

A Technical Report Template

Report to National

*(After representing KOTESOL
at an international conference)*

Conference Information

Conference Name: JALT 2018

Date & location: November 23-26, Shizuoka

Date and location of next conference of this organization: TBA

Your Information

Name: Grace Wang Email: ghwang97@gmail.com

Telephone: 010-8703-7798

Current KOTESOL position: 2019 IC Chair

Expense Report

KOTESOL budgeted amount for representation at this conference:

Amount of reimbursement you are requesting: 224,800 won

(Submit your expenses on an official RAD form but indicate total to be reimbursed here.)

Reimbursement policy: KOTESOL will reimburse 80% of your total conferencelated expenses, up to the maximum budgeted amount for that particular conference.

Conference Representation Details

1. Who was your main contact person in the hosting organization prior to departure?

List his/her e-mail and/or phone contact information and position in the host organization.

- Maho Sano, maho.tesol@gmail.com

2. Main contact person at the conference, if different. (Please list their e-mail address, etc.)

3. HOSPITALITY and COURTESIES: What hospitality was offered by the conference organizers? (conference fee waiver? hotel nights? Invitation to conference banquet? etc.) (Please describe if there were any misunderstandings about who was to pay for what.)

- Conference fee waiver, 4 hotel nights, 2 invitations to conference dinners

4. DUTIES: What representational duties were expected of you? (i.e., appearance on stage for opening or closing ceremony? gift-giving? speeches? attendance at meetings or other official functions?)

- Appearance for the opening ceremony

- Attendance at Leadership Meeting (Nov. 23)

- Attendance at Opening Ceremony, International Forum, and PAC Meeting (Nov. 24)

5. KOTESOL DISPLAY TABLE: What kind and size of display area was made

available to you? What time slots were you given? How was traffic at the KOTESOL display area? Were any supply materials provided for you by the host organization (What should the next representative to this conference be sure to take in their "display kit"?)

- There was a table and partition behind the table on to which you could post things.

- My presentation was given a time slot on Saturday, the busiest day of the conference.

- In a KOTESOL display kit for JALT, there should be a banner/table runner, some publications, bookmarks, KOTESOL cards, and a KOTESOL poster, if available.

6. DISPLAY MATERIALS: What display materials did you take with you? (How many issues of TEC and the KOTESOL Journal? What else did you take to distribute or display?) What recommendations do you have for future representatives at this conference in terms of number and type of display/distributed materials?

- I had about 5 issues of TEC and 2 issues of the KOTESOL Journal. I think these are enough.

7. GENERAL ADVICE: What general advice would you give to subsequent KOTESOL representatives in future in order to be a most effective representative at this conference?

- Communicate well with the other KOTESOL representative if not attending alone, so that it's clear how the responsibilities will be shared.

8. COMMENTS FOR THE INTERNATIONAL CONFERENCE COMMITTEE: Did you learn anything that you would like us to pass on to KOTESOL's International Conference Committee? (A great organizational idea, fee schedules, some activity/event, great speaker, etc.)

- I'll pass that info on myself as the IC Chair. Thank you.

9. MISCELLANEOUS: Any other comments on the conference and the role of KOTESOL's representative not covered by the above questions.

- Access to past IOC reports by prior representative to the same conference would have been nice before attending the conference.