

January 24th, 2025

PanSIG2025

Dear Sponsor,

Thank you for your interest in the **24th PanSIG2025** conference being held **May 17-18, 2025** at **Kanda University of International Studies (KUIS)** in Mihama Ward, Chiba City, Chiba Prefecture ([see map below](#)). There will be four pre-conference workshops for professional development in the evening on May 16, 2025. The conference chair is Robert Dykes; the site co-chairs are Jennie Roloff Rothman and Prateek Sharma.

PanSIG is the second-largest annual conference in JALT organized by volunteers of the JALT SIGs (Special Interest Groups). This year's theme is *Agency and Autonomy in Language Education* and we confirmed as plenary speakers **Johnmarshall Reeve** (Professor at the Australian Catholic University, Sydney) and **Toshie Agawa** (Professor at Hoshi University, Tokyo).

The number of attendees at PanSIG conferences has surpassed 500, a constant development since surpassing 400 in 2018, this year with more than 200 presentations. PanSIG offers opportunities for community-like professional development with a friendly atmosphere at the KUIS Campus in Chiba. We are warmly welcoming all JALT and non-JALT Sponsors to participate in this conference. For those who are joining us for the first time don't hesitate to ask for help and to those who have been involved in PanSIG for a long time, thank you for your continuous support! Please join the JALT PanSIG2025 conference being easily accessible from the metropolitan center of Tokyo.

Sponsor liaison, Gabriela Schmidt <sponsors@pansig.org>

For more details see <https://pansig.org/2025>

PanSIG2025 Sponsors Display Agreement

1. Preamble

- 1.1. The following Agreement between the PanSIG2025 Committee, hereinafter known as the "Committee", and _____, hereinafter known as the "SPONSOR", 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 SPONSOR.
- 1.2. PanSIG2025 will take place on May 17 (Saturday) to 18 (Sunday), 2025, at the Kanda University of International Studies (KUIS) 神田外語大学, in Chiba-ken, Chiba-shi, Mihama-ku, Wakaba 1-4-1, 〒261-0014 千葉県千葉市美浜区若葉 1 丁目4-1. PanSIG2025 will be planned as a fully face-to-face conference (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 to this document 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 SPONSOR and a representative of the Committee is necessary. The Committee reserves the right to accept or refuse any request.

2. Provisions to the SPONSOR

SPONSOR’s Minimum Display package:

1 table-set (three small or one large) **including 2 chairs,**

2 conference passes (= 2 representatives)

1 unvetted presentation

JALT SPONSOR (<https://jalt.org/main/jalt-sponsors>): Corporate having a sponsorship agreement with JALT (NPO JALT Sponsor Area <https://associates.jalt.org/>)

Non-JALT SPONSOR: Companies not having a sponsorship agreement with JALT

Floor plan and space information (see below at the end of the document)

	Basic Display JALT SPONSOR: 35,000 Yen non-JALT SPONSOR: 45,000 Yen	Additional Options: Pick and Choose
table mode Selection	A table set (see details below, including two chairs) to display materials. Access to available electrical outlets that do not impede foot traffic. For details see the information at the end of this document. On a first come first basis	Additional tables JALT SPONSOR: 5,000 Yen Non-JALT SPONSOR: 7500 Yen
presentation	One 25-minute unvetted slot for a presenter of their choosing about a topic of their choice, to be listed in all conference materials as “Sponsored by (SPONSOR name)”	Additional presentation(s) JALT SPONSOR: 11,500 Yen / Non-JALT SPONSOR: 15,500 Yen (presentation reservations accepted <u>until April 10th</u>)
passes	Two passes to the event for representatives (these can be used for one table representative and one presenter OR two table representatives);	Additional passe(s) JALT SPONSOR: 11,500 Yen / Non-JALT SPONSOR: 15,500 Yen

