derives its income largely from membership subscriptions, surpluses from its annual conferences, sponsorship and advertising. Any surpluses generated are reinvested in the association to help improve the services that members receive.

Our mission to *link, develop and support English language teaching professionals* worldwide is achieved through:

- Regular publications, including six copies of our magazine *IATEFL Voices* and a free conference selections publication.
- The annual international conference with an extensive programme of talks and workshops, which attracts over 2,500 delegates.
- Sixteen Special Interest Groups to help teachers develop their own professional areas of interest.
- Reduced rates on a number of selected professional journals.
- Funding support through Scholarships so that deserving teachers can get involved in our Annual Conference, SIG events and online courses.
- Links with Teachers’ Associations in other countries for teachers to share knowledge and experience. (IATEFL has over 120 Associates.)
- Assistance in helping new groups to establish their own a local Teachers’ Association, including advice on how they can make the most of support and funding benefits.
- Allowing non-members to attend the live-streamed sessions from our Annual Conference and to attend our monthly webinars and annual online conference.
- Providing networking opportunities with English language teaching professionals throughout the world through discussion lists and social media (the IATEFL Facebook group currently has over 14,000 members).

Guide to acronyms in this document, and present incumbents email address

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SIG Coordinators meeting, April 2016
Section 2

Introduction to the Special Interest Groups

2.1 What are SIGs and what is their role in IATEFL?

2.2 Who are the SIGs?
Section 2  Introduction to the Special Interest Groups (SIGs)

2.1  What are SIGs and what is their role in IATEFL?
IATEFL’s SIGs make a significant contribution to fulfilling IATEFL’s mission of linking, developing and supporting ELT professionals throughout the world by providing a variety of publications, face-to-face and online events and activities to members in their areas of special interest. SIGs also help provide members with a source of professional identity and community. (See Appendix 2 for more information.)

What services should SIGs provide their members?

1. Three mailings [at least two of which should be newsletters or equivalent publications]. The SIG newsletters often include articles from members, as well as informing the membership of the proceedings of conferences and one-day events which members may have been unable to attend.

2. A minimum of two face-to-face events per year. These events may be in the UK or in other countries and include Pre Conference Events (PCEs) and joint events with other parties (e.g. other SIGs, IATEFL Associates or ELT institutions). As the PCE takes place in the UK, other events should ideally take place elsewhere.

3. Online events each year such as webinars, forums and online conferences. IATEFL provides access to the IATEFL Adobe Connect room to hold some of these.

In addition to a dedicated SIG website, further benefits to members can include a discussion list; use of social media; scholarships and archives of online events and publications.

2.2 Who are the SIGs?
There are at present 16 SIGs:

- Business English
- ES(O)L
- English for Specific Purposes
- Global Issues
- Inclusive Practices & SEN
- Leadership and Management
- Learner Autonomy
- Learning Technologies
- Literature
- Materials Writing
- Pronunciation
- Research
- Teacher Development
- Teacher Training & Education
- Testing, Evaluation & Assessment
- Young Learners & Teenagers
Section 3

3.1 SIGs and IATEFL H0
3.2 The SIG rep
Section 3 The SIGs
3.1 SIGs and IATEFL HO
IATEFL HO supports the SIG Committees in a variety of ways. ([The normal channel of communication is through the SIG Coordinator rather than through individual members of each SIG Committee]. The support offered takes the form of:

- Providing lists and figures:
  - A monthly list of SIG members, with their membership number and (opted in) email address and country
  - Monthly figures for IATEFL and SIG membership
  - On request: details of IATEFL Associate contacts, to encourage contact and cooperation between the SIGs and Associates
  - Financial reports and actual figures from events

- Sending:
  - Newsletters to members
  - Newsletters to contributors who are not members of the SIG to ensure they receive a copy (providing the information is supplied by the newsletter editor on each occasion)
  - Newsletters to advertisers
  - Emails to SIG members for a variety of reasons
  - The collated IATEFL monthly eBulletin to members

- Assisting with events:
  - Publicising SIG events on the IATEFL website
  - Creating the registration pages on the IATEFL website for SIG events and setting earlybird and registration deadlines in consultation with the SIG Coordinator
  - Emailing registration reminders to SIG event speakers
  - Emailing unpaid delegates with details of how to pay
  - Emailing delegates with the final programme and joining instructions
  - Printing fliers, certificates, feedback forms
  - Creating participants’ list and badges (if requested)
  - Sending a box of marketing materials from IATEFL HO
  - Attending the event (if the budget allows) to take onsite payments and to assist with membership queries

- Invoicing advertisers for publications and sponsors and exhibitors for SIG events

- Liaising directly with the SIG Coordinator and/or the SIG Finance Officer to discuss the budgets for SIG events as well as the annual SIG budget

- Coordinating SIG matters at the IATEFL Annual Conference
- Organising all SIG Coordinators’ meetings:
  - Arranging accommodation and catering requirements
  - Circulating the agenda drawn up by the SIG Rep
  - Sending templates for twice-yearly SIG reports
  - Taking the minutes
  - Circulating the final version of the minutes
  - Updating the SIG Yahoo site in consultation with the SIG Rep.

Please contact IATEFL HO if you have any queries regarding anything not covered by the above.
3.2 The SIG Rep
The SIG Rep is elected by the SIG Coordinators every three years and is responsible for:
- the leadership of the SIGs as a group
- being a Trustee and attending Trustees’ Meetings
- reporting on the activities of SIGs at Trustees’ Meetings
- maintaining contact between the SIG Coordinators, IATEFL Trustees and IATEFL HO
- reporting to members on SIG activities at the Annual General Meeting at the IATEFL conference

Together with the S&PO he/she is responsible for:
- SIG Committee members
  - welcoming all new SIG Committee members when they are announced and providing them with the latest copy of this Handbook. He/she should make it quite clear that all Committee members can and should contact him/her with any queries and suggestions,
  - supporting new Coordinators,
  - arranging a “buddy system” as early as possible
  - ensuring that new Coordinators receive effective inductions, handovers and documents from their predecessors.
  (See Appendix 12 for details on the Coordinator induction checklist.)
- SIG activities
  - monitoring SIG activities regularly with regard to events and mailings
  - ensuring that all relevant documents, templates, forms, etc. produced by various SIGs are stored for consultation and future use
- SIG Coordinators’ meetings, including:
  - ensuring that the Coordinators submit a report in good time for each meeting (if a SIG doesn’t submit a satisfactory report, the Rep should discuss the situation with the President and the Coordinator involved)
  - ensuring that Coordinators’ reports are collated and circulated prior to the meetings
  - drawing up the agenda, chairing meetings and approving the minutes taken by the S&PO and ensuring that any matters arising are communicated promptly to all SIG Coordinators and dealt with at the subsequent meeting
  - following up on action points in minutes.
Section 4
SIG Committees

4.1 The composition of the Committee
4.2 How a SIG Committee is formed and run
4.2.1 Election of Committee members:
4.2.2 Co-opting Committee members
4.2.3 Election of the SIG Coordinator
4.2.4 Joint Coordinators
4.2.5 What to do when problems within the SIG Committee arise
4.2.6 Committee changes
4.2.7 Committee meetings

4.1 The composition of the Committee
A SIG Committee consists of a Coordinator or Joint Coordinators plus a number of other
Committee members. The exact composition of a committee will be determined by the
nature, size and needs of the members of a particular SIG, but will normally consist of a minimum of five members. In addition to the Coordinator(s), SIG Committee positions could include:

- Events Coordinator(s)
- Newsletter Editor(s)
- Web Manager
- Treasurer
- Secretary / Administrator
- Discussion List Moderator
- Reviews Editor
- Membership Secretary
- Marketing Officer
- Development Coordinator
- Social Media Officer

Other positions and titles are also possible, depending on the nature and needs of the SIG concerned and committee members without portfolio are also acceptable. (Please see Appendix 13E for committee job description templates.)

It is preferable that SIG Committee members serve on only one Committee at a time. In exceptional circumstances, a SIG member can be on a second SIG Committee, but needs to inform the Coordinators of both SIGs and the SIG Rep of this before standing. In this case, both Coordinators should let each other know that they are aware of this situation.

Committee members, including Coordinators, may also hold more than one role, when that is necessary or appropriate.

4.2 How a SIG Committee is formed and run

SIG Committees should be democratic in both the way that committee members are elected and the way in which decisions are taken. Elections should be held for all Committee posts to ensure that Committees are representative of the membership and are as inclusive as possible.

4.2.1 Election of Committee members:

As a rule, only current members of the SIG, who have been members for one year or more, may stand for election to the Committee of that SIG.

All SIG Committee members (including Coordinators) are elected for three years with the opportunity to stand in an election for a maximum of three more years in that role. It is recommended that a Coordinator who is planning to stand down begin to look for their successor at least nine months before the intended end of their term of office.

Having served for a maximum of six years in any one position it is expected that Committee members stand down from that post.

Calls for candidates should be announced by email to all SIG members and on the SIG website with enough notice for all members to be able to apply in good time. Calls must include a clear description of the position, and the skills and experience which are required by the SIG. (Please see Appendix 13F for the template Call for Nominations form.)

Candidates for election must provide, together with their nomination form, a personal statement up to 150 words explaining their reasons for standing, what they hope to achieve and contribute in the position they are applying for, and why they think they should be chosen. They should include information in the statement of all other professional affiliations they hold and possible conflicts of interest (e.g. if the candidate is already working for another SIG, IATEFL Committee or an institution). This information must then be made available to all SIG members and will form the basis of their choice of candidate. The
information must be posted on the SIG website and emailed to all SIG members via IATEFL HO. Voting will take place electronically and will be handled by IATEFL HO.

Votes will be considered valid when they are accompanied by a current IATEFL membership number, and are verified as coming from a current individual member of the SIG, or from an individual named as the institutional representative in the case of institutional memberships (each institutional member will have one vote).

If only one candidate fulfils the stated criteria in the call for nominations, an election will not be necessary and the sole candidate will be elected unopposed.

All results will be formally announced to members, e.g. by email and/or in the next SIG Newsletter following the election. [See appendix 13G for more detailed information about the election process.]

4.2.2 Co-opting Committee members
In exceptional circumstances, a committee may want to co-opt someone onto it, for example, if a post unexpectedly falls vacant or a Call for Nominations fails to attract any nominations. All co-opted members must be nominated by two members of the committee, and the proposed person must complete the same process (completing a personal statement, stating professional affiliations and must meet the requirements of the role description) as someone standing in an election. The appointment of a co-opted member should be formally agreed and recorded in the minutes of the Committee. An election for this position should then take place within one year of co-option. The co-opted member can stand for the position as well as other members who submit their nomination.

When co-opting, SIG Committees will ensure that the choice is not restricted exclusively to people from one commercial company, organisation, school or geographical location. Committee members should endeavour to achieve international representation.

Members of the SIG should be notified through the newsletter and/or email of any co-opted Committee members and the reasons for the co-opting must be explained clearly to members.

4.2.3 Election of the SIG Coordinator
Only current fully-paid up individual members of the SIG who have been on the SIG Committee for the immediately preceding year may stand for election for Coordinator of that SIG.

The election of the Coordinator(s) follow(s) the guidelines for Committee members as described in 4.2.1.

There are two possible procedures for the election of a SIG Coordinator, either:

- the Coordinator is formally elected by members of the Committee after having submitted a personal statement of between 100 and 150 words explaining their reasons for standing, what they hope to achieve and contribute in the position they are applying for, and why they think they should be chosen. They should include information in the statement of all other professional affiliations they hold and possible conflicts of interest (eg. if the candidate is already working for another SIG, IATEFL Committee or an institution).

or

- the election of the Coordinator follows the procedure for the election of other Committee members (see 4.2.1).
The procedure should be agreed on by the Committee.

A Coordinator can decide, with the agreement of the other Committee members and following the normal voting procedures, to take on another role within the Committee when their term as Coordinator is over.

If there is any disagreement within the Committee about the election concerning any committee post, then the matter can be referred to the SIG Rep.

It is advisable that the incoming SIG Coordinator is elected while the outgoing SIG Coordinator is still in place to allow for a hand-over of at least six months so that necessary information, knowledge and expertise can be shared.

If a call for a new Coordinator brings no appropriate volunteers from the committee after a Coordinator has stepped down or served his/her maximum term, an email will normally be sent to all SIG members calling for appropriate candidates to put themselves forward for election. If an appropriate person steps forward, then no election is required but the person should be approved by the committee. If more than one person who meets the requirements of the role applies then an election should take place for voting by the SIG members.

In exceptional circumstances a SIG may suddenly find itself without a Coordinator, if, for example, the post holder becomes seriously ill or if there are no appropriate candidates for the Coordinator role. In such situations, the SIG Rep will consult with the SIG Committee in order to elect an appropriate person on the SIG Committee to serve as interim Coordinator and their appointment ratified by the committee six months later.

4.2.4 Joint Coordinators
There is normally one Coordinator per SIG. If necessary, Joint Coordinators may be elected. It is recommended that Joint Coordinators decide how to share the role, after looking at the responsibilities of the SIG Coordinator outlined in this handbook. They must determine their various duties and agree these with the rest of the SIG Committee and the SIG Rep. Joint Coordinators should inform each other about decisions taken. The SIG Committee and the IATEFL Treasurer should ensure that the cost of Joint Coordinators does not place undue financial burden on the funds of the SIG. If the Joint Coordinator system breaks down in a SIG, this will be reviewed with the SIG Rep and the Trustees on a case-by-case basis.

4.2.5 What to do when problems within the SIG Committee arise
Problems within SIG Committees are best avoided through frequent, effective and transparent communications between Committee members, and with clear statements of the expectations of each post holder [see Appendix 13E].

Where problems arise these are best resolved at the committee level. If the committee is unhappy with the behaviour or performance of the Coordinator(s) or any other post holders these issues should first be discussed with the person(s) concerned and within the committee.

If a Coordinator or other Committee members continue to be unhappy with the performance or behaviour of anybody on the Committee, and it is felt that someone is not fulfilling the responsibilities set out in this Handbook or acts in a manner that is not consistent with the values of IATEFL, then the SIG Rep should be informed.

The person whose performance or behaviour has caused concern may be asked to stand down by the SIG Rep and other Trustees, in consultation with the SIG Committee, including the person(s) concerned. The final decision rests with the Trustees of IATEFL.
4.2.6 Committee changes
SIGs should try to ensure that there is not a change of all Committee members in any one election period or at any one time, with consequent loss of expertise. Any Committee member intending to step down should let the Coordinator know this within a reasonable lead-in period so that plans can be put in place for a suitable handover period.

