



## **JALT ASSOCIATE MEMBER Terms of Agreement 2024**

**Effective from April 1, 2024 to March 31, 2025**

### **1) MISSION OF JALT**

The Japan Association for Language Teaching (JALT) promotes excellence in language learning, teaching, and research by providing opportunities for those involved in language education to meet, share, and collaborate.

### **2) ASSOCIATE MEMBERSHIP IN JALT**

- a) Associate Membership in JALT is open to any organization that supports the aforementioned mission and is involved in the production of quality products or provides services in or directly related to the language education field or the membership. Any member company, organization, or consortium wishing to display must take out individual Associate Membership. Furthermore, JALT Associate Members (AM) cannot represent or display for another company or organization unless the AM has prior approval from JALT.
- b) JALT affirms that the relationship between the organization as a whole and an AM remains one of mutual interest and cooperation. JALT recognizes the role played by AMs in providing a wide range of services to JALT members within the parameters of JALT's mission. Such services include but are not limited to, bringing speakers to the JALT annual international conferences, giving professional workshops at annual international conferences, regional and local Chapter and SIG meetings, sponsoring services and events, and advertising in JALT publications.

### **3) MEMBERSHIP APPLICATIONS**

- a) Applications for Associate Membership will be approved by the directors of program and treasury, and the business manager. They have the right to refuse applications.
- b) By submitting an application form by email, the applicant is deemed to have signed the application form.
- c) After applications are approved, the applicant's email contact(s) are added to the AM Mailing List.

### **4) ASSOCIATE MEMBERSHIP PAYMENTS, RENEWALS, AND CANCELLATIONS**

- a) Associate Membership is fixed for a period of one calendar year starting from the first day of the month. Membership will be activated after payment is received.
- b) Membership fee includes consumption tax.
- c) Payment can be made by bank transfer or credit card. The AM must cover the bank transfer fees including any intermediate bank commission. JALT cannot assume responsibility for any bank charges the transaction might incur. JALT is unable to accept checks for any payments.
- d) JALT will send a renewal notice and invoice to the member one and a half months before the membership expires. If an AM wishes to continue the membership, it will be activated with the payment. If an AM wishes to discontinue the membership, JALT requests that the renewal

notice be returned. Membership payments not received within three months after the membership expires will result in the membership being discontinued and all services suspended.

- e) Associate membership payments are non-refundable. JALT is a non-profit institution that is funded by membership dues. Associate membership dues are considered donations and are not refundable once paid.

## **5) ASSOCIATE MEMBERSHIP CATEGORIES AND DUES**

A two (2) year contract with a 20% discount on dues is available. This fee can be billed once per 2 years or once a year for 2 years.

### **Supporting: ¥84,000 per year**

Supporting Associate Membership includes all JALT publications with an extra copy of *The Language Teacher*, and includes advertising rights in these publications at member rates (see item 6 for details and the chart below). Supporting Associate Members have the right to receive one (1) JALT membership mailing list (see item 7 for details). Members receive two (2) full complimentary passes for the annual international conference, two (2) displaying personnel, one (1) unvetted presentation slot (effective from JALT2022), and displaying rights at the EME.

### **Displaying: ¥105,000 per year**

Includes all Supporting Associate Membership privileges. Displaying Associate Members have the right to receive the JALT membership mailing list two (2) times per year (see item 7 for details). Displaying Associate Members are provided three (3) annual international conference passes free of charge. Display personnel are free of charge, and there is no limit to the number of personnel. Display personnel, however, may not attend presentations. Members receive unlimited displaying personnel, two (2) unvetted presentation slots (effective from JALT2022), and displaying rights at the EME. Displaying Associate Members have the right to participate and present in regional and local meetings and conferences organized by JALT chapters and special interest groups (SIGs).

### **Presenting: ¥126,000 per year**

Includes all Displaying Associate Membership privileges. Presenting Associate Members have the right to receive unlimited access to the JALT membership mailing list (see item 7 for details). Presenting Associate members are provided four (4) annual international conference passes free of charge. Display personnel are free of charge, and there is no limit to the number of personnel. Displaying personnel, however, may not attend presentations. Members receive unlimited displaying personnel, three (3) unvetted presentation slots (effective from JALT2022), and displaying rights at the EME.

### **Lifestyle: ¥53,000 per year**

The Lifestyle category is for non-education-related companies providing services to the JALT members. This category includes all JALT publications and has advertising rights in these publications at member rates (see item 6 for details). Lifestyle Associate Members have the right to purchase one JALT membership mailing list (see item 7 for details).

### **Associate Member Sampler: ¥136,000 per year**

This is a one-off membership that includes one unit of basic display space which includes one table and two chairs at the annual face-to-face international conference. The Associate Member Sampler is limited to two display personnel at the annual international conference, one (1) unvetted presentation, and one-time access to the JALT membership list for direct mailing. This is available only for organizations applying for the first time.

