

**Dear Associate Members,**

Thank you for your interest in **PanSIG 2024** being held in *Fukui at Fukui University of Technology* from May 24<sup>th</sup> to 26<sup>th</sup>, 2024, becoming the 23<sup>rd</sup> PanSIG conference. PanSIG is the second largest annual conference in JALT organized by volunteers of the JALT SIGs (Special Interest Groups). This year we confirmed two international plenary speakers: **Daniel R. Isbell** (University of Hawai'i at Mānoa) and **Yui Suzukida** (Juntendo University in Tokyo). The number of attendees at the PanSIG 2023 conference in Kyoto surpassed 500, a constant development since the numbers crossed 400 in 2018. PanSIG offers the opportunities of a welcoming space for professional development with a friendly personal atmosphere in a local Japanese environment, this time in the cultural-rich and fascinating nature of Hokuriku.

We are warmly welcoming all JALT and non-JALT Associate Members, those who are first time don't hesitate to ask and those who have been supporting PanSIG for a long time thank you for your continuous support. The new Shinkansen Line to Fukui will open in March 2024. Please support PanSIG 2024 in Fukui and the people in Hokuriku.

*AM liaison, Gabriela Schmidt, <am@pansig.org>*

See more details on <https://pansig.org/> and its past conferences <https://pansig.org/archive>

## **PanSIG 2024 Associate Member (AM) Display Agreement**

### **1. Preamble**

- 1.1. The following Agreement between the PanSIG 2024 Committee, hereinafter known as the "Committee", and \_\_\_\_\_, hereinafter known as the "AM," details the services to be provided by the Committee, the rules and limitations, the roles, and duties of each of the contracted parties, and the costs associated for the AM.
- 1.2. PanSIG 2024 will take place from May 24<sup>th</sup> (Friday) to 26<sup>th</sup> (Sunday), 2024, at Fukui University of Technology (福井工業大学), address: 3-6-1 Gakuen, Fukui City, Fukui Prefecture, 〒910-8505 (〒910-8505 福井県福井市学園 3 丁目 6 – 1 ). PanSIG 2024 is planned as a complete face-to-face conference with no hybrid elements (see 5.3.4 below)
- 1.3. The parties enter into this agreement with a commitment to honor the following and to resolve any issues that may pertain as soon as possible.

1.4. In the case of any item of concern or interest that is not detailed within this document, discussion between the AM and a representative of the Committee is necessary. The Committee reserves the right to accept or refuse any request.

## 2. Provisions to the AM

### AM's Minimum package:

- ☆ **1 folding table (size: (w) 45cm x (l) 180cm x (h) 70cm), including 2 chairs,**
- Floor plan and space information (see below at the end of the document)
  - ☆ **2 passes (for representative attendees),**
  - ☆ **1 unvetted presentation,**
  - ☆ **Listed in the Handbook, on the PanSIG HP, social media.**

**JALT AM:** Company having an associate member sponsorship agreement with JALT

**Non-JALT AM:** Company not having an associate member sponsorship agreement with JALT

- JALT Associate members, see at <https://hosted.jalt.org/associates/home>

	<b>Basic display</b> JALT AM: 25,000 Yen non-JALT AM: 35,000 Yen	<b>Additional options: Pick and choose</b>
table	<b>One desk</b> to arrange individually, including 2 chairs) to display materials. Access to available electrical outlets that do not impede foot traffic. For details see the map below. - <b>Priority</b> selection of table location for <b>JALT-AMs</b> . Mode and time will be announced.	<b>Additional table(s)</b> JALT AM: 2,500 Yen Non-JALT AM: 3,500 Yen
selection mode		
presentation	<b>One 25-minute unvetted slot</b> for a presenter of their choosing about a topic of their choice, to be listed in all conference materials as "Sponsored by AM"	<b>Additional presentation(s)</b> JALT AM: 6,500 Yen / Non-JALT AM: 7,500 Yen (before April 10th)