4.2.7 Committee meetings
SIG Committees should aim to meet a minimum of three times a year. At least one of these meetings should be face-to-face and can take place at the IATEFL Annual Conference. If a SIG has sufficient funds and it is agreed that more than one face-to-face meeting is necessary, they may organise another one, however, the norm is to meet virtually. Each SIG can use an IATEFL Adobe meeting room for free. SIG Coordinators should contact the IATEFL DCE to book space in the Adobe room and for technical support.

The normal mode of contact between Committee members is via e-mail, collaborative online tools, conference calls or virtual meetings.

Virtual meetings should be scheduled only after prior consultation with the committee to arrange the most suitable date and time for most members to attend. A useful tool for this is doodle.com.

Once a meeting time is agreed committee members should be invited to submit items for the meeting agenda. The SIG Coordinator should decide upon the final agenda and circulate to all committee members in advance of the meeting. During a meeting minutes should be taken and post meeting circulated to committee members. Copies of minutes should be stored and be made available to incoming committee members. Copies of minutes should also be sent to the IATEFL SIGs Rep & IATEFL S&PO.

Minutes should record the date of the meeting, those in attendance, a summary of the agenda points discussed, reasons for any decisions taken and any proposed actions. They should be kept in a form that makes them easy to distribute electronically.
Section 5
SIG Coordinator responsibilities

The Coordinator is responsible (either personally or delegated to a Committee member) for the following:

5.3.1 Pre-Conference Events (PCEs)
5.3.2 IATEFL Annual Conference
5.3.3 The SIG Day
5.3.4 The SIG Open Forum
5.3.5 SIG events [conferences, workshops etc.]
5.3.6 Other types of events
5.3.7 Newsletters/mailings
5.3.8 Communication
5.3.9 General responsibilities

The following list may look rather daunting, but many of the tasks/duties involved can be shared amongst Committee Members. The SIG Coordinator is ultimately responsible for ensuring that these functions are covered / delegated to Committee Members, and will inform the SIG Rep and HO of the Committee structure via the regular SIG reports [written before SIG Coordinators meetings – see Appendix 13D]. The Coordinator is responsible (either personally or delegated to a Committee member) for the following:
5.3.1 Pre-Conference Events (PCEs)
The Coordinator(s) will ensure that:
- A discussion takes place between SIG Coordinators on the programme of their PCEs (number of PCEs, speakers approached etc)
- A PCE budget is submitted to the IATEFL HO and that the budget process is adhered to (see Appendix 13B for template)
- The IATEFL CO is kept aware of the PCE room requirements for equipment, catering and layout
- The IATEFL DCO is kept aware of waived speakers and committee members for attending the PCE and/or the IATEFL conference
- The IATEFL S&PO is kept aware of any printing required for the PCE including the programme for delegates
- The IATEFL S&PO is kept aware of any fees to be paid to speakers for expenses and or fees to present at your PCE (this must be stated in your PCE budget)
- The PCE runs smoothly and that speakers are introduced
- An account of the PCE appears in the SIG newsletter for members unable to attend the event
- Keep records of how the PCE is organised to help future organisers. (See PCE Procedures, Appendix 7)

5.3.2 IATEFL Annual Conference
The Coordinator(s) will ensure that:
- Presentations are selected to be included in the SIG Day, with a reserve list
- The PCE and SIG Days run smoothly and that rooms and equipment are checked, and speakers are introduced etc
- A SIG Open Forum takes place
- They attend the SIG Coordinators’ meeting held during the conference
- Photos of SIG committee members and information promoting the SIG at the IATEFL Annual Conference is sent to the IATEFL S&PO for inclusion on the SIGs poster panels
- The SIGs past and future activities are publicised; new members are recruited; active participation in the SIG Committee is encouraged and contributions for future newsletters are solicited
- They attend the IATEFL AGM (see Appendix 8)

5.3.3 The SIG Day
At the IATEFL Annual Conference, each SIG offers a day of talks, presentations and workshops which are selected as a sample of the breadth and variety of work being done around the world in each field of special interest. Each SIG Day includes an Open Forum, which provides an opportunity for members and non-members to hear about the SIG’s activities and talk to other members of the SIG. The talks for the SIG Day are selected by its Coordinator, in consultation with other committee members, in October of the previous year.

A SIG Day takes place usually in one room over one day. The day chosen for each SIG’s Day (first second or third day of the conference) rotates every year. The SIGs have been put into groups, to try and ensure as few interest clashes as possible.

The groups are:
Group 3 – Business English, ES(O)L, Pronunciation, Teacher Development, Teacher Training & Education.

At the November SIG Coordinators’ meeting, Coordinators (or their Rep) meet with the CO, Deputy CO and the CP to discuss their SIG Day programme.

The Coordinator(s) will ensure that:
▪ Both the SIG Day timetable and recording sessions sheet is completed and returned to the CO
▪ Proposals are slotted into your SIG Day, by either the SIG Coordinator or with part of the SIG Committee
▪ The planned SIG Day programme is sent to the CO and the CP with any comments (these can include suggestions for making a workshop a talk for example)
▪ Speakers are not contacted until advised to do so by the CO and the CP.
▪ On the SIG day, the SIG Coordinator or a member of the SIG Committee is on hand to introduce the speakers, facilitate the Q&A sessions following talks, and organise the Open Forum.

5.3.4 The SIG Open Forum
The SIG Open Forum is the formal communication forum with members and will normally take place at the IATEFL Annual Conference as this is where most SIG members are likely to be gathered together. Coordinator(s) should ensure that:
▪ all members are informed in good time of when and where the Open Forum will take place
▪ information about the date of the Open Forum (30 words) is sent to the IATEFL CO for inclusion in the IATEFL Conference Programme
▪ members are invited to submit agenda points for the Open Forum
▪ the agenda is circulated in advance of the Open Forum to all members
▪ the SIG’s financial details are presented at the Open Forum and in a communication to members (e.g. email or newsletter) for members unable to attend (For more details see Section 5 and Appendix 12D).
▪ during the Open Forum members should have the opportunity to comment on the management of the SIG and put forward suggestions for future activities
▪ a report of the Open Forum is circulated to the members, the SIG Rep, the S&PO, and the Trustees.

5.3.5 SIG events (conferences, workshops etc.)
Events should normally make a surplus and the budget must be approved by HO before the event can be advertised.

For all events, the Coordinator(s) will:
▪ Discuss possible themes with Committee (and ideally with members at the SIG Open Forum)
▪ Decide on when you are hosting an event at least a year in advance to allow time for the IATEFL HO to approve the budget
- Ensure that a budget for the event is prepared and submitted to the IATEFL HO for approval before you enter into any commitments
- Approach potential speakers and/or prepare a Call for Papers (sent to S&PO for emailing)
- Ensure a suitable venue is found and advise the IATEFL S&PO if there is a limit on the number of delegates
- Ensure that requirements with the host institution (e.g. number of rooms, equipment, provision of refreshments/catering, registration, accommodation arrangements etc.) are discussed and agreed
- Email the IATEFL S&PO with the list of speakers and their email addresses
- Keep in regular contact with the IATEFL S&PO.
- In liaison with the IATEFL HO, ensure that payments to speakers and the host organization are dealt with
- After the event, send the final accounts to IATEFL HO
- Arrange an account of the event to appear in the SIG newsletter for members who were unable to attend
- Keep records of how the event was organised to help future organisers.

(See also Section 7.2. For all SIG events, IATEFL HO will follow the timeline listed in section 7.2.)

Before sending event information for inclusion in the eBulletin:
1. Ensure the event budget has been approved by IATEFL HO
2. When sending the information to the Voices editor, please copy in the IATEFL S&PO and make reference to this fact. E.g. SIG Event [Budget Approved by HO + date]
3. Consider including an HO staff attendee – able to take onsite registration payments, renew memberships and be a general assistant. Costs for HO accommodation, travel and expenses should be included in the budget for the event

A SIG may ask the President of IATEFL (or any other member of the Trustees) to attend, for instance to promote IATEFL or as a guest speaker. The SIG should take include travel and accommodation costs for the President in the budget for the event.

**Note:** SIG events may be co-hosted by an institution or an Associate, in which case the host will often take over the practical arrangements. However, liaison with the S&PO is necessary regarding mailings, and the budget must be approved by the IATEFL HO before the event can be publicised, *if the event involves the expenditure of SIG funds*. Financial arrangements with the host (e.g. surplus or loss sharing) must be agreed in writing beforehand and included in the budget sent to IATEFL and copied to the host.

### 5.3.6 Other types of events

SIGs may want to enter into arrangements with second parties regarding training, events, publications etc.

SIGs should bear in mind:
- the principle that members’ money should be spent in a way that benefits all members
- as no event can be attended by all members, the event should give rise to newsletter articles, papers or livestreaming through which the benefit is spread
- the need to grow the SIG through publicity and recruitment
- that IATEFL does not endorse products, services or institutions.

Before agreeing to a new or unusual venture that involves SIG funds, SIG Coordinators must:
- submit a draft budget for the activity, to be approved by IATEFL HO before entering into any undertakings.

SIGs may enter into joint events where the SIG supports the event in some way, e.g. providing publicity and speakers, but where ALL income and expenditure is covered by the
other party. In this situation the financial arrangements needs to be clearly established in writing but the SIG will not need to submit an event budget.

5.3.7 Newsletters/mailings
IATEFL SIG membership entitles all members to three mailings per year, digital or printed. These mailings could take the form of: newsletters, updates, conference reports, general emails as well as reminders for events hosted by the SIG and is largely exclusive to members in content, format and access. [see 2.1 part 2]

As the vast majority of SIG members are unable to attend conferences and events, these mailings may be all they receive in exchange for their SIG membership fee so this commitment of three mailings must be met.

The SIG Coordinator / committee / newsletter editor[s] will:
- Ensure that members receive three mailings per calendar year
- Solicit contributions for the mailing (e.g. approaching speakers at conferences, asking members to write reports on events etc.)
- Produce the mailing as proof-read and final copy and send it to the IATEFL S&PO for printing or direct email distribution to SIG members. [See also Appendix 9 for specific information on Newsletters]

In the case of print publications, IATEFL HO will archive the necessary number. All other spare copies will be given away free unless otherwise requested by the SIG. The SIG Coordinator, the Editor and other committee members (as required and approved by the SIG Coordinator) can receive extra copies if required and requested of HO.

SIG Coordinators also receive all other SIG newsletters. New SIG newsletter editors are contacted by the S&PO and are then sent a selection of other SIG Newsletters (including electronic ones) in order to ensure that the best practices of the SIGs are shared.

5.3.8 Communication
The SIG Coordinator is responsible for maintaining contact with:
- All SIG members
- All Committee members, to keep them up to date with IATEFL business
- IATEFL HO through the IATEFL S&PO, the Editor of IATEFL Voices and the SIG Rep (also in some cases other SIG Coordinators, to inform them of events and activities, and the general organisational and financial situation of the SIG)
- Each SIG should communicate directly with its members a minimum of three times a year. These communications may include reports on any activities held, in order that members who were unable to attend are kept informed of the group’s activities.
- Apart from direct mailings to their members, SIGs should also communicate with members via IATEFL Voices, which is circulated once every two months, the monthly eBulletin, as well as via their websites, webinars, discussion lists and social media.

5.3.9 General responsibilities
The SIG Coordinator is expected to:
- Prepare two reports a year, in mid-May and mid-October and submit these to the SIG Rep and the IATEFL S&PO [see Appendix 13D for report template]
- Prepare an annual budget and submit it to the IATEFL HO each July [the IATEFL financial year runs from 1 Sept to 31 Aug] [See Appendix 12A]
- Prepare an annual plan
- Maintain regular contact between Committee members and organise a minimum of three Committee meetings per year. Virtual meetings can be held for free in the IATEFL Adobe Room [see section 4.4]
- Send minutes of meetings to Committee members, the IATEFL S&PO and the SIG Rep
- Attend, or send a representative from the committee, to Coordinators’ meetings. These meetings are held at the annual conference (3-4 hours late afternoon/evening), in June (one day) and in November (weekend meeting in Faversham)
- Delegate duties to other Committee members and follow up with action points and status
- Attend all four days of the Annual Conference where their attendance is needed for their SIG Day, the SIG Coordinator’s meeting, the SIG Open Forum and the AGM
- Actively seek to identify (an) appropriate successor[s]
- Ensure the effective induction and handover to the next coordinator [see Appendix 12]
- Share past and current SIG documentation with their successor [minutes of meetings, budgets etc.]
Section 6
Financial responsibilities

6.1 Expenses
   6.1.1 Committee expenses
   6.1.2 Coordinator expenses
   6.1.3 Event expenses
   6.1.4 Speaker expenses
6.2 Sponsorship
6.3 Additional SIG expenditure
6.4 SIG annual budgets
Section 6  Financial responsibilities
SIGs should be financially self-supporting. Each SIG receives a subscription fee per year per member. This amount does not normally cover the running costs of the SIG (newsletter production, meetings expenses, administration etc.) so it is essential that SIGs remain solvent by generating fund-raising activities throughout the year (surplus on events, additional sales of newsletters, publications etc.)

SIG funds, both routine and one-off additional expenditure, must be spent in support of the charitable aims of IATEFL and the SIG. SIG funds should be spent in ways which provide tangible benefits to the maximum number of members.

Claims for reimbursement of general running costs should be submitted to the IATEFL HO through the SIG Coordinator and should, wherever possible, be accompanied by an invoice or bill (scanned copies are acceptable). Expense claims received by the IATEFL HO from individual SIG members (or non-members e.g. outside speakers) will be referred to the SIG Coordinator for approval.

6.1  Expenses: standard upper limits for expense claims are as follows (as of Dec ’16):

A.  Travel:
   The lower value of:
   - UK 2nd class rail fare (or cheaper alternative i.e. coach)
   - Mileage, should a volunteer choose to use their own car
   - Flights up to £300 will be reimbursed (additional discretionary £100 with prior authorisation from the CE for longer or more expensive destinations)

   If a volunteer is unable to catch a train to their destination or it proves more cost effective to use their own car, mileage allowance will be paid in line with approved HMRC rates (currently 40p per mile).

