

Subject: Information and Documents for Creating Forums

Dear Caucus Leaders:

Convention planning is underway. Various meetings at the convention provide time for discussions with your members about transition issues and procedures.

Attached are a number of documents for your information and use:

1. **Convention Request Form for Forums** – due **May 1, 2008**, provides TESOL convention-related options including the intent to submit an academic proposal.
2. **Academic Session Proposal Form for 2009 TESOL Convention** –due **July 28, 2008**, official document to submit an academic session proposal.
3. **Fundraising Guidelines for Forums**
4. **Communicating Forum Information** – how TESOL can assist communicating forum information to TESOL members.
5. **How to Become an Interest Section**, if appropriate.
6. **Links to Establish Independent E-lists** – two free list providers.
7. **Timeline and Follow-up Actions** – re-sent so all related documents are together.

**Elections:**

- If holding a current caucus election, alert candidates that their term as a caucus leader will end July 31, 2008.
- If not holding a current caucus election, current leaders should be asked if they would be willing to extend their term through July 31, 2008 for continuity during the transition to forums.

**Open Meeting:** An *Open Meeting to Discuss Transition of Caucuses to Forums* has been scheduled for Thursday, April 3, 9:30 – 10:30 am, Sheraton Hotel, Central Park East Room, New York, New York, USA. This information appears in the Advance Program and will be in the Program Book.

Let me know if you have questions. Thank you.

Pam Williams  
Director, Member Services