passes	<b>Two passes to the event for representatives</b> (these can be used for one table representative and one presenter OR two table representatives);	<b>Additional passe(s)</b> JALT AM: *TBA Yen / Non-JALT AM: * TBA Yen See <a href="https://pansig.org/">https://pansig.org/</a>
handbook		<b>Insert option:</b> A full-page insert designed by the AM in the PanSIG <b>digital</b> handbook; JALT AM: 2,500 Yen / Non-JALT AM: 3,000 Yen Inside front cover, floor guide, or high traffic pages (schedule and plenaries) JALT AM: additional 1,000 Yen Non-JALT AM: additional 1,200 Yen.
website		<b>Advertisement on conference website</b> Details and price TBA
logo name tag		<b>Logo placement on participants' name tags and/or conference signage;</b> Whole name card one publisher (cost for printing name cards TBA) Price out name tags or (Split the whole PR space on the name card into 5 and share the slots with other AMs) for smaller sections (sharing the space with other AMs), prices to TBA.
JALT AM	According to the <b>2021 JALT Associate Member Terms of Agreement</b> for Regional Conferences and SIG events, here PanSIG 2024, JALT AMs (Presenting, Displaying, Supporting) have priority access, Presenting AMs	

	get a Participation Fee Voucher of 25000 Yen.	
Video clip		<b>Video clip before the plenary</b> (on a first-come first-served basis) depending per plenary on the length (per 30 ~ 60 seconds): 20000 Yen per video Plenary speakers TBA
Internet	Internet guest connection (University)	
		<b>Advertisement before the presentation</b> This presentation is sponsored by <i>xyz publication</i> Details and price on request
		<b>Banner posted at the presentation</b> , during the presentation, in front - close to the speaker (size) (self-standing or poster) Details and price on request

For Cancelation or moving Online see below 5. and 5.3.4.

*The use of any equipment, including extra tables, or the repositioning of tables to a new area on the date(s) of the conference must be done only after receiving direct permission from the AM liaison, Gabriela Schmidt (am@pansig.org). Any violation of this can result in a fine or other action.*

### 3. Shipping of materials and related issues

- 3.1. The AM is responsible for covering all costs associated with the shipping of items to and from the site.

- 3.2. A schedule of when materials may be shipped in or out will be provided in advance of the conference by the Committee. The AM must only ship items during these times, and it is the AM's sole responsibility to make arrangements with shipping companies in advance of the conference.
- 3.3. The Committee is not responsible for lost items. Should any lost item be found, the Committee will do its best to contact the AM, but it will be the relevant AM's responsibility to make arrangements for the item's return.
- 3.4. The AM is welcome to arrive after 8 a.m. on Saturday May 25th to set up their area before the event opens (Friday evening may be possible too)

To add the detailed address for delivery

Dr. Bradford Lee

Fukui University of Technology

3-6-1 Gakuen, Fukui City, Fukui, 〒910-8505

or

〒910-8505 福井県福井市学園 3 丁目 6-1

福井工業大学

ブラッドフォード リー 教授

- 3.5. The AM will remove all garbage and waste after the event and dispose of said garbage by May 26<sup>th</sup>, 2024 5pm.

#### **4. Area organization and regulations**

- 4.1. The layout of the AM's area is at the discretion of the AM, based on the provisions and limitations outlined in Section 2 of this Agreement.
- 4.2. Signage may be displayed, but the AM must provide their own stands.
- 4.3. Tape may not be affixed to walls or to the floor without prior permission from the Committee.
- 4.4. The AM's display must not extend beyond their area.
- 4.5. Microphones, speakers, and live musical performances are not allowed unless the AM has received prior permission from the Committee.
- 4.6. Electrical outlets are only available in a limited capacity. No AM is allowed to use any electrical outlets other than those assigned to the sponsors. Thus, no cords may be run across the venue to other undesignated outlets.
- 4.7. The AM's representatives are not allowed to use areas other than their space for any activities.