   Taxi fares may also be paid where suitable public transport is not available or where several volunteers are travelling together to make it more cost effective than public transport.

B.  Meals:
   - Lunch £10
   - Evening meal £20
   - No alcohol will be reimbursed and any soft drinks should be purchased within the meal allowance.

   Any claims mentioned below refer to these upper limits. Claims for reimbursement should be submitted using the IATEFL Expenses Form to IATEFL HO having been authorised first by the SIG Coordinator and/or SIG Treasurer and should be accompanied by the original receipt (scans are acceptable).
   Expenses should be claimed within one month of the event/meeting.

6.1.1  Committee expenses
   If SIG funds permit, Committee members can claim for one SIG committee meeting per year, to be budgeted for in the annual SIG budget and authorised by the SIG Coordinator.

   N.B If SIG committees have dinner following a SIG committee meeting, the SIG funds will only cover up to the sum above i.e. £20 per person. Additional expenses should be covered by individual committee members.
SIG funds may not be used to fund Committee members coming to the annual conference, unless they are going to attend a committee meeting. Committee members should book their own accommodation and can claim one night (which will be taken from SIG funds). Should SIG funds permit, a SIG may remunerate a Committee member for tasks performed and the member is free to use this money to register.

Expense claims received by the IATEFL office from individual SIG members (or non-members e.g. outside speakers) will be referred to the SIG Coordinator for approval.

Claims for reimbursement of general running costs should be submitted to the IATEFL office through the SIG Coordinator and/or SIG treasurer and should, wherever possible, be accompanied by an invoice or bill.

6.1.2 Coordinator expenses
The SIG Coordinators have 3 meetings a year. All expenses claimed are only reimbursed against original receipts (scanned receipts are acceptable).

i. Attending the Annual IATEFL Conference:
Coordinators are expected to attend the whole conference.
Coordinators can claim for:
   a) Travel as above
   b) 4 nights’ accommodation (normally booked through HO)
   c) Meals, except where meals are provided e.g. at a meeting.
If a SIG has Joint Coordinators, one will be paid for by IATEFL and one by the SIG.
These costs are covered by the IATEFL general conference budget. Any extra nights of accommodation are paid for from SIG funds so should be considered carefully.

If your SIG is running a PCE, one additional night’s accommodation should be included in your PCE budget.

ii. Attending the June meeting
This is a one-day meeting held at the IATEFL HO in Faversham.
Coordinators can claim:
   a) Travel as above.
   b) One night’s (or two if necessary if non-UK-based) accommodation
   c) Lunch is organised by IATEFL. Further meals can be claimed as per limits for non-UK based Coordinators.
Accommodation is in Faversham and booked by the IATEFL S&PO.
These costs are covered by individual SIG funds.

iii. Attending the October/November meeting
This is a two-day meeting at the IATEFL HO in Faversham.
Coordinators can claim:
   a) Travel as above
   b) One or two nights’ accommodation as above
   c) Meals, except where meals are provided e.g., at a meeting,
Accommodation in Faversham is booked by the IATEFL S&PO.
These costs are covered by IATEFL general funds.

iv. Expenses for other meetings
These are claimed from SIG funds. If in doubt, please contact the IATEFL CE before incurring expenses. Any expenses over £100 should be referred to the IATEFL CE.

Summary
<table>
<thead>
<tr>
<th>Meeting</th>
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<th>Meals</th>
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<td>Annual Conference</td>
<td>UK Based: 2nd class rail</td>
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<td>£10 lunch  £20 dinner 3 days</td>
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<tr>
<td></td>
<td>Abroad: airfare up to £300 plus UK travel</td>
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<tr>
<td>June</td>
<td>UK Based: 2nd class rail</td>
<td>1 night (2 if non-UK based)</td>
<td>£20 dinner 1 day (Max 2 days) (Lunch provided)</td>
<td>SIG funds</td>
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<tr>
<td></td>
<td>Abroad: airfare up to £300 plus UK travel</td>
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<tr>
<td>November</td>
<td>UK Based: 2nd class rail</td>
<td>1 night (2 if non-UK based)</td>
<td>£20 dinner 2 days (Lunch provided)</td>
<td>IATEFL general funds</td>
</tr>
<tr>
<td></td>
<td>Abroad: airfare up to £300 plus UK travel</td>
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### 6.1.3 Event expenses

Any event organised by the SIG should normally aim at to make a surplus to offset the cost of the other SIG activities. The IATEFL CE can advance a cash float to the event organiser when requested by the SIG Coordinator provided that statements as to its expenditure, together with appropriate receipts, are supplied. Major bills, such as those for external speakers, must be submitted to IATEFL for direct payment. When drawing up the budget, keep in mind that there may be last minute hidden expenses, or fewer bookings than expected.

The Event Organiser(s) and/or the Coordinator(s) must:
- have a clear idea about the break-even point of the conference/event
- ensure the event budget has been submitted to IATEFL HO
- ensure the event budget has been approved by IATEFL HO
- keep receipts
- keep records
- keep IATEFL HO informed of details
- review the budget once actuals are received from the IATEFL Finance Officer

The event organiser must also ensure that a formal agreement between the SIG and the host organisation/venue/other party (when appropriate) is drawn up, specifying the assignment of organisation, financial responsibilities and the sharing of the surplus/deficit. *(See Appendix 12C.)* When the details have been checked, the Reps of both the SIG and the host organisation/venue/other party (when appropriate) will be sent a copy. The event will then be formally included in the list of IATEFL SIG events, and will receive the administrative assistance agreed.

When the surplus/deficit and all expenses are covered by the other party (ie. not the SIG) it is not necessary for a formal event budget to be submitted to IATEFL HO for approval. The cost of sending the marketing materials from IATEFL HO will be costed to the general budget for the SIG. *(See Appendix 4, 5, 6 and 13C.)* The IATEFL CE must react promptly if the SIGs have any queries or reservations about the viability or organisation of an event.

### 6.1.4 Speaker expenses

It is important to remind all speakers that IATEFL is a charity, and therefore has restricted use of its funds and endeavours to keep expenditure as low as possible. The first step could be to ask speakers, even plenary speakers, to try to get funding/sponsorship, before offering to cover their expenses. Plenary speakers can have their travel and accommodation expenses paid for out of the event budget. Other speakers will not normally receive expenses unless they have been approached by the Coordinator and this has been agreed.

IATEFL does not offer a fee to speakers who represent the Association at professional events. SIGs do not normally offer a fee to speakers, but when they do this should be included in the event budget.
If a SIG invites a HO Rep, the IATEFL President or any other member of the Trustees to attend a SIG event, the SIG then pays for their travel, accommodation and expenses. These costs come from the event budget. In exceptional circumstances, and at the discretion of the IATEFL CE, this cost could come out of the SIGs reserves.

6.2 Sponsorship
SIGs can, if they wish to, actively and regularly seek sponsorship from commercial organisations such as publishers, universities, language schools, examination boards, and other professional organisations for help with the newsletter and events. It should be remembered that most organisations are very happy to offer sponsorship, as they can usually make it tax deductible, and this is common practice with most charities. Requests for sponsorship should be made widely known so that all organisations, which might be interested in sponsoring, should have an opportunity to do so. The source and degree of sponsorship should not compromise the mission statement of the SIG or IATEFL.

6.3 Additional SIG expenditure
If sufficient funds remain to allow normal operation, the SIG can spend its funds on the following:

- remuneration of Newsletter Editor
- remuneration of Web Manager and maintenance of website
- remuneration of Discussion List Moderator
- purchase of equipment which will belong to the SIG
- an additional Committee meeting
- scholarships and/or travel grants of non-Committee members for SIG events or the IATEFL Annual Conference
- donations to IATEFL awards and projects

N.B Expenditure must be shown to support activities that favour the whole SIG. A case must be made to the FO for items which fall outside the list above. All proposals for additional spending must have a clear rationale as to how this benefits the SIG and must follow the due processes for agreement. Proposals for additional spending need to be approved by the SIG Committee and a budget should be submitted to IATEFL HO for these items. Approval is also required from the IATEFL CE and Treasurer before being acted upon.

Any proposal for additional spending should, therefore, cover the following aspects below:
- Who is the proposer?
- What precisely is the proposal?
- What would be the benefits for the SIG (e.g. newsletter articles)? What would be the benefits for IATEFL?
- What are the costs? (time, money, opportunity costs)
- Are there any management and administrative implications for HO?
- Who would be responsible?
- Who has been consulted so far and who else needs to be consulted before approval can be given?
- What steps would be involved and who would carry them out?

6.4 SIG annual budgets
Each year the SIG Coordinator and/or SIG Treasurer prepare an annual budget. SIGs should normally budget to make a surplus in a financial year (1 Sept to 31 Aug) and not use SIG reserves to finance operational expenditure. The budget should be submitted to the IATEFL FO, IATEFL DCE and the IATEFL S&PO by late July [see Appendix 13A].
Our SIGs help to fulfil IATEFL’s aim of linking, developing & supporting ELT professionals worldwide, offering you **the place to enrich your ELT career**
Section 7
Committee responsibilities

7.1 Administration and development coordinator
7.2 Events coordinator
7.3 Newsletter editor
7.4 PR & business development coordinator
7.5 Treasurer
7.6 Web coordinator
7.7 Webinar moderator

More explanation on the practicalities for the following roles can be found in the Appendices.

Events coordinator
Newsletter editor
Treasurer

SIG Committee roles: descriptions of duties
Volunteers are essential for IATEFL to achieve its aim of linking, developing and supporting English language professionals worldwide. By volunteering with IATEFL we hope that you will derive some benefits (in addition to having a lot of fun working with a closely-knit team, of course!) The descriptions of duties below are for reference only. IATEFL HO is always ready to assist you with anything you may need in relation to your role.
7.1 **Administration and development coordinator**

Responsibilities of the role include:

▪ looking after miscellaneous matters at the annual conference and organising a SIG table with newsletters and SIG information
▪ looking after the general administration of the SIG, including preparation of committee meetings, minute-taking and coordinating the information flow within the SIG
▪ responding to enquiries coming in through the SIG website and forwarding to the responsible committee member or local event organisers
▪ taking minutes at committee meetings and distributing them to the committee afterwards as well as sending them onto IATEFL HO
▪ looking for marketing and publicity opportunities and dealing with them proactively
▪ dealing with internal administrative details within the committee
▪ assisting the SIG to be more involved with outreach and possible sponsorship to other like-minded groups, organisations and individuals
▪ setting up relationships with local teaching associations / IATEFL Associates and organising joint events when possible
▪ organising and maintaining a scholarship scheme for conferences and other events
▪ exploring the possibilities of holding an event and co-organising it with a local team
▪ informing past scholarship recipients of upcoming SIG events

An ideal candidate for the position would have:

▪ excellent organisational skills
▪ experience with meetings, agendas, and minute-taking
▪ experience and contacts in the ELT world
▪ contacts with local teaching associations
▪ a flair for organising (small scale) events from exploration of suitable venues to the final product
▪ good intercultural skills
▪ a knowledge and understanding of the circumstances and conditions teachers in potential scholarship recipient regions live and work in

All ideal candidates for a position on the committee would have:

▪ an understanding of the world of EFL
▪ an understanding of the different circumstances ELT professionals live and work in different geographical areas
▪ contacts in the ELT world with, for example, publishers, teaching institutions, materials writers, other English teachers’ associations, etc.
▪ the ability to work as part of a geographically diverse team
▪ the ability to deal occasionally with the unexpected
▪ the patience and ability to work well in high-stress situations and with a wonderfully diverse array of people
▪ be technically-minded with an ability to extemporize “on the hop”
▪ an ability to work in varying teams (i.e. having good people skills)
▪ good IT-experience and practice
▪ the willingness to attend conferences and events and to travel to committee meetings
▪ a sense of humour.

7.2 **Events Coordinator**

Responsibilities of the role include:

▪ working closely with a local organiser to set up and run events
▪ contacting exhibitors and sponsors for events and setting up sponsorship packages
▪ putting out a call for papers for events and choosing speakers as well as putting the programme together
▪ advertising and marketing the event
▪ setting up the timetable for the event
- designing the printed conference program
- creating a registration form and deciding pricing for the event and liaising with IATEFL HO in order for it to go live on the website
- working with the local organiser on the budget for the event and submitting it to IATEFL HO for approval
- creating feedback forms for the event to send to IATEFL HO for photocopying
- helping the local organiser with getting information regarding accommodation, travel and restaurants for the event
- creating charts to visualize conference feedback
- getting all relevant information out to members
- using your industry contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats

An ideal candidate for the position would have:
- excellent organisational skills
- experience with organising both physical and online events
- excellent team player skills
- Be able to physically help run and attend the SIG’s key events
- excellent Microsoft Word, Excel & PowerPoint skills
- experience and contacts in the ELT world

7.3 Newsletter Editor

Newsletter production includes the commissioning of articles; commissioning of advertising; proofreading and editing in conjunction with authors; production of the ‘From the Editor’ article; liaison with the Coordinator for the ‘From the Coordinator’ article and for any SIG announcements which should be included in the Newsletter. The Newsletter Editor role also includes typesetting and final proofreading.

Interested parties should:
- have access to email for discussion and planning purposes
- be able to produce two quality newsletters every year. Each newsletter should reflect the breadth of membership interest where possible
- note that the position requires close communication with the SIG coordinator and IATEFL HO
- be able to make decisions regarding the overall content
- find advertisers and advise them regarding their requirements and be willing and able to dedicate the time needed to do this
- find contributions (e.g. articles, book reviews, columns)
- follow up leads for possible articles
- remind committee members of submission deadlines
- compile and edit/proofread the contributions
- find / select photos, as needed, including cover photo
- write the editorial for each issue
- organise the content for each issue and email it to IATEFL HO for mailing to members
- liaise with the layouter and discuss layout wishes/requests/changes
- do the final proofreading of the newsletter and send the email to members to accompany the newsletter to IATEFL HO
- send a list of contributors and their regular email addresses to IATEFL HO
- send billing information of advertisers to IATEFL HO
- attend committee meetings and stay in contact with the SIG Committee

- An ideal candidate for the position would have:
  - well-developed editing and writing experience
good spelling and grammar skills
• good computer skills and internet access
• strong interpersonal skills
• be able to work to deadlines

7.4 PR & Business Development coordinator
The main role of the Public Relations and Business Development Coordinator is to maintain and develop relationships with various stakeholders to effectively market and promote the SIG and the work it undertakes.
As PR&BD Coordinator you will have a number of responsibilities, including and not limited to:

● Seeking marketing and publicity opportunities and dealing with them proactively,
● Assisting the SIG to be more involved with outreach and possible sponsorship with other like-minded groups, organisations and individuals,
● Organising and maintaining sponsorship packages for conferences and other events,
● Developing relationships with local teaching associations and IATEFL Associates and entering negotiations for potential joint events,
● Exploring possibilities for PR events and co-organising with a local team,
● Looking after SIG publicity at the annual conference and working with IATEFL HO to create the SIG poster panel,
● Responding to enquiries coming in through the SIG website and forwarding, them to the responsible committee member or local event organiser.