<b>Associate Member Type</b>					
Annual Membership fee	Presenting ¥126,000	Displaying ¥105,000	Supporting ¥84,000	Sampler (First time) ¥136,000	Lifestyle ¥53,000
<b>Print / Digital Access</b>					
<i>TLT and JALT Journal</i>	Print and digital archive access	Print and digital archive access	Print and digital archive access	Print and digital archive access	Print and digital archive access
JALT Membership List/email (when available)	One full year unlimited access	Two times/year	One time/year	One time	For a fee, once a year
<b>Annual / Regional Conferences</b>					
Registration Rate	Pre registration rate	Pre registration rate	Pre registration rate	Pre registration rate	Pre registration rate
Number of Free Full Conference Registrations	4	3	2	2	none
Unvetted Presentation Slot(s) (25-60 minutes) (Effective from JALT2022)	3	2	1	1	none
Display at EME *Additional cost required	OK	OK	OK	OK	none
Display Personnel for EME	Unlimited	Unlimited	2	2	none
Regional Conferences and Chapter/SIG Events *Additional cost may be required	Priority Access	Priority Access	Priority Access	No Priority	No Priority

Annual Membership Category	Presenting	Displaying	Supporting	Sampler	Lifestyle
<b>EME Display Fees</b>					
Face-to-face Conference (only)	Fees will depend on space requested, priority for spaces will be determined by contributions to JALT from the previous fiscal year sponsorship ranking.				None
Online Conference (only)	Associate members will be placed at the top of the EME web page in relation to their sponsorship ranking. A one-time fee will be charged of JPY50,000. Extra advertisement product pages will be subject to a JPY25,000/product page.				None
Online Product Pages Included in Basic Conference Fee	3 product pages free	2 product pages free	1 product page free	1 product page free	No free product page
JALT Local / SIG Conference Participation Fee Voucher	JPY20,000	JPY15,000	JPY10,000	none	none
<b>Advertising Fee Structure</b>					
Advertise in JALT Publications and Social Media Discount Rate	25% discount	20% discount	15% discount	10% discount	10% discount

## 6) ADVERTISING

JALT Associate Members may advertise in JALT publications and/or social media. Annual advertising contracts with commensurate discounts (see above) are available in February for each fiscal year (1<sup>st</sup> of April to 31<sup>st</sup> of March). Electronic delivery of advertisements and invoicing follow regular publishing deadlines set by the JALT publication board.

## 7) JALT MEMBERSHIP LIST

- a) The JALT Membership List is a list of postal addresses and email addresses (when available) for JALT members who have agreed to receive direct mailings. Only a valid Associate Member will have the right to access the JALT Membership List. An AM has the right to access the JALT Membership List free based on their AM category (see above).

- b) When an Associate Member requests the list, it will be provided as a spreadsheet via email from the AM Liaison.
- c) The aforementioned list may not be sold or provided to any other company or organization. Each membership list may be used for only ONE mailing unless express written approval is given by the JALT Business Manager. The list is valid for 3 months from the date of issuance. An AM found to have violated this agreement will have their Associate Member privileges revoked immediately.
- d) The JALT acronym, logo, or full name cannot be displayed in any kind of promotional direct mailing without approval from the Director of Public Relations or Business Manager. For example, contact emails should not include JALT in them without approval from the Director of Public Relations or Business Manager; cover letters should not include any message that implies direct endorsement from JALT without approval from the Director of Public Relations or Business Manager. For inquiry into such matters please contact <am@jalt.org>.
- e) Additional copies of the list are available but subject to a fee of JPY16,000 per list.

## **8) JALT ANNUAL INTERNATIONAL CONFERENCE**

- a) JALT holds an annual international conference and educational materials exhibition (EME) concurrently. AMs at the membership level of Supporting, Displaying, Presenting, and Sampler have the right to exhibit, but the exhibiting fee is not included in the membership fee, except for the Sampler Membership. Once an Associate Member decides to be an exhibitor, a Conference Terms of Agreement will be enacted for the relevant conference period.
- b) The number of unvetted presentation slot(s) in the aforementioned chart is given in addition to the number of slot(s) awarded based on annual contribution.
- c) If there is a hybrid conference, please refer to the Conference Terms of Agreement.
- d) Conference registrants' email address list. For the Associate Members participating in the annual international conference and conference registrants who have agreed to receive direct email, an email address registrant list will be available. This list will be available 1 month prior to the conference. The Associate Member must request this list from the AM Liaison. Please contact <am@jalt.org> The email list is subject to the same rules as the above membership mailing list. Please contact the AM Liaison if you have any questions.

### **Disclaimer**

We do not make any terms, guarantees, warranties, representations, or conditions regarding our products and services, except as provided for pursuant to this Agreement.