- 4.8. The subletting of an AM's space is prohibited as is promotion of materials or activities of an organization other than the AMs, without prior approval of the Committee.
- 4.9. Should the AM's area be changed or modified by the Committee, the AM will be notified as soon as possible.
- 4.10. The AM is entitled to assign two representatives per table area rented.
  - 4.10.1. Each representative will receive a staff badge.
  - 4.10.2. At least one representative must be in their area at all operational hours of the conference.
  - 4.10.3. Presenters for unvetted presentations that are registered as AM Representatives are subject to the same restrictions and will receive the same benefits as any other AM designated representatives.
  - 4.10.4. Representatives of the AM can join any presentations. However, any type of unprofessional behavior at the presentations could result in the immediate revocation of any rights to participate in the event. Unprofessional behavior includes, but is not limited to, being disruptive towards participants or other AMs; engaging in behavior that can be construed as violating the JALT Code of Conduct, whether inside or out of the area; or damaging of equipment or the venue.
- 4.11. Refer to 4.10.4. for potential repercussions for posting offensive displays and misconduct at the conference site.
- 4.12. Any costs related to damage to the site caused by the AM in the set-up, during the display, or the removal of the AM's display area will be borne by the AM.

## 5. Costs

- 5.1. For the above provisions and services, the following charges will apply for **JALT AMs and non-JALT AMs:**
  - 5.1.1. The basic AM display rate for two days is 25,000 yen for JALT AMs, and 35,000 Yen for non-JALT AMs.
  - 5.1.2. There will be additional options on a pick and choose basis for both days. For details see above 2. Provisions to the AM
- 5.2. The funds should be transferred to the PanSIG 2024 Treasurer within 30 days of the issue date on the invoice, unless otherwise agreed upon in advance.
  - 5.2.1. Any bank transfer fees will be the responsibility of the AM.

- 5.2.3. Failure by the AM to pay the full amount by the required date will result in a forfeit of all provisions and benefits without a refund.

### 5.3. Cancellation of participation

- 5.3.1. In the case of a necessary refund, the bank transfer fees for the refund will be deducted from the amount being refunded.
- 5.3.2. Details on the amounts to be refunded are to be determined by the Committee's Treasurer.
- 5.3.3. Cancellation requests must be sent no later than April 25th, 2024 by email to [confchair@pansig.org](mailto:confchair@pansig.org) and [am@pansig.org](mailto:am@pansig.org). It is not the Committee's responsibility if an email is not received and therefore the AM is responsible for following up on any queries with the Committee.
- 5.3.4. In the case of a natural disaster or other uncontrollable occurrence, (such as Covid-19 related issues), the Committee may change or cancel the event and contract at its discretion. In such circumstances, notification will be given with as much advance notice as reasonably possible and the possibility of a partial refund to the AM will be at the discretion of the Committee.

### 5.4. Other associated costs

- 5.4.1. All fees associated with the AMs unvetted presenter, including speaking fees and participation fees at the event, are to be settled by the AM and the presenter at their discretion. The Committee will not cover or waive any of the fees.
- 5.4.2. Any other costs not described above are not the responsibility of the Committee.

End of

## **PanSIG 2024 Associate Member (AM) Display Agreement**

See mutual agreement to be signed next page

## **PanSIG 2024 Associate Member (AM) Display Agreement**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be duly executed as of the date signed below.

### **The Committee**

REPRESENTATIVE:

TITLE:

SIGNATURE AND DATE:

### **The AM**

COMPANY/ORGANIZATION:

REPRESENTATIVE:

SIGNATURE AND DATE:

## Information about the layout of the AM area at PanSIG 2024

The rooms for the AMs are on the 1st floor of Building Two, in the space designated as the Study Lobby. Most participants will have to pass through this area to get to the research presentation rooms which are held on the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> floors of the same building.

The rooms for AMs will be on the 1<sup>st</sup> floor of the main building along with SIG tables and poster presentations. The chairs and tables are movable and can be arranged for individual needs.

Electrical outlets are built into the walls and pillars throughout the space, so I think that all AMs will be able to use electricity if needed. However, it would be useful if they could bring their own extension cords if they want to use electricity.

It was not possible to take a photo of the tables and chairs as they are all currently in storage. The office said that they will take them out of storage on request it.

### Floor Plan of the Fukui University of Technology, Student Lobby

A video of the facility will be made available soon.