handbook		<p>Insert option: A full-page insert designed by the SPONSOR in the PanSIG digital handbook; JALT SPONSOR: 5000 Yen / Non-JALT SPONSOR: 7,500 Yen Inside front cover, floor guide, or high-traffic pages (schedule and plenaries) JALT SPONSOR: Additional 4,000 Yen Non-JALT SPONSOR: additional 6,500 Yen.</p>
website	<p>Each Sponsor will be added to the PanSIG SPONSOR website. See as an example from 2024 https://pansig.org/sponsors</p>	<p>Advertisement on the conference website Details and price TBA</p>
logo SPONSORs tag		<p>Logo placement on participants' name tags and/or conference signage; Whole name card (size of a post card) - one SPONSOR (30,000 Yen cost for printing name cards) Price out name tags or 6,000 Yen (Split the whole PR space on the name card into 5 and share the slots with other SPONSORs) for smaller sections (sharing the space with other SPONSORs).</p>
JALT SPONSORS	<p>According to the 2024 JALT Sponsors Terms of Agreement (https://associates.jalt.org/?page_id=453) for Regional Conferences and SIG events, here PanSIG2025, JALT SPONSOR (Presenting, Displaying, Supporting) have priority access. - Presenting SPONSORs get a Participation Fee Voucher of 35000 Yen.</p>	

Internet	Internet guest connection (University)	
	A 15 min PanSIG2025 video reel will be prepared, including one slide for each SPONSOR. The reel will play before the plenary and maybe on monitors, 4 seconds per slide.	<p>Advertisement before the plenary presentation This presentation is sponsored by <i>xyz publication</i> Maximum 2 minutes: 10,000 yen</p> <p>Video reel: On request longer sequences or multiple slides and/or adds can be arranged. Please contact the sponsor liaison.</p>
		<p>Banner posted at the presentation, during the presentation, in front - close to the speaker (size) (self-standing or poster) Details and price on request</p>

For Cancellation 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 SPONSOR liaison, Gabriela Schmidt (sponsors@pansig.org). Any violation of this can result in a fine or other action.

3. Shipping of materials and related issues

- 3.1. The SPONSOR 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 SPONSOR must only ship items during these times and it is the SPONSOR's sole responsibility to make arrangement 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 SPONSOR, but it will be

the relevant SPONSOR's responsibility to make arrangement for the item's return.

- 3.4. The SPONSOR is welcome to arrive after 8 or 9 am (TBD) on Saturday, May 17th to set up their area before the event starts (if Friday evening may be possible too, TBD).

To add the detailed address for delivery:

Kanda University of International Studies, Prof. Jennie Roloff Rothman
〒261-0014 Chiba-prefecture, Chiba-city, Mihama-district, Wakaba 1-4-1
神田外語大学 〒261-0014 千葉県千葉市美浜区若葉 1 丁目 4-1
<https://www.kandagaigo.ac.jp/kuis/main/access/>

- 3.5. The SPONSORS will remove all garbage and waste that they produce after the event and dispose of said garbage by May 18th, 2025 at 5 pm.

4. Area organization and regulations

- 4.1. The layout of the SPONSOR's area is at the discretion of the SPONSOR, based on the provisions and limitations outlined in Section 2 of this Agreement.
- 4.2. Signage may be displayed, but the SPONSOR 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 SPONSOR's display must not extend beyond their area.
- 4.5. Microphones, speakers, and live musical performances are not allowed unless the SPONSOR has received prior permission from the Committee.
- 4.6. Electrical outlets are only available in a limited capacity. No SPONSOR 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 SPONSOR's representatives are not allowed to use areas other than their space for any activities.
- 4.8. The subletting of a SPONSOR's space is prohibited as is promotion of materials or activities of an organization other than the SPONSORS, without prior approval of the Committee.
- 4.9. Should the SPONSOR's area be changed or modified by the Committee, the SPONSOR will be notified as soon as possible.
- 4.10. The SPONSOR 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 SPONSOR Representatives are subject to the same restrictions and will receive the same benefits as any other SPONSOR designated representatives.

4.10.4. Representatives of the SPONSOR 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 SPONSORS; 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 SPONSOR in the set-up, during the display, or the removal of the SPONSOR's display area will be borne by the SPONSOR.

5. Costs

5.1. For the above provisions and services, the following charges will apply for **JALT SPONSORS** and **non-JALT SPONSORS**:

5.1.1. The basic SPONSOR display rate for two days is 35,000 yen for JALT SPONSORS, and 45,000 Yen for non-JALT SPONSORSs.