An ideal candidate for the position would:

● Have excellent organization and communication skills,
● Understand the current issues of the ELT industry and how these impact on the SIGs remit,
● Have relevant contacts in the ELT industry and / or local teaching associations,
● Have a flair for organising PR events,
● Possess good intercultural skills,
● Understand the potential sponsorship opportunities available to the SIG.

7.5 Treasurer
Responsibilities of the role include:

• Collaborating with committee members, SIG Coordinator and IATEFL HO to put together the annual budget.
• Submitting the budget to IATEFL HO in July for approval.
• Answering HO questions prior to the budget being approved.
• Looking after and managing the SIG’s finances.
• Helping prepare conference and event budgets.
• Consulting events coordinators on specific financial questions throughout the event process.
• Following up and advising committee members / PCE speakers on the process for submitting expense claims to HO
• Approving expense claims that include original receipts that have been submitted to HO.
• Presenting the previous year’s year-end figures to members at the Open Forum at the IATEFL Annual Conference.

An ideal candidate for the position would have:

● A strong familiarity with Excel formulas.
● Familiarity with currency conversion tools.
● Experience in preparing a budget and looking after finances of an organisation.
● Experience in submitting invoices to customers or sponsors.
● Excellent written communication skills.
**A more general description for Treasurer**
Responsibilities of the role include:
- looking after and managing the SIG finances
- preparing the annual budget
- preparing or overseeing conference and event budgets
- consulting with the coordinators and events coordinators about specific financial questions
- overseeing committee expenses (and approving expense claims)

An ideal candidate for the position would have:
- experience in preparing a budget and looking after finances of an organisation
- familiarity with spreadsheets

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**7.6 Web Coordinator**
Responsibilities of the role include:
- updating and maintaining the SIG website
- managing the SIG’s email accounts (Google Apps)
- coordinating & moderating online events [Weekend workshops & Webinars]
- coordinating & moderating the online programme for SIG conferences [simulcasts]
- coordinating the SIG’s social media
- processing, editing and uploading video and audio recordings for the SIG website & YouTube channel
- preparing flyers for SIG events
- preparing slides for SIG events [PowerPoint]
- writing [or helping to write] the online relevant features in the SIG Newsletter
- dealing with queries from members concerning the SIG’s online activities
- providing technical support for other committee members where necessary
- using social media to promote SIG activities
- establishing ties with other SIGs to develop ideas for joint online events
- helping to shape the future of the SIG’s online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities

An ideal candidate for the position would have:
- experience of working with content management systems (website)
- experience of working with web conferencing tools
- experience of working with social media tools
- basic video & audio editing skills
- good Microsoft Word & PowerPoint skills
- a familiarity with trends in social media
- a keen interest in how technology is used in teaching and professional development

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**7.7 Webinar Moderator**
The role of the Moderator is to oversee and manage the SIG system of webinars and he/she reports directly to the XXXSIG Coordinator. All tasks carried out by the Moderator should be done in coordination with the XXXSIG Coordinator and any other XXXSIG committee members.

The tasks below set out to provide a systematic operation of the webinar and to ensure that XXXSIG provides a professional and competent service to its members. The Moderator is thus responsible for overseeing this operation and addressing any problems with the XXXSIG Coordinator.

There are various tasks that the Moderator should take charge of throughout the year to drive the webinar system and ensure that all necessary stakeholders are kept updated and informed as to what is happening. This also involves seeking advice and suggestions from stakeholders and using this to the benefit of XXXSIG and the webinar project.
Specific tasks are as follows:

- Decide dates for the year (including rehearsal date ideally the day before)
- Approach speakers
- Approach organisations about potential speakers
- Arrange dates for webinars. This should be one every two months with a maximum of 6 per calendar year
- Confirm speaker(s)
- Book room with IATEFL HO for webinar and rehearsal
- Assist presenter with presentations and other help required
- Ensure cover slide is uploaded onto webinar room 3-4 weeks before webinar with photo of presenter if possible
- Ensure presentation is received and uploaded into webinar room well in advance of rehearsal date
- Ensure presentation is in fact suitable and any queries addressed in advance of the rehearsal date
- Ensure that everything works in the webinar room and that it is set up for the webinar
- Ensure publicity for webinar is sent out to members in consultation with the XXXSIG Coordinator, via IATEFL HO
- Oversee the webinar operation from the rehearsal to the end of the webinar and any ancillary tasks after the webinar is complete
## Appendices

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Call for nominations procedure |
Appendix 1A: IATEFL structure
Appendix 1B: IATEFL posts

For current post-holders in IATEFL, and contact details, please see the Who is Who pages of the IATEFL Website – http://www.iatefl.org/iatefl/who-is-who-at-iatefl

Trustees
President
Vice President (The incoming Vice President serves two years on PubsCom continuing for a second year during 1st year of Presidency then moves to ConfCom in the 2nd year of their Presidency with a second year on ConfCom as Vice President),
Treasurer and Chair of Finance Committee
Secretary
Chair of Membership Committee
SIG Rep
Associates Rep
Chair of Electronics Committee

Advisory Council
IATEFL Patron
Editor of ELTJ
Director of ELT British Council
Plus a small number of friends of IATEFL

IATEFL Voices Editor
IATEFL Conference Selections Editor
IATEFL Rep on the ELTJ panel
Scholarships Working Party
WMS Advisory Committee

HO
Chief Executive
Deputy Chief Executive
Finance Officer
Conference Organiser
Deputy Conference Organiser
Membership Officer
Sponsorship & Exhibition Officer
SIGs & Publications Officer
Finance & General Administrator

Special Interest Groups
For current SIG post-holders’ contact details see www.iatefl.org/special-interest-groups/sig-list.

Business English
ES(O)IL
Inclusive Practices & SEN
Leadership and Management
Literature
Pronunciation
Teacher Development
Testing, Evaluation & Assessment

English for Specific Purposes
Global Issues
Learner Autonomy
Learning Technologies
Materials Writing
Research
Teacher Training & Education
Young Learners & Teenagers

Associates
For a list of IATEFL’s Associates, which number over 120, and contact details, visit www.iatefl.org/associates/list-of-associate-members

Appendix 2: Information about SIGs and their members
Q. What does SIG stand for?
A. Special Interest Group.

Q. What does a SIG do?
A. It encourages professional development and the exchange of ideas within a specialist area of English Language Teaching.

Q. How many SIGs are there?

Q. What is the structure of a SIG?
A. Depending on the SIG committees' size the structure varies slightly – some bigger SIGs have sub committees. For some SIGs, a Coordinator works with a small inner-circle Committee and a much looser outer-circle Committee to formulate each SIG’s policies. The Coordinator then reports through the SIG Rep to the IATEFL Trustees. Those principally responsible for the life and structure of a SIG are, of course, its members.

Q. What are the benefits of membership?
A. All SIGs should ensure that contact is maintained with SIG members through regular newsletters, emails to members directly or via the eBulletin. Members are encouraged to contribute to the newsletters. SIG events can take the form of workshops, conferences, webinars, PCEs and are organised by SIG members both in the UK and abroad. These events are publicised in SIG newsletters, the monthly eBulletin and other ELT publications and a post-event review can be written for IATEFL Voices. Membership results in reduced booking fees. Like the association as a whole, the SIGs are committed to networking. Contacts can be made with national teachers’ associations worldwide who may have their own SIGs or may want to set them up.

Q. How can someone join a SIG?
A. They need to first be a member of IATEFL. As an individual, student, retired or Early Career Teacher (ECT) member they are then entitled to membership of one SIG. They can also subscribe to as many other SIGs as they want for an additional fee. Basic and Wider Membership Scheme (WMS) members can add SIGs for an additional fee. There is no special entitlement to SIG membership for institutions.

Q. How can a SIG member become more actively involved in a SIG?
A. The SIG Coordinator should ensure that regular contact is maintained with SIG members through newsletters, emails to members directly or via the eBulletin which can include calls for new committee members.

Remember: an active membership is a thriving SIG.

Appendix 3: SIG promotion
Ideas for promoting SIGs
Committee members should take every opportunity to bring their SIG to the attention of IATEFL members, current and potential, and as wide a public as possible, by:

- Sending regular news on past events to *IATEFL Voices*
- Making membership packs available at SIG events
- Asking IATEFL HO to send an email (text to be supplied by SIG) to non-members who have registered for a SIG event, inviting them to become a member of the SIG
- Contacting publishers, associations and institutions for adverts and sponsorship on the SIG website, in the SIG newsletter and in the SIG event programme
- Working with IATEFL Associates to set up local SIGs where possible
- Sending regular updates of forthcoming events, newsletters and information for inclusion in the monthly eBulletin which is sent to all IATEFL members (due 10th of each month)
- Committee members attending events on behalf of the SIG to raise awareness of the SIG to other organisations
- Promoting your SIG through marketing material eg. pens, flyers, magazines
- Producing a pull-up banner for your SIG
- Producing certificates for your SIG members only for online events that the SIG does
- Submitting an article from your SIG on a specific question on an issue in ELT
- Promoting the SIG as a networking community and resource centre

Ways to publicise SIG events
Remember: *you cannot publicise an event until the budget has been approved by IATEFL HO.*
Once the budget has been approved start your publicity campaign a long time ahead.

*Keep doing it – one mention is soon forgotten*
- Make sure it is on the Coming Events page in *IATEFL Voices*
- Submit it for the monthly eBulletin sent out by IATEFL HO (deadline for submissions to IATEFL Publications Committee is the 10th of each month)
- Publicise it in the SIG newsletter
- email SIG members – via HO
- Put it on your discussion list and repeat key messages
- Put it on your Facebook page and twitter channels if you have them
- Put it on the PAL list (IATEFL Associates)
- Liaise with the Chair of the Publications Committee on articles for ELTJ or news for the ELTJ IATEFL page (Pubs Com has at least a 4 month lead in)
- Find out about posting it on ELTECs
- Find out about putting it in EL Gazette
- Look for other bodies appropriate for your SIG to ask to disseminate the information: e.g. EAQUALs, English UK, etc
- Use the contact lists of the host institution

Appendix 4: Setting up a new SIG
1 Introduction
IATEFL SIGs are for the professional development of the association’s members in some specific aspect of ELT and aspire to have a global reach. Membership of Special Interest Groups will be open to IATEFL members only. Membership of any SIG is open to all IATEFL members.

Any member of IATEFL can propose to set up a new SIG provided that they have been a member of the association for at least a year. Anyone who wants to set up a new Special Interest Group (that is, a group concerned with a professional area of EFL/ESL for which there is no group or similar group already in existence) should first notify the SIG Rep and the IATEFL President of their wish to do so.

2 Procedure:
   a) The SIG Rep will notify the Coordinators of existing SIGs and the other Trustees
   b) The proposer(s) must provide a brief statement giving the title and aims of the proposed group agreeing to run the SIG in accordance with this handbook, together with the name of the proposed Coordinator or organiser
   c) If no objections are raised, by either the SIG Coordinators or the Trustees, concerning the compass of the SIG or the professional integrity of the proposer(s), the member named as Coordinator of the proposed group should supply evidence of fifty IATEFL members who have indicated their interest in the formation of a new SIG.
   d) The new group can then proceed to be set up. The proposer(s) should make public the proposal for setting up the group in IATEFL Voices and/or by sending an email to all members via IATEFL HO and by calling a meeting, preferably at the Annual Conference
   e) The new SIG Coordinator and committee members would normally be recruited from the existing SIG membership. However, as the SIG is new, the SIG Coordinator and committee members should have been current members of IATEFL for at least one year.
   f) The committee will normally be co-opted and then formally elected at the IATEFL annual conference. The committee should ensure that the choice is not restricted exclusively to people from one commercial company, organisation, school or geographical location. Committee members should endeavour to achieve international representation.
   g) If the idea of a new SIG is raised at the Annual Conference, there is one year for consultation and the SIG is formally constituted at the Annual Conference the following year
   h) A new IATEFL Special Interest Group may be set up and be based outside the UK. It would receive a start-up grant in the same way as any other new SIG. It would be administered from the main IATEFL HO to avoid problems arising from membership and newsletters.

3 Assistance:
IATEFL can provide help in the setting up and support of such groups in the following ways:
- by offering financial support up to the sum of £500 in the first year of a SIG, if the SIG’s own funds are insufficient to meet its setting up and running costs. This should be regarded as pump priming money only
- by allowing all SIGs to have rooms in which to meet at IATEFL conferences and meetings
- by providing free publicity and information space in IATEFL Voices magazine
- by providing administrative support through the S&PO
- by encouraging the membership of SIGs in various ways

4 Once the SIG has been set up:
IATEFL HO
- uploads information on the SIG to the IATEFL SIG webpages
- uploads the SIG to the list of SIGs on the online membership form
- adds the SIG to the paper IATEFL membership forms
- sets up a forwarding email address based on the acronym of the SIG (eg. xxxsig@iatefl.org)
- updates literature about the SIGs in general to include the new SIG
- invites the Coordinator(s) to attend the next SIG Coordinators meeting

The committee of the new SIG
- creates a logo for the SIG and sends it to IATEFL HO
- creates a new member welcome letter and sends to IATEFL HO
- creates a SIG Facebook page in preparation for a SIG website
- should skype with the SIG Rep, IATEFL FO, IATEFL DCE and IATEFL S&PO for info and support

Appendix 4.1: Struggling SIGs

a: Struggling SIGs
A SIG is expected to produce 3 mailings per year, participate in events and Pre-Conference Events. Some SIGs achieve all this and more. Others go through lean patches but then blossom and thrive again. It is in the interest of all members that SIGs are supported when in difficulty.

