

TESOL 2009 Convention Request Form for Forums

DEADLINE: May 1, 2008 (Incomplete information may delay processing.)

Please complete all forms online by logging on to www.tesol.org, clicking on Caucuses, scrolling to documents, scrolling to the link for the form you want, then clicking on submit; or fax to Member Relations Manager at +1 703-836-6447; or mail to Member Relations Manager, TESOL, 700 S. Washington St., Ste. 200, Alexandria, VA 22314 USA

To be considered for space at the TESOL 2009 convention, forums must explain below how their activities are compatible with TESOL's mission and value statements (see page 2).

Description of Forums - Independent, informal groups organized to share common social, cultural, or demographic identities; differentiated by Interest Sections which share specific professional interests.

1. **Are you submitting a proposal by July 28, 2008 for one academic session?** Yes No
(Academic sessions are 2 hours, 45 minutes long.) If yes, please complete the academic session proposal form as noted above by July 28, 2008.

2. **Are you requesting a complimentary table-top display at the TESOL convention?** Yes No
The table-top display will include a draped table, two chairs, and an ID sign. *(Fees will be charged for pipe/drape, banners, A/V equipment, etc. Contact member relations manager for estimated prices.)*

3. **Are you requesting a room for a social event?** Yes No

Note: Fees will be charged to the forum contact person for anything other than room rental including beverages, food, any special room setup requirements, A/V, etc.

If yes, please answer the following:

When would you like the event to take place? (Date, start/end time)

	Date	Start time	End Time
1st choice:			
2nd choice:			
3rd choice:			

Please describe your preferred room setup: (Banquet (round tables), reception (chairs, tall tables), etc.)

4. **Room size: How many guests do you anticipate attending?** _____

5. **Are you requesting food/drink?** Yes No

6. Please complete the attached form to identify 25* TESOL members.

(Petitioners must be current members at the time this petition is signed.) Include full name and member ID number. Submit with this request form. (* To avoid delays, please provide 30 names in case some names are not current TESOL members.)

7. Please provide the following information as TESOL's single point of contact.

This person will also be responsible for coordinating arrangements for the forum, receiving invoices for expenses incurred by the forum from hotels or other vendors, and submitting payments for any expenses that are incurred by the forum. TESOL is not responsible for any expenses incurred by the forum such as food, beverages, additional A/V not normally provided with the room, special room setup requirements, etc.

CONTACT INFORMATION (please print legibly):

Name of Forum:	
Full Name of Contact Person:	
Address:	
State/Province:	
City:	
Country:	
Zip/Postal Code:	
Daytime Telephone:	
E-mail:	Fax:

TESOL's Vision and Mission Statements

TESOL's mission is to ensure excellence in English language teaching to speakers of other languages.

TESOL Values

- professionalism in language education
 - individual language rights
 - accessible, high quality education
 - collaboration in a global community
- interaction of research and reflective practice for educational improvement
 - respect for diversity and multiculturalism

TESOL 2009 Convention Request Form for Forums

To qualify for an academic session at the TESOL 2009 Convention, please include this form along with the Academic Sessions Proposal Form for 2009 TESOL Convention. Please identify 25 TESOL members (must be current members at the time this petition is signed). * To avoid delays, please provide 30 names in case some names are not current TESOL members.

List of 25* current TESOL members

Name of Proposed Forum: _____

Full Name (please print legibly)	TESOL Membership ID #	Paid Thru Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____

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