5.1.2. There will be additional options on a pick-and-choose basis for both days. For details see above section 2. Provisions to the SPONSOR

5.2. The funds should be transferred to the PanSIG2025 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 SPONSOR.

5.2.3. Failure by the SPONSOR 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, 2025 by email to **confchair@pansig.org** and **sponsors@pansig.org**. It is not the Committee's responsibility if an email is not received and therefore the SPONSOR 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 SPONSOR will be at the discretion of the Committee.

5.4. Other associated costs

- 5.4.1. All fees associated with the SPONSORs unvetted presenter, including speaking fees and participation fees at the event, are to be settled by the SPONSOR 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.

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 SPONSOR

COMPANY/ORGANIZATION:

REPRESENTATIVE:

SIGNATURE AND DATE:

Floor Plan of Kanda University of Foreign Studies

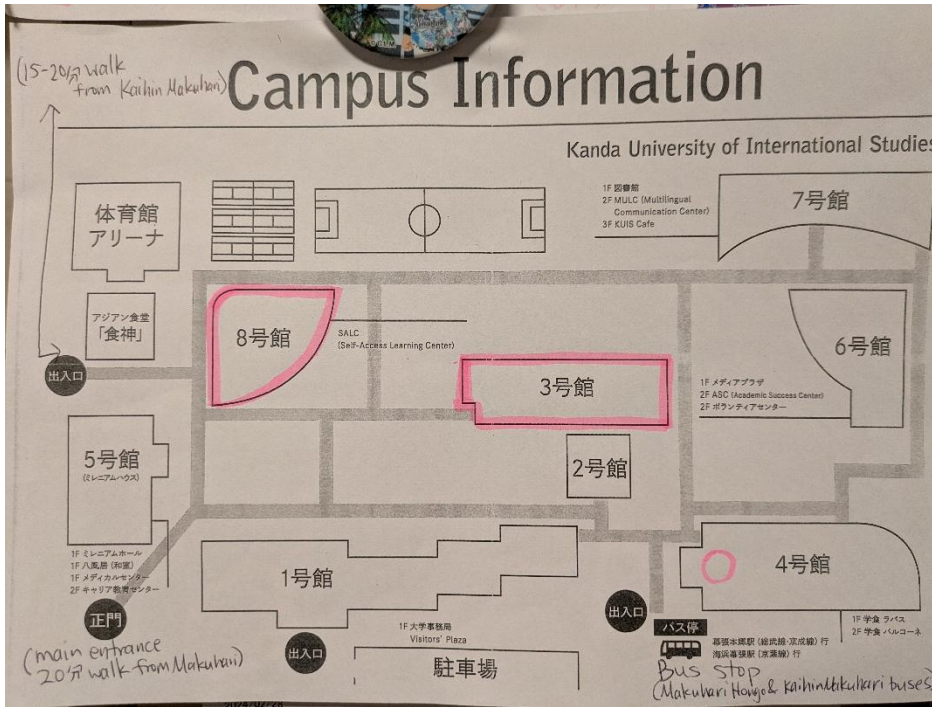
The floor of the exhibition rooms for SPONSORS is in **Building 8**.
The rooms for the SPONSORS are on the **1st floor in the center** of the building.

Chairs and tables are movable and can be arranged for individual needs.