In addition it is part of the SIG Rep’s duties to monitor and assist in such cases. Where a SIG Coordinator has been unable to generate sufficient activity, the Rep should arrange for the Coordinator to discuss the problems with him/her and the President. The situation should be dealt with in private as far as possible. When necessary it should be discussed by all Coordinators. If it is agreed in the SIG Coordinators’ meeting that the situation is irredeemable, the Rep will ask the Coordinator to step down and the SIG Committee will be disbanded.

Any remaining funds will be returned to IATEFL and frozen until:
   a) a new Coordinator is found and a new Committee formed or
   b) a formal motion is put to the Open Forum to dissolve the SIG

b: Closing down a SIG
If, at any time, the membership of a SIG drops below 45 for more than twelve months, and there has been no activity, then that SIG will be reviewed by the SIG Rep.

Appendix 5: SIG Coordinator’s induction and handover
   SIG Coordinator’s induction
Statement of current situation

Objective(s):
To provide an effective handover from the Current Coordinator (CC) to the New Coordinator (NC) to give the NC a clear idea of their responsibilities.
To provide them with all necessary resources (a copy of this SIG Handbook (SH) together with corresponding documents & templates etc.).
To outline what ongoing support is available from other stakeholders e.g. the SIG Rep (SR), IATEFL HO Staff, mentor Coordinator, other SIG Coordinators etc.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Who</th>
<th>Resources</th>
<th>Date completed</th>
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<tbody>
<tr>
<td>1 SIG mission/role of SIGs</td>
<td>SIG Handbook: section 2</td>
<td></td>
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<tr>
<td>2 Handbook</td>
<td>Read this document</td>
<td></td>
<td></td>
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<tr>
<td>3 Responsibilities (overview)</td>
<td>SIG Handbook: section 4</td>
<td></td>
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<tr>
<td>4 SIG Committee</td>
<td>Talk to committee</td>
<td></td>
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<tr>
<td>5 Other support: SIG Rep, IATEFL HO</td>
<td>Contact the IATEFL HO</td>
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<tr>
<td>6 Annual Conference</td>
<td>SIG Handbook: section 4 &amp; 5</td>
<td></td>
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<tr>
<td>7 PCE</td>
<td>SIG Handbook: section 4 &amp; 5</td>
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<tr>
<td>8 Open Forum/AGM</td>
<td>SIG Handbook: section 4 &amp; 5</td>
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<tr>
<td>9 SIG programme</td>
<td>SIG Handbook: section 4 &amp; 5</td>
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<tr>
<td>10 Other SIG events</td>
<td>SIG Handbook: section 4 &amp; 5</td>
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<tr>
<td>11 Online events/discussions</td>
<td>Talk to committee</td>
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<tr>
<td>12 Website: IATEFL &amp; SIG</td>
<td>Talk to committee</td>
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<tr>
<td>13 Finance: budgets, expenses</td>
<td>HO templates &amp;</td>
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<td></td>
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<td></td>
<td>SIG Handbook:</td>
<td></td>
<td></td>
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<tr>
<td>14 Reports to SIG Committee, SIG</td>
<td>SIG Handbook:</td>
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<tr>
<td>Coordinators</td>
<td></td>
<td></td>
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<tr>
<td>15 Communication: newsletters, emails</td>
<td>SIG Handbook: section 4</td>
<td></td>
<td></td>
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<tr>
<td>16 Communication: <em>IATEFL Voices</em>,</td>
<td>SIG Handbook: section 4</td>
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<tr>
<td>monthly eBulletin</td>
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<tr>
<td>17 Communication: SIG Coordinators</td>
<td>Contact the Executive Officer to be added to the Yahoo!Group</td>
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<tr>
<td>18 Meetings: SIG Coordinators’</td>
<td>Attend the meetings</td>
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<td>Meetings</td>
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<tr>
<td>19 Templates: Annual Planner, reports</td>
<td>SIG Handbook: appendices</td>
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<tr>
<td>20 Past documentation: annual plans,</td>
<td>Share information and read</td>
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<td>budgets, reports, minutes of meetings,</td>
<td>SIG Handbook:</td>
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<td>newsletters</td>
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<td>21 Follow up call</td>
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<td>22 Mentor assigned</td>
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<td>23 Action points</td>
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<tr>
<td>Review dates:</td>
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<tr>
<td>Completion date:</td>
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Appendix 6: SIG Report template – for both June and November meetings
Report Guidelines
1. It is an attempt to highlight good practice which can be shared amongst SIGs
2. Some of the information is fed into the SIG Rep’s Report to the Trustees
3. Each report is filed on the Yahoo site, and can be accessed by future SIG Coordinators, so each report serves as a reference point for future volunteers; reports may also be accessed by members of the various Committees within IATEFL
4. The SIG Rep will use the reports at SIG Coordinators’ meetings to emphasise good practice and promote discussion to support the progress and development of all SIGs.

Format: Please write your report using a Word compatible programme.

XX SIG Report  [Month / Year]

A. Committee Members
List all Committee members and their roles and highlight any changes since the last report. Please also indicate in which countries they are based.

B. Finances
Please indicate the actual reserves of your SIG (latest available figures).

C. Membership
Please state actual membership figures with breakdown for free, individual and institutional. Provide comparative figures for same time in previous year. Highlight how you are actively looking for more members.

D. Communication with members
Please include information about:
a) Regular newsletters / publications
b) Other occasional SIG publications
c) Electronic email updates / snail mail information sent to members

Highlight how the SIG is collaborating with the Associates and their SIGs through these publications.

E. Events
Past: Please include events since the last SIG Coordinators meeting including any webinars or online events
Future: Please differentiate between those which are a) Definite and b) In the pipeline including any webinars or online events

Highlight how the SIG is collaborating with the Associates and their SIGs through events.

F. Website
Include SIG web address
Please focus on any aspect of your website which you think could be of interest to other SIGs. New ideas, new software, new links / sections.
You can also describe any problems you are having and request help / support.
Highlight how the SIG is collaborating with the Associates and their SIGs online.
G. Discussion List / Facebook / twitter / Social Media pages
Include discussion list/ Facebook/ twitter address

Please include information about nº of subscribers, fielded discussion topics your SIG has programmed, interesting discussions which have arisen in the last six months.

Highlight how the SIG is collaborating with any Associates and their SIGs via the discussion list/Facebook/twitter

H. Marketing and Publicity (M&P)
Please include information about:
1. M & P which you feel is working well for your SIG
2. Any ideas your Committee has had and which you are thinking of implementing
3. Any problems you have with implementing M & P ideas.

J. Other
Include here anything which you feel does not fit in the above sections.

As the reports are collated into one document, please ensure that the name of the person responsible for compiling them and the actual date on which they were completed is included.
Appendix 7

SIG Committee roles: further information of what’s involved & call for nominations procedure

Events Coordinator
Newsletter Editor
Treasurer

Appendix 7A: Call for Nominations form
Appendix 7B: Voting procedure
7.1 Newsletter Editor

1 Introduction

SIGs deal with newsletter production in a variety of ways and with different degrees of sophistication.

The basic cover design is the same for all the SIGs and is implemented by the printer. The layout of the inside of the newsletter is chosen by each SIG and can be simple running text or columns, depending on the editor’s expertise and preference.

Each issue of the newsletter is the responsibility of the committee member who is elected to the role of SIG Newsletter Editor. Some SIGs have one person solely responsible for all the facets of the newsletter. Others have Deputy Newsletter Editors, Reviews Editors and others have a committee of Newsletter Editors.

2 The newsletter

The role of the editor(s) is to:

▪ Commission articles (very few arrive unsolicited)
▪ Ask the IATEFL S&PO to send to members via email, the call for articles/member spotlights
▪ Edit articles
▪ Write the editorial and ask the Coordinator[s] to send their Letter from the Coordinator[s] by an agreed date.
▪ Add fillers as sent by the IATEFL S&PO on or around the 15th of every month
▪ Work is greatly reduced if contributors send their articles in an email attachment
▪ Obtain advertising to offset production costs. You are more likely to get advertising if there is some connection in an article with one of the publisher’s products. Send the IATEFL S&PO the advertising form so that the company can be invoiced
▪ Lay out the inside pages of the newsletter ensuring that the quantity of newsletter pages are divisible by four
▪ Proof read the document
▪ Send the list of contributors postal/email addresses
▪ Produce the complete newsletter as a PDF or Word document and send it to the IATEFL S&PO who will
  - Check the newsletter editor has included all the items below under point 3
  - Proof read the document
  - Liaise directly with the Editor if there are any problems
  - Check the quantity required for printing [we send one copy to individual members of your SIG and three copies to institutional members]. We ensure there are enough copies to cover the mailing, as well as copies for contributors, archive and new members who join between this issue and the next.
  - Send the agreed copy to a printer who will then send the newsletter to a mailing house and out to SIG members with the remainder coming to IATEFL HO.

3 To be included in SIG newsletters

▪ IATEFL logo on every page
▪ SIG name in footer, which should include ‘Special Interest Group’ rather than just ‘SIG’
▪ IATEFL advertisement/information in every publication, IATEFL HO information and address etc
▪ SIG information which includes: aims; what you offer your members; website and discussion list; Committee members etc
▪ PCE/SIG Day – this should be in the first newsletter of the year or a reference to the IATEFL annual conference in general. If the information is known later in the year it should be included in that issue too
▪ Contributors’ guidelines
- ISSN number on the front cover
- Page numbers
- Newsletter issue number on the front cover

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Articles which have first appeared in IATEFL publications must acknowledge the IATEFL publication as the original source of the article if reprinted elsewhere.

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**Disclaimer**
Views expressed in this newsletter *** INSERT NAME OF SIG PUBLICATION *** are not necessarily those of the editor(s), of the IATEFL *** INSERT NAME OF SIG *** of IATEFL or its staff or trustees.

4 Illustrations
- Use a computer paint program
- Illustrations from contributors should be sent via email attachment and formatted as JPEG or TIFF (Hi-res) files.
- Draw pictures on paper and then scan in
- Use black and white photographs
- Be sure to check the copyright for any images used: If illustrations are sourced using Google Images, click on “Search tools” on the toolbar and another toolbar will float down click on “Usage rights” and a drop-down menu will appear. Click on “Labelled for reuse” and Google will filter the results to show only those which may be reused. Do not use copyright images.
- Use ELTpics on Flickr which is a free-from-copyright archive of pictures ([https://www.flickr.com/photos/eltpics](https://www.flickr.com/photos/eltpics))

**Photos of children**
- In accordance with our child protection and safeguarding obligations, we require all SIG newsletter editors to ensure authors of articles seek permission from parents / legal guardians for the use of photographs of children in an article and submit copies of signed release statements to the Editor.
- You can find out more about our code of conduct, mission and values here [www.iatefl.org/about-iatefl/governance-and-policy-documents](http://www.iatefl.org/about-iatefl/governance-and-policy-documents)

5 If the newsletter is an electronic version only
The editor(s) should:
- Commission articles (very few arrive unsolicited)
- Edit articles
- Write the editorial
- Work is greatly reduced if contributors send their articles in an email attachment
- Obtain advertising to offset production costs. You are more likely to get advertising if there is some connection in an article with one of the publisher’s products.
- Lay out the inside pages of the newsletter (there is no restriction on the number of pages)
- Proof read the document
- Send the list of contributors email addresses and advertising booking forms to the IATEFL S&P0
- Produce the complete newsletter as a PDF or Word document and send it, together with a covering email to go to members, to the IATEFL S&P0 who will
  - Check the newsletter editor has included all the items above under point 3
- Proof read the document
- Liaise directly with the Editor if there are any problems
- Use PageSuite to create an e-version of the PDF and either send the SIG Web Coordinator the link for the newsletter for your SIG website members area or send out the email to members with a link to the turning page pdf, via Mailchimp.

The cost of using PageSuite is 66GBP per issue (including VAT) as at October 2016.

6  Suggested timeline for SIG newsletters

Two months before deadline
- Solicit contributions from members via IATEFL HO
- Solicit contributions from others (see point 7 below)

One month before deadline
- Solicit member spotlights via IATEFL HO
- Remind regular contributors (events, reviews, interview)
- Remind committee members to send news / Events Coordinators for events and announcements

On receipt of copy
- Check all submissions can be opened and acknowledge receipt of submission.
- Check that biodata, photo, email to be published are available
- Check newsletter and ask authors for any missing information

Before layout
- Write List of Contents
- Proof-read and edit all content. If necessary check back with the author
- Check consistency throughout the newsletter (capital letters, bold, numbering, italics, foreign words etc.) See past issues for what has been done up to now.
- Find photos of the covers of books reviewed or request these from publishers

For layout
- Number all content in the order to be published
- Check ads
- Lay out the inside pages of the newsletter ensuring that the quantity of newsletter pages are divisible by four (applies only for printed versions)

7  Tips and ideas for Editors

Ideas on who to approach for contributions
Contributors do not need to be members of IATEFL or the SIG. If they are not members of the SIG or IATEFL, HO needs their postal or email address to make sure they get a copy of the newsletter.

1. All presenters at the PCE and SIG Day
   If they are submitting something for publication in iATEFL Conference Selections, it is only fair to remind them that they cannot publish the same piece in the SIG Newsletter.
2. Anyone else who presented at the Conference on an issue connected with the specialism of the SIG
3. Committee members
4. Contributors to other SIG newsletters on issues connected with the specialism of the SIG
5. Contributors to any journals on issues connected with the specialism of the SIG
6. Contributors to lists connected with the specialism of the SIG
7. Anyone who attends a another SIGs conference or presents at any other conference
8. Colleagues and friends!
9. Find people who will agree to do regular features.

**Ideas for submissions and / or regular features**

- Book reviews
- My Top Ten Books on a topic connected with the specialism of the SIG
- Interviews
- Reports of discussion from email list (get permission from all who wrote emails in the discussion before publishing)
- Conference and workshop reports
- Research reviews

A commercial organisation could also be invited to submit a report or an article and advertise at a reduced rate

**Ads can be solicited from organisations** connected with the specialism of the SIG. You can also use the list of contacts that IATEFL HO has.

**Tips**

Read submissions quickly to make sure that they fulfil the criteria for publication:

- Related to the specialism of the SIG
- Not too long
- Not too many references
- Tables and graphs separate
- Not offensive
- Not too many language mistakes
- Articles do not need to be scholarly but should not have been published elsewhere
- Ask for a second opinion if you are not sure about publication
- File original submissions and edited contributions separately and mark clearly
- Fill in the list of contributors immediately

**Ideas**

Publish the contributor guidelines on the SIG website.

