

(Please complete 2 copies of this form and send both to the IATEFL Head Office)

Name of Association [referred to as "The Associate" below]:	KOTESOL – Korea Teachers of English to Speakers of Other Languages
Number of members:	Around 700
Year Association was established:	1992
Name of contact person and position in Association – please state when term of service will end:	Eric Reynolds – International Outreach Chair (through January 2011)
Postal address for all correspondence: Website:	TESOL-MALL MA Program Woosong University World Languages Institute Room 509 196-5 Jayang Dong, Dong Gu Daejeon, South Korea 300-718 < http://www.kotesol.org/ >
Telephone:	82-10-4039-4392
Fax:	82- 42-630-9895
E-Mail:	kotesol.international.comm@gmail.com

1. Newsletters

IATEFL will send the Associate a copy of each issue of the newsletter Voices which appears six times a year

Details of the Associate's events should be sent to the editor of IATEFL Voices via IATEFL-PAL when requested following which they will appear in Voices.

The Associate will send IATEFL [C/O The Executive Officer, Head Office] a copy of each issue of its newsletter, either electronically or as a hard copy, whenever it is published.

2. Information Exchange

IATEFL will publicise the Associate's membership and events at its Annual Conference.

The Associate will supply brochures and membership forms which should be either sent to the IATEFL Head Office to arrive at least two weeks before the Conference or provided by the representative at Associates' Day. Information will be available at the Associates' stand if space at the conference venue allows, and at Associates' Day.

The Associate will publicise IATEFL membership and IATEFL events at its own events. Brochures and membership forms will be brought by an IATEFL representative or sent by IATEFL to the address above to arrive at least two weeks before the event – it is the Associates responsibility to request this information in good time. The Associate will make a

short announcement about IATEFL and the availability of membership information at a plenary session, or use the IATEFL Powerpoint presentation to introduce IATEFL to the conference participants. Information will be available at the conference registration desk/at another stand

3. Conference Exchange

IATEFL will offer free registration at the International IATEFL Annual Conference to one Associate representative (not necessarily a speaker) every year.

A representative of IATEFL (not necessarily a speaker) should attend an Associate's conference at least once every three years.

A representative of the Associate (not necessarily a speaker) should if possible attend the International IATEFL annual conference at least once every three years. This representative must be available to attend the Associates' Day which takes place the day before the main conference begins, and other related meetings.

The Associate will offer free registration at its conference for an IATEFL representative (not necessarily a speaker) every year.

4. IATEFL Membership/Use of the IATEFL Name

The Associate agrees to actively promote IATEFL membership alongside promoting membership of its own Teachers' Association and undertakes to act in accordance with the aims and principles of IATEFL at all times.

The Associate may use the words NAME OF ASSOCIATION followed by Associate of IATEFL plus the IATEFL logo under the Associate's name (e.g. HUPE An Associate of IATEFL + logo) as follows (please complete if the Association wishes to utilise this offer):

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All other uses of the IATEFL logo must be approved by the IATEFL Head Office

5. Recruitment of Full, Institutional and Basic Members

The Associate will recruit IATEFL members at the current rate. All monies collected via the Associate should be sent to IATEFL by the Associate.

The Associate may make IATEFL membership a condition of membership of its own association – in this case, the Associate can offer IATEFL membership at a special discounted rate. Contact the IATEFL Head Office for more details.

6. Other Responsibilities

Both IATEFL and the Associate will comply with the guidelines listed in the document "Checklist of Responsibilities for IATEFL Associates" which outlines how the reciprocal relationship works on a day to day basis.

Both parties signing below agree to abide by the term of this agreement, which commences (date) _____ and expires (date) _____ (Office use only)

On behalf of IATEFL

Signed: _____

Name: _____

Position: _____

Date: _____

On behalf of the Associate

Signed: _____

Name: Eric Reynolds

Position: International Outreach Chair

Date: 26/01/2010