PanSIG2025 - KUIS Campus Information

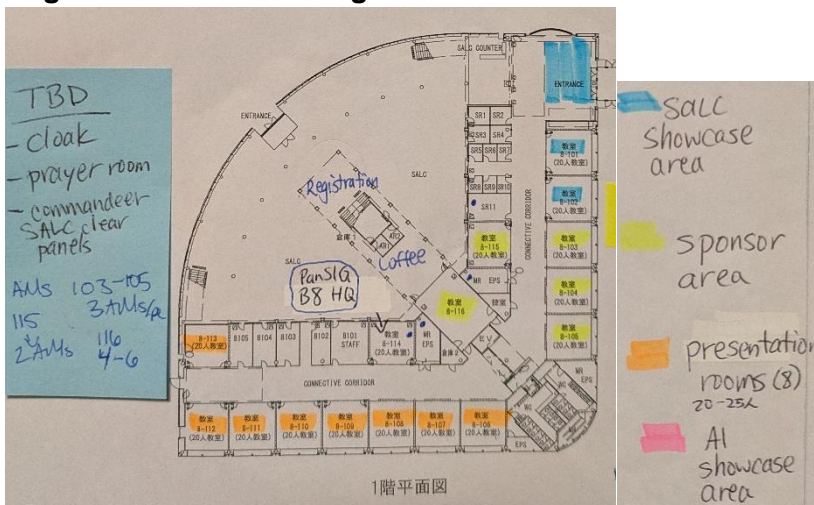
Access from Kaihin Makuhari station



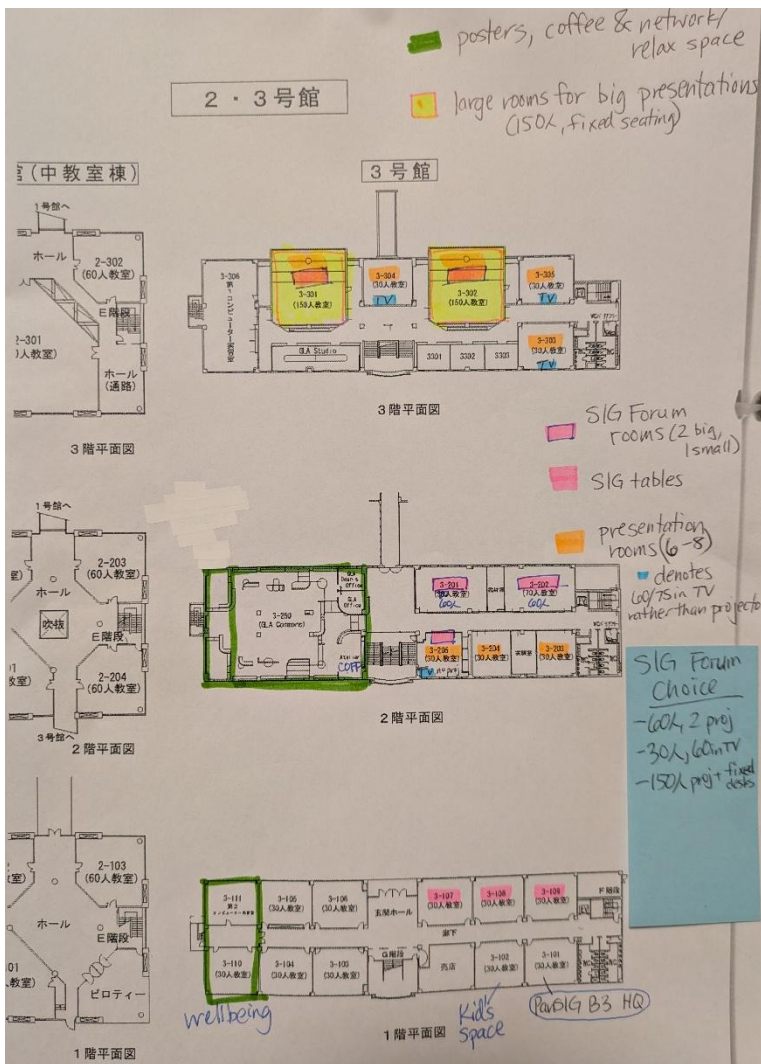
Bus stop,

Bus access from Makuhari Hongo or Kaihin Makuhari

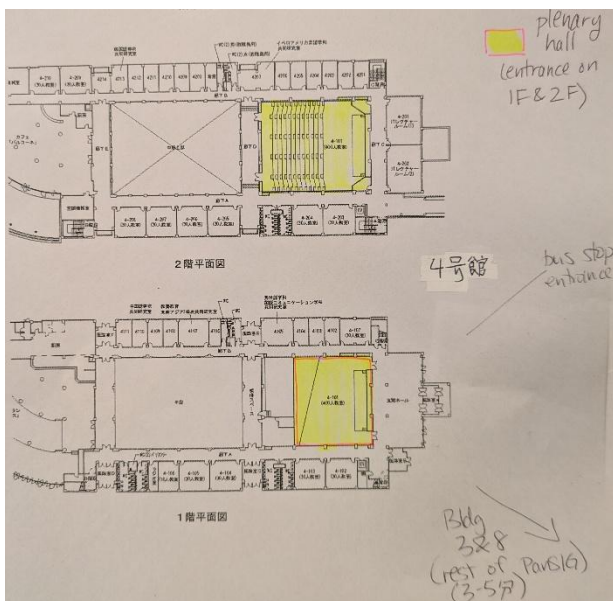
Registration is in Building 8:



Building 8: Sponsor Area, SALC showcase area with 11 SALCs, AI showcase, presentation rooms



Building 3: Posters, SIG tables, SIG Forum, presentations, large rooms



Building 4: Plenary Hall

Layout table information for Sponsors
KUIS Building 8 - 1st floor
Two types of rooms

Classroom type 1 – view 1



Classroom type 1 – view 2



Classroom type 1 - Wall with multimedia whiteboard



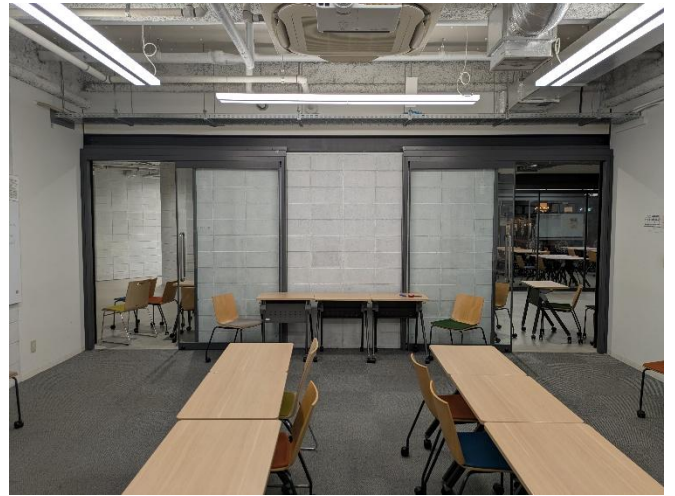
Classroom type 1 - Wall with multimedia whiteboard – example possible arrangement



KUIS Building 8 - 1st floor

Classroom type 1 – table arrangement in the middle of the room

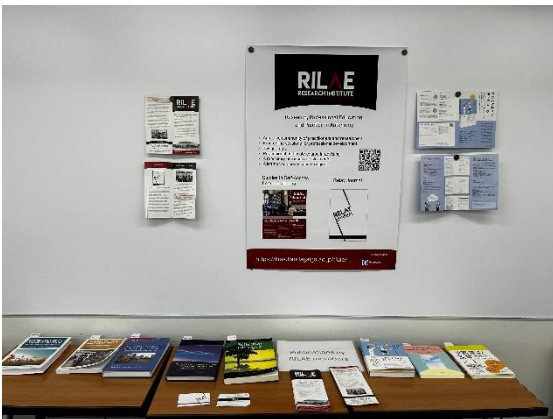
Classroom type 1 – from inside out glass doors



Classroom type 2



Example 1 for set up of tables



Example 2 for set up of table



Other arrangements are possible.

Measurements in CM

1 desk: 65 width
2 desks: 130
3 desks: 195
Depth 45
Height 72

Length (Width?) of "space" 300cm
Depth off wall to desk edge 45--up to 70cm

TYPE 1

Whiteboard/magnetic wall (195 cm wide x 120 cm tall)
(Rm 8-103 to 8 & 105 x 3)
(Rm 8-115 x 2)
(Rm 8-116 x 3) (Possibly doubled, but can't confirm until Tuesday)

TYPE 2 (INNER CONCRETE WALL) (103-105, 115 x 1: GLASS WALL, none in 8-116)
3 desks but no magnetic wall (good if you have a standing banner) (if we can tape onto concrete has be confirmed)

TYPE 3 (or not) (103-105 x 2, 115 x 2?, 116 x 2-4)

Center table

Space for standing banners

In 116 possible to buy 2 side-by-side in center

Walking space between type 2 and side of 3 150-160
(103-5, probably 115) Will be bigger in 116

Walking space between type 1 & 3 120
(8-103-8-105, 115, likely bigger in 8-116)

----- End of PanSIG2025 Sponsor Display Agreement -----