

AATSP-GA Immersion Conference Policies

Language of Conference

A primary goal of this conference is complete immersion in Spanish/Portuguese for all participants. To this end, all communications during the conference (presentations, purchases, questions, etc.) should take place in Spanish or Portuguese. All presenters and vendors must be able to communicate in Spanish and/or Portuguese. The proficiency level of the participants may vary, but they must be able and willing to listen to presentations in Spanish/Portuguese and do their best to participate using the language without the use of English. If at any moment you need a document translated from Spanish to Portuguese or English for clarity, please contact the directors and we will do our best to accommodate you.

Presenters

- Presenters must register (and pay) to attend the conference by the registration deadline. You may attend Saturday 9 am to 4 pm only, or Friday 6 pm-Sunday 11 am.
- Presenters must be a member of AATSP to present. Discounted AATSP memberships are available for students and retirees. For more information about becoming a member, see [Membership Types](#) and [Join/Renew Now](#) on the AATSP National website. Membership must be current by Sept 1, 2018.
- Presenters must bring their own materials to the conference. However, the purchase of some materials can be reimbursed with prior approval. All materials needed should be communicated in this form or ahead of time to the conference directors.
- All presentation/Activity proposals must be submitted by **July 30, 2018**.

Vendors

- The Vendor Registration Fee includes breakfast and lunch on Saturday for one person, as well as a table, chairs, and access to one electrical outlet. Additional food, lodging, or space may be requested at an additional fee.
- Vendors must bring their own carts to transport materials in and out of the facilities.
- Items may not be hung on walls or light fixtures.
- Vendors must provide all items to display their materials beyond the 6 ft table provided.
- If items/services are being sold at the conference, vendors must have their own means to collect payment, make change, etc.
- Deadline for vendor registration: **August 31, 2018**

All Attendees (Registered Participants, Vendors, and Presenters)

- All items left behind at the end of the conference will be discarded.
- By participating in this conference, you give permission for conference photos to be used for AATSP-GA publicity purposes, including posting of photos on the AATSP-GA webpage.
- The AATSP-GA Executive Board is unable to give refunds for conference registration or vendor registration.
- Payment for all registration fees must be received (or postmarked) within one week of receiving the invoice from AATSP-GA. Failure to do so may result in paying the late registration price or an additional fee.