- Not too long (max. 2000 words but shorter is fine)
- Simple formatting
- Up to 5 references or provided on request
- Tables and graphs to be submitted separately
- Approach publishers for ads and/ or review copies

**8 Contributor guidelines for the front of the newsletter**

*The SIG newsletter welcomes contributions or suggestions for future publications on any aspect of the SIG. Please read the guidelines below. Copy should be sent to the SIG newsletter editor [insert email address]*

**Readership**

*The SIG newsletter is an international publication with subscribers in many different countries. Readers include school teachers, teachers and trainers in companies and in higher education, both in state and private sectors, as well as teacher trainers and heads of department and managers.*

**Subjects included in this newsletter**
Anything connected with the professional interest of SIG members, e.g. project report, event review, book review, news and views, etc. An idea or a piece of research that hasn’t been completed yet and is not quite long enough for an article is also very welcome. Items as short as 600-800 words are often quite long enough to make a concise point and shorter articles give more people a chance to be heard, regardless of who, where or how well ‘qualified’ they feel they are. If you are not sure whether your subject matter is suitable, get in touch with the editor with a title and outline of your article first to check if it is suitable for a forthcoming issue.

**Language:** English  
**Title:** The title should make the content clear (usually about ten words).  
**Length:** Contributions may be of any length up to preferably about 1500 words. Shorter articles are often more reader-friendly, bearing in mind the readership of the XXXSIG newsletter. Articles longer than 2000 words should be discussed with the editor before submission.

**Format:**  
- Send contributions as an email attachment in Microsoft Word 6.0 or above  
- Use left justification and single line spacing in a black, 12 point Arial font (with one line space between paragraphs)  
- Do not use columns, indentations or framing  
- Do not have hyphenated words at the line end  
- Do not use headers, footers, page numbers or footnotes  
- Headings and subheadings may be used and should be each typed in bold on a separate line and ranged left  
- Do not use numbering or lettering for headings  
- Send diagrams, illustrations etc. separately as attachments and indicate where these should be placed in the text. All diagrams apart from photos must be in black and white.

**References**  
Articles need not be scholarly, but all quotes must be attributed and full references given. Please do not use footnotes. References can be given briefly in brackets [Smith, 1998] in the text. All references should be given at the end of the text in the following form: Do not give more than 5 references unless absolutely necessary.

**Copyright**  
Obtaining permission and meeting the costs of any fees for the use of copyright material in the article is the responsibility of the author.

**Permission**  
Obtaining permission for the use of photos in the article is the responsibility of the author.

**Additional information**  
- **Full name, institution (if applicable), country**  
- A few lines of author biodata at the end of the article (max. 50 words).  
- Optionally a photo (.jpg format), a contact email address and a website  
- Postal address. This will not be published but will be used to send you a hard copy of the newsletter (if it is a print version) in which your submission is published.

**Terms of acceptance**  
Articles which are not submitted following the above guidelines cannot be considered for publication. The editor and the SIG Committee reserve the right to accept or reject articles for publication depending on their quality and suitability for our readership. In some cases, authors may be asked to make revisions to their articles before final acceptance. If an article is accepted for publication, the editor reserves the right to make minor editorial changes deemed necessary for reasons of e.g. space, style, clarity and accessibility. If more than minor changes are needed, the author will be consulted and an edited version of the article will be sent to the author for approval.
### 7.2 Events Coordinator

Events should normally make a surplus and the budget must be approved by HO before the event can be advertised. Your event can be one-day events or longer. They can be in cooperation with another IATEFL SIG, a local institution or an IATEFL Associate. Therefore it is impossible to cover all the factors which have to be accounted for and not all of the following checklist items will apply to your event.

#### What IATEFL HO does in the run-up to a SIG event

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<th>Timeline</th>
<th>Details</th>
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| **Budget stage** | SIG Coordinator submits a budget to IATEFL HO for the event.  
● The S&PO, DCE and FO look at the budget and liaise directly with the SIG coordinator[s], treasurer and events coordinator[s]. Once the budget has been corrected as required it is sent to the IATEFL CE for checking and then if needed onto the IATEFL Treasurer for approval.  
● If an IATEFL HO Rep attends the event, their main responsibility will be to manage onsite registrations and payments, and, inform delegates about IATEFL and how to join. Please be advised that they will have been briefed regarding your event.  
● The SIG Coordinator should liaise with the HO Rep regarding the booking of accommodation and travel arrangements. |
| **Approval of budget** | The S&PO, uploads an outline of the event to the IATEFL SIG events registration website [http://secure.iatefl.org/events/](http://secure.iatefl.org/events/) including the following:  
● Title/_SIG(s) involved  
● Dietary requirements option for delegates to tick  
● Earlybird deadline (if appropriate)  
● Online registration closing date  
● Location including the address  
● Registration fees (taken from budget)  
● A cancellation notice with date  
● A brief outline of the event (subject to information from SIG Coordinator)  
● Documents such as call for papers or directions to the event  
The S&PO, emails the SIG Coordinator requesting the following:  
● list of speakers and speaker email addresses  
● list of speakers whose reg. fee will be waived  
● list of committee members whose reg. fee will be waived  
The S&PO also emails the SIG Coordinator with a copy of the IATEFL SIG events advertising, sponsorship and exhibition forms and requests their completion by exhibitors/sponsors, which should then be returned so that IATEFL HO can invoice the companies.  
The SIG Coordinator should advise if further information relating to the event will be advertised on the SIG website, and, when the event is being held with another organisation, whether they will also advertise the event on their website. |

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Please note that all registrations and payments are processed via the IATEFL SIG events website [http://secure.iatefl.org/events/](http://secure.iatefl.org/events/)
| Event goes live | • If the SIG Coordinator has decided to offer a lower rate to speakers or host institution delegates then the S&PO, will create a promotional code as required and share it with the SIG Coordinator. This also applies to a lower rate for your SIG members.
• The SIG Coordinator should send the S&PO, a list of senders and their email addresses.
• The IATEFL S&PO sends an email to speakers asking them to register – if there is a speaker deadline, the IATEFL S&PO will send reminder emails (subject to receiving email addresses from SIG Coordinator) to speakers in the run-up to this date.
• After this date, the IATEFL S&PO will contact speakers who have not registered and paid that they have been removed from the programme. N.B. This necessitates extra work for the IATEFL S&PO emailing affected delegates. |
| Registration is open | The IATEFL S&PO sends invitation letters to delegates who select this field on the online registration form. Invitation letters specific to speakers can also be sent once information has been received from the SIG Coordinator. |
| Earlybird closes (if applicable) | The IATEFL S&PO emails unpaid delegates that their registration fees have now increased to the non-earlybird rate. |
| 3 weeks before | The IATEFL S&PO sends a reminder email to members to register (subject to blurb from SIG Coordinator). 
SIG Coordinator and/or events coordinator watches the IATEFL ppt ‘Taking money at a SIG event’ and skypes with the IATEFL S&PO if there are any queries. |
| 2 weeks before | • Online registration closes (overseas events).
• The IATEFL S&PO uploads information to the event webpage regarding onsite registration for the event for those delegates who are interested in attending.
• The IATEFL S&PO creates and prints sufficient copies of the onsite registration form, requested certificates (**), delegate/exhibitor/blank badges, feedback forms, IATEFL marketing items, receipt books and an IATEFL petty cash tin in a box to the event. The cost of sending these items is charged to the SIG event budget. Lanyards and badge holders (if appropriate) are also sent. |
| 1 week before | Online registration closes (UK events).
Deadline for exhibitors & sponsors to have paid by: if payment is not received by this date then they cannot set up their stand onsite.
The IATEFL S&PO uploads information to the event webpage regarding onsite registration for the event for those delegates who are interested in attending.
The IATEFL S&PO creates and prints sufficient copies of the onsite registration form, requested certificates (**), delegate/exhibitor/blank badges, feedback forms, IATEFL marketing items, receipt books and an IATEFL petty cash tin in a box to the event. The cost of sending these items is charged to the SIG event budget. Lanyards and badge holders (if appropriate) are also sent. |
| 3 days before | • The IATEFL S&PO finalises numbers attending the event with SIG Coordinator and local organiser.
• The IATEFL S&PO will also email the FINAL Attendance List to the SIG Coordinator, as well as the contents of the marketing box (*). This information is also shared with the IATEFL HO Rep if attending. |
| After event | • SIG Coordinator/Local organiser sends Attendance List to IATEFL HO together with the money schedule, receipt books, membership forms, uncollected badges/certificates and the IATEFL petty cash tin.
• SIG Coordinator/Local organiser banks monies taken onsite into IATEFL bank account.
• Once information is received, the IATEFL S&PO sends certificates to delegates who registered onsite. |
The IATEFL S&PO sends all participants the Participants List via email after the event.
The IATEFL FO pays invoices for the venue/catering for the event.
The IATEFL FO finalises accounts for the event and passes to the SIG Coordinator.

The Attendance List contains the names of ALL delegates and should be completed and returned to IATEFL as soon as possible after the event.* Certificates of attendance are printed and sent only for those delegates who have requested them. ** The Participants List contains the full name, email address and country of those delegates who have agreed to be on it.

Please use the eBulletin (monthly update to all IATEFL members) as a way to target your members, and the members of other SIGs. Please note that emails to your members cannot go out within one week of the eBulletin.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGs</th>
<th>HO / CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>At conference</td>
<td>Collect feedback from PCE delegates. (Note: PCE feedback to be collected by PCE organisers at PCE, not through HO). By Conference SIG Coordinators' meeting decide on next year’s PCEs. Begin looking for speakers.</td>
<td>Establish which PCEs are running</td>
</tr>
<tr>
<td>Two weeks after</td>
<td>Share summary of feedback from PCE with SIG Committee. Agree action points as a SIG Committee from feedback on PCE. Put feedback up on websites where appropriate / write report for SIG newsletter</td>
<td>If appropriate share PCE related feedback.</td>
</tr>
<tr>
<td>conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Write PCE blurbs (up to 350 words) for the Preliminary Conference brochure. Send PCE blurbs to CO.</td>
<td></td>
</tr>
<tr>
<td>June/July</td>
<td>Confirm PCE speakers Agree with CO on timing of tea/coffee breaks At SIG meeting decide on room choice for PCE. Work on budget (based on information about PCE venue and needs of speakers). Send PCE budget to IATEFL HO for approval. Advise DCO whose registration fee for PCE is waived</td>
<td>Preliminary Conference Brochure comes out. Information sent to SIG Coordinators: catering prices: tea, coffee, lunch etc. room hire prices room capacities no of rooms available Confirm to SIG Coordinators the type and price of accommodation</td>
</tr>
<tr>
<td>Month</td>
<td>Task</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Update the PCE blurb (up to 350 words) for Conference Preview brochure. Add speakers if known. Send timetable to S&amp;PO for forwarding to delegates.</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>S&amp;PO sends weekly until conference, a list of paid PCE delegates.</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>C0 raffle prizes for the PCEs from exhibitors.</td>
<td></td>
</tr>
<tr>
<td>PCE Day minus 1 month</td>
<td>Send any printing for PCE and send to S&amp;PO</td>
<td></td>
</tr>
<tr>
<td>PCE Day minus 2 weeks</td>
<td>S&amp;PO prepares register of participants and PCE certificates.</td>
<td></td>
</tr>
<tr>
<td>PCE Day minus 1 day</td>
<td>HO puts up PCE signage in venue PCE delegate badges located at Registration Desk. If PCE is offsite, Coordinator collects PCE badges at SVA dinner.</td>
<td></td>
</tr>
<tr>
<td>PCE day</td>
<td>SIGs</td>
<td>HO / CO</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>0800</td>
<td></td>
<td>PCE registration opens</td>
</tr>
<tr>
<td>0830</td>
<td></td>
<td>Hand-outs and raffle prizes delivered by 10am to PCE rooms by conference stewards.</td>
</tr>
<tr>
<td>0830</td>
<td></td>
<td>Finance Officer takes late and unpaid registrations PCE delegate badges located at Registration Desk for collection by delegates The Conference Programme is <strong>not</strong> given to PCE-only delegates</td>
</tr>
<tr>
<td>0930</td>
<td>PCE rooms open with SIG volunteer at the door. (SIG volunteers to ensure that rooms remain empty before 09:30) Check all delegates are in the correct PCE by looking at delegate badges Tick off delegates on the register and hand out PCE only delegates certificates [at an appropriate point]</td>
<td>Check all delegates are in the correct PCE</td>
</tr>
<tr>
<td>1000</td>
<td>PCEs commence</td>
<td></td>
</tr>
<tr>
<td>1600</td>
<td>At the end of the day return register and any uncollected certificates to the S&amp;PO at the IATEFL Registration Desk</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>SIG Coordinators</td>
<td>CP [CP]</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>July</strong></td>
<td>Advise DCO whose registration fee for conference is waived (for SIG committee members)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From July – November confirm accommodation requirements for SIG Committee to DCO</td>
<td></td>
</tr>
<tr>
<td><strong>Mid-September</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Early October</strong></td>
<td></td>
<td>CP &amp; Proposals Committee reads all Speaker Proposals.</td>
</tr>
<tr>
<td><strong>Mid October</strong></td>
<td>SIG Committee members start thinking about booking travel to conference Begin selecting presentations and decide on SIG Day programme.</td>
<td>Proposals Committee meet.</td>
</tr>
<tr>
<td><strong>Late October</strong></td>
<td>Deadline for completed Days and reserve choices to be sent to CP &amp; CO. SIG Coordinator suggests proposals to be filmed for IATEFL Online. CO then makes decision based on these ideas together with suggestions from others and contacts British Council. Inform CO on Open Forum equipment requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Early November</strong></td>
<td></td>
<td>CP attends SIG Meeting and updates attendees with progress of programming.</td>
</tr>
<tr>
<td>Mid November</td>
<td>CP completes programming and sends info to CO. Very difficult to make changes from here on.</td>
<td>CO &amp; DCO begin work on Preview brochure</td>
</tr>
<tr>
<td>Late November</td>
<td>Receive confirmation from CO that speakers can be contacted.</td>
<td>CO contacts speakers who need to resubmit their title, abstract etc. CO sends acceptance letters to speakers together with Conference Selections info &amp; presentation guidelines</td>
</tr>
<tr>
<td>Mid December</td>
<td>Deadline for accepted speakers to pay. Speakers not paid removed from programme. CO informs SIGs if their SIG Days are affected by this. Preview brochure goes to press.</td>
<td>Preview brochure goes live</td>
</tr>
<tr>
<td>End December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late February</td>
<td>CP completes final programming</td>
<td>CO seeks raffle prizes for the Open Forums from exhibitors.</td>
</tr>
<tr>
<td>End Feb</td>
<td></td>
<td>CO sends accepted speakers their second letter with full details together with Conference Selections info &amp; presentation guidelines. CO sends Conference Programme to the printers – this is handed out at the conference to paid conference delegates/speakers. The Conference Programme is <strong>not</strong> given to PCE-only delegates.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE THAT DATES VARY FROM YEAR TO YEAR AND ARE INTENDED AS A GUIDE ONLY**
Planning a short conference/ event/ workshop

a) Consider in advance:

