



The Japan Association for Language Teaching • JALT 事務局

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Dear JALT members,

This is a general call for a **PanSIG2028** and **PanSIG2029**. We are looking for **both venues and conference chairs**. If you or anyone you know is interested in hosting or chairing this exciting event, please contact me (sigrep@jalt.org) to get more information. Below is some basic information about PanSIG to help spread the word. There is no hard deadline for applying, but I will consider venues and chairs on a first come first serve basis.

Hosting PanSIG is a great opportunity to highlight your university and city. If selected as a site, participants from all over Japan will come to your lovely area and participate in a weekend of exciting presentations and attractions. Leading PanSIG as a conference chair would also be a wonderful opportunity to build your professional skills and hold an event for your colleagues. Please let me know if you would like more information about this great opportunity.

Jennie Roloff Rothman
JALT SIG Representative Liaison

PanSIG is an annual conference sponsored and organized by many of the **Special Interest Groups** (SIGs) of the **Japan Association for Language Teaching** (JALT). It is meant to be a smaller, more intimate conference than the annual international JALT conference (which is held each fall), and is a place where SIG members can network with each other. You do not have to be a JALT member to attend, but JALT members pay less in **registration fees** than non-members.

The conference timeline varies from year to year, but, generally speaking, the conference is held in May. The **PanSIG conference location** also varies year to year, held at universities across Japan. You can find a list of our current and past PanSIG dates and locations in our **PanSIG Archive**. The archive also includes links to the schedules, handbooks and proceedings of these conferences.

Site Checklist

The site is a very important part of the success of PanSIG each year. Here are some general guidelines that you need to take into account. The items in **bold** are the most important.

Venue Size: typically, a university is going to be ok for site size. **About 20 plus classrooms for a size of just under 400:**

- ☐ **Plenary hall: seating for at least 400 (a video overflow room is also possible)**
- ☐ Childcare Room/Changing / Feeding Area
- ☐ Prayer Room
- ☐ Student Volunteer HQ
- ☐ Student Volunteer Break Room
- ☐ Committee HQ
- ☐ Sponsor space (5-10)
- ☐ **SIG space (20-25 tables and chairs)**
- ☐ Poster Presentation space (10-20 boards)
- ☐ Registration space (2-4 tables)
- ☐ Finance table
- ☐ Photographers' HQ
- ☐ Cloak / Luggage Room (few hundred suitcases)
- ☐ Nurse Station / Infirmary
- ☐ **Lounge / Eating Area / Refreshments**
- ☐ Conference Dinner Venue
- ☐ Benches / chairs / tables for people to take a breather
- ☐ WiFi availability for all (preferable)
- ☐ **Good public transportation access (near to trains, buses, ample hotel rooms for up to 600-700 people)**
- ☐ Ample food option on campus or nearby
- ☐ The ability for people to ship large boxes there in the days leading up to the conference (60+ boxes)
- ☐ About 50 Student Volunteers - Training for student volunteers
- ☐ T-Shirts - Design
- ☐ Lanyards- PanSIG has a set, but more can be rented from JCO
- ☐ **Lunch for Saturday and Sunday (Options - Are there convenience stores etc near the university? Are maps / student volunteers needed for navigating the venue?)**
- ☐ Activities for Friday - Local Tourism chapter (optional)
- ☐ Scheduling - Classrooms for Presenters, SIG Forums and AM's, Space for plenaries
- ☐ Environmental Issues