

Call for JALT Conference Chair(s)

The 49th Annual JALT International Convention and Materials Exhibition will be held on November 24th to 27th, 2023, in Tsukuba-shi at the Tsukuba International Conference Center.

The last face-to-face conference (Nagoya 2019) attracted over 1500 attendees and the last conference in Tsukuba (2017) attracted about 1300 attendees. Approximately 50 or more countries are represented at our international conference.

The role of Conference Chair (or Co-Chairs) is to be the primary person/people responsible for the planning and execution of the annual international conference, the flagship event of JALT.

Duties and Responsibilities:

- Be a JALT member in good standing, familiar with and dedicated to its mission, and a past attendee of at least one annual international conference. Preferably be a current or past officer, leader, or active volunteer in JALT.
- Under the guidance of the Director of Program, lead the planning, organization, and execution of various conference-related tasks (both internal and external), such as organizing invited symposia or panels, inviting or soliciting nominations for plenary and/or featured speakers
- Lead a team of approximately 65 members (Conference Planning Committee), including recruiting additional members, planning the agenda for and leading regular meetings
- Assist in the planning and coordination of the Reading Committee
- Participate in activities as requested by the Board of Directors, Director of Program, Conference Planning Committee and Site Committee
- Liaise with the Director of Program and JALT Central Office staff as needed
- With the Director of Public Relations, assist with planning the publicity for the conference (during the call for presentation proposals and the pre-registration phases of the conference).
- Enthusiastically advocate for and be a positive public relations spokesperson for the conference within your own network, internally, and externally. This may include writing short articles or press releases, and giving interviews in order to more widely promote the conference.
- Propose and promote a timely and relevant conference theme which will have a broad appeal for teachers, researchers, methodologists, students, associate members (sponsors), and policy makers, and both international and domestic audiences. Narrowly limited themes are more difficult to write abstracts for and result in a lower number of conference submissions and, thus, attendees.
 - Visit - <https://jalt.org/main/conference> - to see past themes
- Actively participate throughout the duration of the conference, Friday through Monday
 - Emcee the opening ceremony on Saturday
 - Host events and activities for first-time conference participants
 - Attend the Executive Board Meeting
 - Attend the Michele Steele Best of JALT awards ceremony

- Emcee the panel discussion and closing ceremony on Monday
- Estimated time commitment is 7 to 10 hours per week from January to June, and 15 to 20 hours per week from July to November

Benefits:

- A highly visible role and recognition as a leader in the field of language teaching in Japan and internationally
- Gain valuable, transferable experience planning and executing an international 1500+ attendee conference
- Networking opportunities with internationally renown plenary and featured speakers, international and domestic language teaching association leaders and representatives, and other VIP guests
- Invitation to, paid transportation, 2 nights' hotel, networking, and recognition at the February and June JALT Executive Board Meetings (February 18-19 in Tsukuba; June 24-25 in Okayama)--the decision-making meeting for the Board of Directors and the approximately 100 elected and appointed representatives of the association
- For the 2022 conference, complimentary conference registration and Friday night VIP dinner
- For the 2023 conference, complimentary conference registration, transportation, 4 nights' hotel, meals or meal subsidy—including a complimentary Friday night VIP dinner, with networking and recognition

How to Apply:

Apply via [Google Form](https://forms.gle/BJ3g8dbaSdMDYzLJ6) (<https://forms.gle/BJ3g8dbaSdMDYzLJ6>) by November 7th at 23:59 (Japan Standard Time) with:

- a statement on why you would be a good candidate for 2023 Conference Chair, including any experience in event planning (150-300 words OR 1,250 characters);
- a proposed conference theme and rationale, including why it is important for JALT membership (150-300 words OR 1,250 characters);
- a brief summary of your experience with JALT (150-300 words OR 1,250 characters);
- Optional: CV or 1-page resume or LinkedIn profile link

Timeline:

November 7, 2022: Applications received and reviewed by the Board of Directors and Conference Planning Committee

November 12, 2022: Appointment submitted by the Board of Directors and voted on by Executive Board Members

Dawn Lucovich and Wayne Malcolm
 President and Director of Program
 On Behalf of the JALT Board of Directors 2021-2022