<table>
<thead>
<tr>
<th>Theme</th>
<th>links with other SIGs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form of event/workshop</td>
<td>group</td>
</tr>
<tr>
<td></td>
<td>other rooms</td>
</tr>
<tr>
<td></td>
<td>networking room</td>
</tr>
<tr>
<td></td>
<td>mobility of furniture</td>
</tr>
<tr>
<td></td>
<td>webinar</td>
</tr>
<tr>
<td>Number of speakers + length of sessions</td>
<td>replacement speakers in case of illness/cancellation</td>
</tr>
<tr>
<td>Equipment</td>
<td>need to hire?</td>
</tr>
<tr>
<td></td>
<td>cost involved?</td>
</tr>
<tr>
<td></td>
<td>any fees to be waived or special dispensation?</td>
</tr>
<tr>
<td></td>
<td>technicians on hand?</td>
</tr>
<tr>
<td>Min./Max. number of participants</td>
<td>Minimum needed for the event to break even and a cancellation date by which this number has to be reached</td>
</tr>
<tr>
<td></td>
<td>Maximum that can comfortably and safely be accommodated</td>
</tr>
<tr>
<td>Rooms</td>
<td>size</td>
</tr>
<tr>
<td></td>
<td>type</td>
</tr>
<tr>
<td></td>
<td>equipment and set up</td>
</tr>
<tr>
<td>Catering</td>
<td>times of breaks</td>
</tr>
<tr>
<td></td>
<td>availability of tea/coffee/other food and beverages</td>
</tr>
<tr>
<td></td>
<td>costs</td>
</tr>
<tr>
<td>Security/cleaning</td>
<td>is this included in the agreement with the host institution or is it an additional cost?</td>
</tr>
<tr>
<td>Insurance</td>
<td>does host institution have cover?</td>
</tr>
<tr>
<td>List of participants with contact details</td>
<td>ask for agreement on booking form</td>
</tr>
</tbody>
</table>

b) Liaise regularly with:

| Rep of host institution | all practical arrangements |
| | agreed budget |
| Caretaker(s) | opening and locking up |
| Catering staff / outside caterers | get firm quote based on minimum/maximum numbers |
| | contact again with exact numbers nearer the day |
| | put info such as lunch choices on booking form for delegates to fill in |
| IATEFL S&PO | update on bookings |
| | send updates on exhibitors and sponsors |
| | send floor plan for exhibitors |
| | advise on waived fees (speakers and committee) |
| | confirm early-bird deadlines |
| | advise who the organisers are and send their full contact details. |
| | Provide a full postal address for the event, a map, and any accommodation links that may be useful and travel information |
| Speakers | ask how they want sessions/themselves described in programme |
| | ask in advance to write up sessions for future newsletters |
| | check equipment needed |
### a) Send out:

<table>
<thead>
<tr>
<th>Call for speakers (if applicable)</th>
<th>Information about workshop / event</th>
</tr>
</thead>
<tbody>
<tr>
<td>- starting and finishing time</td>
<td>▪ include time of onsite registration</td>
</tr>
<tr>
<td>- times of breaks</td>
<td>▪ price: members / non-members – indicate what is included in price (eg. lunch/tea break)</td>
</tr>
<tr>
<td>- maps indicating surroundings, building, rooms</td>
<td>▪ maps indicating surroundings, building, rooms</td>
</tr>
<tr>
<td>- times of breaks</td>
<td>▪ train/travel/accommodation (usually with special rates) information</td>
</tr>
<tr>
<td>- price: members / non-members – indicate what is included in price (eg. lunch/tea break)</td>
<td>▪ add link to google map</td>
</tr>
</tbody>
</table>

Forms for exhibitors so they can be invoiced by IATEFL HO

### b) Have available:

<table>
<thead>
<tr>
<th>IATEFL + SIG membership information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badges / certificates of attendance / feedback forms / conference programmes</td>
</tr>
<tr>
<td>Latest and past SIG newsletters for sale to non-members</td>
</tr>
<tr>
<td>Display material</td>
</tr>
<tr>
<td>▪ local bookshop may like to have a selling point for materials related to theme of conference</td>
</tr>
</tbody>
</table>

### c) Think about:

Announcements / information about IATEFL and SIG activities to be given out at the beginning/discounts for those who join IATEFL and SIG at event

Thanks and drawing to a close.

Maintaining list of possible speakers and sponsors for future events

Keep in contact with new, potentially active SIG members

Getting articles for SIG newsletter and/or IATEFL Voices

Publishing a conference proceedings document

### d) Remember:

To have a clear idea about the break-even point of the workshop

Ensure your budget is approved by the IATEFL HO & IATEFL Treasurer ▪ this must be done before the event is advertised

To keep receipts
To keep records
To prepare profit / loss sheet ▪ send details to IATEFL HO
Checklist for setting up a SIG Event (with sponsors)

Things to do six months to a year beforehand:

▪ Create an events committee – decide who is responsible for what. (one person in charge of venue, one for delegates, one for speakers, etc. or more general duties)
▪ Find a venue – clarify what it will cost or if it is possible to use the facility without paying. Make sure the venue has got enough rooms, the proper technical equipment, is fairly easy to reach, has staff who can help out. If there is a plenary speech, does the venue have a room where everyone can fit or do you need to find any extra place for this? Check parking facilities / unloading bays for exhibitors.
▪ Choose a date.
▪ Choose a cut-off date (a specific deadline when the organisers can call off the conference if there are not enough people signed up for it).
▪ Choose a name for the event (unless it is simply an annual or bi-annual event which always takes place).
▪ Decide if the event is meant for a particular target group or is a general conference.
▪ Decide on focal points (program tracks).
▪ Decide on timetable (how many talks, workshops, plenary or no plenary).
▪ Find plenary speaker(s) if necessary.
▪ If it is possible for teachers to get expenses reimbursed (or the day off from school) through the Ministry of Education or another institution, find out what you need to do for this and contact the person who can help.
▪ Discuss lunch breaks with people on site – can we offer lunch at the venue (what does it cost?), supply lists of restaurants nearby
▪ Discuss coffee breaks – decide if these will be supplied for delegates, covered by conference fees, sponsors, or do delegates pay for themselves?
▪ Decide on conference fee (will speakers have to pay or not, or do they pay a reduced fee?).
▪ Decide on cost for exhibitors (per table, per stand, etc. advertising in programme, putting leaflets in bags).
▪ Check venue can provide necessary requirements for exhibitors – e.g. electrical power points, internet access.
▪ Submit budget to IATEFL HO and await approval.

Once the budget is approved:

▪ Inform exhibitors about limitations so they can adapt their stands accordingly (width, depth limitations, technical limitations)
▪ Decide if you can raise money from corporate sponsors, how would they benefit? What could you offer them?
▪ Create speaker proposal form and contact IATEFL S&PO for exhibitor and sponsor forms.
▪ Send exhibitors the forms as well in case they want to sponsor speakers or register for the conference.
▪ Set a deadline for speakers’ proposals.
▪ Set a deadline for registration.
▪ Publicize the conference – mail out the forms, send emails, create posters, find out about websites where you can advertise, contact newspapers, etc.
▪ If the conference lasts for more than a day arrange a welcoming meeting and an evening program.

Things to do in the last six months:

▪ Decide which honorary guests should be invited, who should speak at the opening and who is responsible for inviting them.
▪ Collect speaker’s forms and decide on who is speaking (vetting period).
▪ Inform speakers that their proposal has been accepted. (If possible, give speakers an idea of how many people to expect so that they know what to do about photocopies.)
- Put the program together.
- Send out confirmation letters.
- Send out information about hotels to delegates via IATEFL S&PO (give delegates some names of hotels near the venue, give them a website where they can see where to book, etc.).
- Ask publishers or other sponsors for bags, pens, paper, etc. Offer to put their brochures and catalogues into the bags. Give them an address where they can send the materials before the conference. Inserts can also be paid for, generating more income to cover costs.
- Begin to advertise the event intensively and extensively.

Things to do in the month before the event:
- In liaison with the IATEFL S&PO arrange for a conference office or registration area at the event venue – decide who will be there and what they have to do. The SIG Coordinator is responsible for ensuring that the IATEFL Finance Procedures are followed.
- Watch the IATEFL PowerPoint on taking money at a SIG event
- Let speakers know when they will be speaking [at least inform them about the day and general time frame]. Reconfirm the equipment needed with the speaker.
- Arrange with the venue about the coffee breaks (when, for how many people, what will be served, who will do the serving.) The IATEFL S&PO will be able to advise on final delegate numbers.
- Print the program – find out if it can be sponsored so that printing and copying costs can be saved.
- Send out a provisional program by email via the IATEFL S&PO.
- Let the people at the venue know how many rooms will be needed and what kind of equipment they need – make a room plan.
- Let the people at the venue know what the exhibitors will need.
- Ask the exhibitors to clearly mark materials meant for the conference bags if they are sending them ahead of time.
- Find student helpers or other assistants – explain what they need to do.
- Arrange with the venue about the cloakroom. (have a place for people to leave luggage as well as coats).
- Arrange with the venue about a speaker’s preparation room.
- Arrange with the venue about photocopy possibilities if it is necessary to make copies on the spot. Find out how to do this and what it will cost. [Sometimes a copy card can be bought or a person appointed by the venue who then charges for the copies on the spot.]
- Arrange with the venue a room for exhibitors to store things.
- Arrange with the venue for speakers to be able to store things – if they have more than one presentation and are presenting on different days they may want to leave things at the venue.
- Create a feedback form and ask the IATEFL S&PO to make copies and send it to the venue.

These are the last minute things:
- The IATEFL S&PO will make the name badges. (We put names and institutions on the badges. We also highlight speakers’ badges so that those at registration can clearly identify whether a speaker has registered onsite)
- IATEFL HO will send in the box of materials the following:
  - The attendance list of the delegates and presenters
  - Feedback forms
  - Certificates
  - Name badges, lanyards and badge holders unless sponsored
  - Petty cash tin, IATEFL receipt books and finance procedures
- Copies of *IATEFL Voices* and SIG newsletters
- Flyers about forthcoming SIG events and IATEFL webinars
- IATEFL Annual Conference flyers
- Membership forms
- Early Career Teacher and general IATEFL information flyers

- Stuff the conference bags.
- Label the building (put up signs for registration, workshops, rest rooms, restaurant, speakers’ room)
- Put up signs outside the rooms listing the names of the workshops and the times they are being held.
- Put up full programs (rooms, names of workshops or talks, times) in several places in the building including a central bulletin board.
- Set up a message and general information board.
- Make sure there is a student helper or assistant at each room – explain to them what they have to do (their main job is to help the presenter, if equipment is not working they have to find someone to take care of it, they can help with hand-outs, they keep the room from becoming too crowded if necessary, they find more chairs if necessary, etc.)
- Have several student helpers or assistants who help with general information, traffic, etc.
- Remind people to fill in the feedback forms.
- Make sure that someone has a key for the luggage room so that people can catch trains and planes, etc.

These are several important things to remember:
- Make sure that there are enough people at registration to make it go as quickly as possible.
- If students work at registration make sure that one of the COs is there as well in case there are questions.
- Have a copy of the unpaid delegates list so that this can be found quickly.
- Have copies of the program with the exact times of the talks and workshops – keep one at registration and hang up other copies around the venue.
- Have a speaker’s room if possible.
- Have a place for people to leave coats and luggage.
- If possible, have special badges or T-shirts for the helpers.
- Provide a vegetarian and a non-vegetarian lunch.
- Let smokers know where smoking is allowed.
- If the numbering of rooms is at all unusual, have a sign on the ground floor letting everyone know where to find rooms.

**Comments on setting up a SIG Event written by a local organiser**

- Why attend / organize conferences
- Things to keep in mind
  i) Dates, theme & speakers
  ii) Venue, accommodation, transport
  iii) Budget, sponsors
  iv) Announcements, website, brochures, social media
  v) Conference Pack
  vi) During the conference
  vii) Post-conference

**Conference or not and how**

Conferences are excellent opportunities for anybody regardless of their profession. Academic conferences provide forums where the experienced and inexperienced benefit from many factors. For one thing, they give you the space and time to refuel when you feel
you are worn out from teaching a heavy course load, writing papers, administrative duties and even family issues. Some of the reasons why people (should) attend conferences are:

- To learn what is trending in your field
- To meet the people who have written books/papers you have read
- To network with peers, institutions, publishers
- To get the chance to shine as a scholar especially if you are a presenter
- To have fun

From the institutions’ point of view, conferences are a great way to promote their facilities, sustain a fruitful learning environment for their stakeholders and help spread their fame in the field so that they can attract quality staff and students.

When it comes to organizing a conference there are quite a few things to be considered to run the process smoothly. After hosting the IATEFL LASIG Istanbul event at Sabanci University in May 2014, I thought it could be useful to provide information about the stages we went through and give some tips for people who are interested in organizing a conference.

**Dates, the theme and speakers**

First and foremost, ensure you choose suitable dates for the event. It is crucial to start as early as possible, say more than a year in advance, as it requires many months of planning and coordination. For this event we started working on the project after the coordinator of the IATEFL LASIG announced the need for local events. Communication with the related parties takes much longer than you think; therefore try to give as much time as possible for this. To avoid possible conflicts in your institution’s calendar, pay attention to holidays and other major events that have been planned for that period of time. Usually spring breaks and early summer periods are convenient times.

As for the theme of the conference, consider the needs of the local community and check out the previous conference themes. Trendy topics are always attractive; arrange brainstorming sessions with your colleagues and agree on a theme.

Popular speakers can be hard to find as they are booked months before the events. After setting the theme of the conference, arrange a pool of potential speakers and reach them fast. Including a local plenary speaker among the other international speakers sounds good for “local” SIG events. The city and the venue, the length of the conference and the potential participants may come in handy to convince the speakers to attend.

**Venue, accommodation and transport**

Even if the event is a local one, there will be people from other cities and countries who will attend. If the venue is in a central area, accommodation and transport will not be a problem. This will also increase the chance of attracting plenary speakers, presenters and participants. For accommodation, try to get some discount from the nearby hotels but inform the participants about other choices as well. I provided the official website of the host city and then contacted a couple of hotels in the area and got a 10-20 % discount by giving links to their web pages on the conference website.

It is important to give directions and means of transport to the venue from airports and / or train stations on the website and in the brochures. If the venue is not in the central area and hard to reach by public transport, consider arranging shuttles.

The venue should be suitable to seat around 80 to 100 people in the larger room(s) and around 25-50 in other smaller rooms. Rooms bigger than these can lack the cosy feeling, so they are not recommended for local events.

**Budget and sponsors**

Budgeting is as important as timing. To help reduce the costs try to use your institution’s facilities. Arranging the event in an educational institution has other advantages, too. It will
be easier to get student helpers, more of your colleagues will be able to attend and the event will be useful to spread the host institution’s fame.

Coffee, tea and snacks are a must in conferences. A professional catering firm will be the perfect solution and if you can get one of the sponsors to pay for this, you will not have to deal with the paper work.

Stationery, name tags and brochures, plenary speakers’ flights and accommodation are also in the list of expenses, so try to find as many sponsors as possible. Educational firms are your natural allies; try to reach them first but consider getting help from other companies, too. Educational events are favourable among many institutions because of the target market (students, educators) and the effects they create upon societies.

Offering stands where the sponsors can display their products and services usually works well with both parties – the host institution and interested companies. Logos of the companies can be displayed on the website, which does not require extra costs. Usually, events last more than a day. Participants enjoy having a chat around the dinner table as much as attending the creative sessions. Dinners are the right opportunities to have fruitful conversations and establish collaborations. These events are also enjoyable as they are a way of introducing the host country’s cuisine and drinks. Try to arrange a restaurant/hotel which offers traditional food, rather than international dishes that can be found everywhere. Participants were asked to pay a discount fee for the dinner event which was at a nearby hotel. When we asked participants to give feedback about our conference, we were pleased to see that lunch and dinner ratings were among the highest scores.

Announcements
There are a lot of conferences taking place each year. You do not want your conference to go unnoticed. The following are all useful to attract participants in your local setting and abroad.

- An attractive website: With colourful visuals, it works wonders to give all that is needed - plenary speakers, venue, dates, everything. Directions to the venue should be given precisely on the conference website. Participants would like to know alternative means of transport and the cost. Another advantage of the website is that, long after the conference it can still be reached for reference.
- Posters and brochures: Try to use visuals that go hand in hand with the theme of the conference. Posters should be sent to institutions in time to be displayed on their walls. Brochures are practical as they do not take up a lot of space. Reach your target audience through other conferences- chances are your colleagues will be attending different ones; ask for their help to distribute them.
- Social media: Facebook, twitter, Instagram and the like are followed closely so why not use them. We tried to increase the interest by giving information about each plenary speaker one by one at different times. We also published interviews with them through social networks. We asked the followers to comment on the poster of the conference and promised awards for them.

Conference pack
People who attend conferences have to be on the move all the time. It is recommended to give the necessary documents in a bag because participants will be busy with reaching the venue, running from one session to the other and grabbing snacks and tea/coffee, etc. I still use the bag I received in Hannover- brings back nice memories and it is a way of showing off (not just for the participant but for the host institution and LASIG, as well). The bag should include a program of the conference in which information about the keynote speakers and their plenary speeches, concurrent sessions, times for breaks etc. is found. A notepad, a pen/pencil, brochures from the sponsors and the host institution, a map of the city are other items to go in the bag. A name tag on which the participants’ name and institution is
displayed is a must to strike up conversations in breaks. Certificates should also find their way into the bag.

**During the conference**

If possible, arrange the highest rank person in your institution to give the welcoming speech. Student helpers are great in several ways. First of all participants have a positive attitude towards students. Even if there are some problems, they are more patient and understanding with young people. Students can be useful to distribute conference packs and direct people to necessary rooms in the venue as they are familiar with the surroundings.

Ask colleagues to give a hand. They can be of help to introduce the speakers and deal with situations when there are technical problems like failures with projectors and computers.

Finally, get some gifts for the plenary speakers to give in the closing ceremony. If possible, finish the event with a raffle. Books that are provided by the sponsors will do the job.

**Post-conference activities**

People return to their busy lives after the conferences and they need to be reminded of your event in several ways to keep in touch for future organizations and collaborations. First of all, you need feedback about your event to understand the strong aspects of the organization and learn about areas you can improve. In order to do this, send a questionnaire shortly after the conference. If it is not sent soon, the participants will not remember the details and may not bother to answer your questions. The social media will come in handy again to share nice photos from the conference. Each week share some photos to keep the interest going.

Conferences will continue to be important as they provide bases for new paths in people’s career, to make new friends and reunite with old ones. It should be remembered that they need meticulous planning and a team that works in harmony. For a smooth running, teams should ask for help from other colleagues, too: hopefully the final product will make everyone pleased.
7.3 Treasurer

The SIG treasurer, in consultation with the SIG coordinator and SIG events coordinator is responsible for submitting to the IATEFL HO the SIG Annual budget and PCE budget and if relevant any SIG event budgets throughout the year. Please request the budget templates from IATEFL HO ensuring that all budgets are sent to IATEFL HO in Excel and that you use formulas. All budgets should be submitted in good time. The IATEFL financial year runs from 1 Sept – 31 Aug.

### ANNUAL XXXXSIG GENERAL BUDGET 201X – 201X

<table>
<thead>
<tr>
<th>Income</th>
<th>Number</th>
<th>Cost</th>
<th>BUDGET</th>
<th>ACTUAL</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subscriptions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual membership fees less recharge</td>
<td>8.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Institutional membership fees less recharge</td>
<td>10.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Newsletter Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsletter Advert</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorship</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approved Events</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCE Surplus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any additional event surplus</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

| Expenditure                   |        |      |        |        |       |
| Postage                       |        |      |        |        |       |
| Photocopying                  |        |      |        |        |       |
| Printing & Stationery         |        |      |        |        |       |
| Scholarships                  |        |      |        |        |       |
| June SIG meeting expenses     |        |      | 0.00   |        | 1     |
| Committee meeting expenses    |        |      | 0.00   |        | 1     |
| Newsletters                   |        |      |        |        |       |
| - print                       |        |      |        |        |       |
| - postage/package             |        |      |        |        |       |
| - design                      |        |      |        |        |       |
| - edit                        |        |      |        |        |       |
| - PageSuite                   |        | 1    | 66.00  |        |       |
| Equipment                     |        |      |        |        |       |
| Marketing                     |        |      |        |        |       |
| Sundry Expenditure            |        |      |        |        |       |
| Website and database costs    |        |      |        |        |       |
| Webinar room costs - single webinar | 25.00 |      |        |        |       |
| Webinar room costs - event    |        | 50.00|        |        |       |
| **Total Expenditure**         |        |      | 0.00   | 0.00   |       |

| **Net surplus / (loss) before extraordinary expenditure** | 0.00 | 0.00 | 3     |
| **Extraordinary Expenditure** |       |      |       |       |       |
| **Net surplus / (loss) after extraordinary expenditure** | 0.00 |      |       |       |       |

**Notes**

1. Please complete 'Committee Member costs' tab for breakdown.
   Include costs to send the Coordinator to the June meeting (IATEFL pay the October meeting expenses) + any costs of sending committee members to events that are not otherwise covered by the event and that you wish to come out of
the general budget.

Expenses will only be paid when a hard copy receipt attached to an approved expenses form is supplied to HO. Payment will only be made on the actual amount shown on the receipt within approved allowances.

Meal expenses payable upon receipt up to £10 lunch and £20 evening meal. This receipt must be itemised, not include alcohol and will only be paid on the actual amount of the receipt.

2 SIG currently has xxx members of which xx are institutional. The subscription fee received by the SIG is net of recharge (An overhead and management cost charged to the SIGs by IATEFL HO)

Please supply details about any scholarships you want to provide. These can be included under “Extraordinary expenditure” if your budget is loss making and you wish to fund the scholarships from your reserves. Please ensure we know how many awards will be made, who they will go to, any amounts to be covered, what the money is for and why you want to provide this award. This information has to be supplied upon request to our auditors and would therefore help in our accounting procedures. This can be supplied on a separate sheet if appropriate.

**Committee members costs tab:**

*This is a template only and can be amended as required*

<table>
<thead>
<tr>
<th>June SIG Meeting</th>
<th>No of nights</th>
<th>Cost per night</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name - person 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Food - lunches</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Food - evening meal</td>
<td>0</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Travel - Flight</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - Taxi</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - Train</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other costs</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**Other events not included in individual event budgets**

**Name of event?**

| Committee members name 1         |              |                |       |
| Accommodation                    |              |                | 0     |
| Food - lunches                   | 10           |                | 0     |
| Food - evening meal              | 20           |                | 0     |
| Travel - Flight                  | 0            |                |       |
| Travel - Taxi                    | 0            |                |       |
| Travel - Train                   | 0            |                |       |
| Other costs                      | 0            |                | 0     |
| **Total**                        | **0**        | **0**          | **0** |

| Committee members name 2         |              |                |       |
| Accommodation                    |              |                | 0     |
| Food - lunches                   | 10           |                | 0     |
| Food - evening meal              | 20           |                | 0     |
| Travel - Flight                  | 0            |                |       |
| Travel - Taxi                    | 0            |                |       |
| Travel - Train                   | 0            |                |       |
| Other costs                      | 0            |                | 0     |
| **Total**                        | **0**        | **0**          | **0** |

**Total for event**

0
Appendix 7A: Call for Nominations form

The __________ Special Interest Group of the International Association of Teachers of English as a Foreign Language

CALL FOR NOMINATIONS

Nominations are invited for the following position on IATEFL ___SIGs Committee. For details of the individual post, please visit the SIG website at ___________.

[position(s)]

Proposers, Seconders and Nominees must be fully paid-up individual members of IATEFL.

PART A

We wish to propose ________________________________ for the position of:

[position(s)]

Proposed by: ..........................................................(name)

..........................................................(signed)

IATEFL Membership No ........................................... 

Seconded by: ..........................................................(name)

..........................................................(signed)

IATEFL Membership No ........................................... 

PART B

I, .......................................................... agree to be nominated for the position.

.......................................................... (signed) ____________________________ (dated)

IATEFL Membership No ........................................... 

Checklist:

▪ The nominee must have been a member of IATEFL ___SIG for a minimum of one year.

▪ The person nominated should attach up to 150 words statement about themselves and the contribution they would hope to make to IATEFL ___SIG if elected to the post. They should also mention any conflicts of interest. The nominee should also supply a passport-sized photograph of themselves. This information and picture will available on the IATEFL ___SIG website.

▪ Nominations that are incomplete or inaccurate will not be considered. Please check membership status with the IATEFL HO if necessary.

Procedure

1) Proposer and Seconder should complete Part A and send this form to their Nominee.

2) The Nominee should complete Part B and return the completed form by email to ___sig@iatefl.org (coordinators email address) or by fax to IATEFL HO: +44 (0) 1795 538951 by _______________ (date).

3) In the event of there being more than one candidate for a position an election will be held electronically from ___________ to ____________ (date).
Appendix 7B: Voting procedure

▪ Once online voting has closed Head Office counts the votes and emails the Coordinator[s] who then emails the winner to check that they are still happy to take up the post and then the Coordinator[s] email the losers with a basic email.

▪ The Coordinator[s] then emails the IATEFL S&PO with the text for all members to be notified of the results. The winner’s statement and photo is included in this email to members. If the committee wishes, the amount of votes cast per nominee can be shared with members but due discretion should be shown. The committee may also choose to announce the results via social media.

▪ A suggested text to unsuccessful nominees is:

Thank you for your standing for election to join the IATEFL XXXSIG committee as (insert committee role). Unfortunately on this occasion, you were not successful and the position has been filled by another candidate: full details will be emailed to all IATEFL XXXSIG members shortly. We hope that you will continue to support IATEFL and the XXXSIG in the future.

If only one candidate fulfils the stated criteria in the call for nominations, an election will not be necessary and the sole candidate will be elected unopposed.

All results will be formally announced to members, e.g. by email and/or in the next SIG Newsletter following the election.

Checklist for election to SIG committees

<table>
<thead>
<tr>
<th>Action</th>
<th>Who?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decide on date of election</td>
<td>SIG committee</td>
<td>Also applies to co-opted committee members</td>
</tr>
<tr>
<td>Announce committee vacancies to all SIG members with reference to job description</td>
<td>SIG Coordinator via IATEFL S&amp;PO</td>
<td></td>
</tr>
<tr>
<td>Request expressions of interest</td>
<td>SIG Coordinator</td>
<td>May be left out</td>
</tr>
<tr>
<td>Submit completed nomination forms</td>
<td>Interested members</td>
<td></td>
</tr>
<tr>
<td>Check nomination forms</td>
<td>SIG Coordinator</td>
<td></td>
</tr>
<tr>
<td>Announce election with voting deadline</td>
<td>HO / SIG Coordinator</td>
<td>If more than one proposal</td>
</tr>
<tr>
<td>Vote electronically</td>
<td>SIG members</td>
<td></td>
</tr>
<tr>
<td>Count votes</td>
<td>HO</td>
<td></td>
</tr>
<tr>
<td>Inform winner of result</td>
<td>SIG Coordinator</td>
<td></td>
</tr>
<tr>
<td>Accept position</td>
<td>Winner</td>
<td></td>
</tr>
<tr>
<td>Inform all other candidates of result</td>
<td>SIG Coordinator</td>
<td></td>
</tr>
<tr>
<td>Announce result to all SIG members</td>
<td>SIG Coordinator via IATEFL S&amp;PO</td>
<td></td>
</tr>
</tbody>
</table>