



**100th Annual AATSP Conference  
Salamanca, Spain  
June 25-28, 2018**

## **Frequently Asked Questions about the AATSP Conference**

Do you have questions about the 2018 AATSP Conference in Salamanca?

- Click on one of the main topics below to go directly to the questions and answers related to that topic.
- Or scroll through the entire set of FAQs to learn more about the conference.

### **[GENERAL CONFERENCE INFORMATION](#)**

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## **GENERAL CONFERENCE INFORMATION**

### **Is it necessary to be an AATSP member to attend the conference?**

No, you do not need to be an AATSP member to attend the conference. However, AATSP members receive a discounted registration rate.

[Click here](#) to renew your membership or become an AATSP member

## What is included in my conference registration?

- Approximately 340 sessions and special events
- General Opening Session
- President's Welcome Reception
- Awards Banquet (Awards Banquet tickets will not be issued onsite for regular attendees or guests)
- NOTE: Half day and full day professional development workshops as well as excursions to local sites of cultural interest are available for an extra fee

[Click here](#) to view our Program At A Glance, the general outline of the Conference

## What are the benefits of attending the AATSP Conference?

- Stay current with curriculum, methodology and teaching strategies
- Stay current with research in literature, linguistics, applied linguistics, and cultural studies
- Stay current with cultural information
- Earn professional development credits (CEUs)
- Earn graduate credit through New Mexico State University (NMSU)
- Network with your colleagues and peers

## Can I buy an Awards Banquet ticket for a family member/guest?

Yes. Guest tickets are available for purchase online prior to Thursday, May 31, 2018. (Awards Banquet tickets will not be issued onsite for regular attendees or guests)

## Is the AATSP Conference open to children?

The AATSP Conference is an **adult-only** event including all sessions, receptions, Awards Banquet and excursions.

## Can I receive professional development credits (CEUs) for conference participation?

- Attendees may obtain professional development credits (CEUs) for participation in this conference
- To verify your attendance at conference sessions/workshops pick up an *AATSP Conference Workshop/Session Attendance Form* at the AATSP Conference Registration Desk prior to the conference opening
- Complete the form as you attend sessions and workshops
- It is the responsibility of attendees to contact their district BEFORE the conference to determine necessary measures to fulfill their district's professional development requirements and to receive approval for conference participation

## CONFERENCE REGISTRATION

### What does conference registration cost?

	Early Bird Registration Through April 1, 2018	Pre-registration April 2, 2018 – May 31, 2018	On-Site Registration After May 31, 2018
Non-Members	\$290	\$315	\$340
Members	\$175	\$200	\$225
Student Members	\$100	\$100	\$125
Life Members	\$0	\$0	\$25

### How do I register for the conference?

- To insure that you receive the AATSP member rate you must sign in to the website at [www.aatsp.org](http://www.aatsp.org) using your password and username
- You must select your conference registration type based on your Awards Banquet entrée selection (regular, vegetarian or not attending)

### Can I register for the conference on-site?

- Yes, you can register on-site
- It is recommended that you take advantage of our on-line pre-registration rates available through May 31, 2018
- Please be aware that some conference events such as the Awards Banquet, workshops or excursions may sell out and tickets may not be available on-site (Awards Banquet tickets will not be issued onsite for regular attendees or guests)
- On-site conference registration will be located at the entrance of the Palacio de Congresos
- On-site conference registration must be paid with a credit card

#### AATSP Conference Registration:

Sunday, June 24	3:00pm – 5:30pm
Monday, June 25	9:00am – 5:00pm
Tuesday, June 26	9:00am – 12:30pm
Wednesday, June 27	9:00am – 3:30pm
Thursday, June 28	9:00am – 12:30am

### Will I receive a receipt for my conference registration?

- After completing your on-line registration, an email message will be automatically sent to you from BluePay.com our online payment processing service
- If you cannot locate that e-mail message, please check your junk mail or contact the AATSP office at [AATSPoffice@aatsp.org](mailto:AATSPoffice@aatsp.org) or 248.960.2180

## HOTELS

[Hotels with special rates for the 2018 Conference Attendance \(PDF\)](#)

[Additional Hotels in Salamanca \(PDF\)](#)

[Google Map of hotels with special rates in proximity to the Universidad de Salamanca and El Palacio de Congresos](#)

## **Are there other restaurants within walking distance of the hotels?**

- Yes. All of the AATSP host hotels in center city are within walking distance from many of Salamanca's finest restaurants and cafés.
- You can get a list of the local area restaurants at the hotel desk.

## **CONFERENCE LOCATION**

### **Travel to Salamanca**

From the United States, most people will fly to Madrid (Barajas Airport) Spain. Salamanca is approximately 2.5 hours from Madrid by car. The most convenient way to travel to Salamanca from Barajas is by bus. Buses leave from the Barajas terminal frequently and are easy to access.

### **What is Salamanca, Spain like?**

Because of its historical heritage, Salamanca is considered one of the most beautiful Spanish cities. It is noted for its ornate sandstone architecture and for the University of Salamanca. The University of Salamanca is the oldest university in Spain and the third oldest university in Europe. In 2018 the University of Salamanca is celebrating its 800<sup>th</sup> anniversary. Salamanca attracts thousands of international students yearly. The city's economy is dominated by the university and tourism.

### **What will the weather be like?**

In June, temperatures ordinarily range between 73-82°F.

### **What should I wear?**

Business casual is appropriate for all of the conference sessions, workshops and special events including the President's Welcome Reception and the Awards Banquet.

### **What should I pack?**

- Passport – Make sure your passport is up-to-date
- Walking shoes – Important for walking in the historic district
- Lip balm, hand lotion, moisturizers, hand sanitizer
- Umbrella
- Sunscreen
- Sunglasses

## **ON-SITE INFORMATION**

### **Where do I obtain my conference badge and program?**

Before attending sessions or workshops you will need to pick up your conference attendee tote bag and other materials at the AATSP Registration Desk at the entrance of the Palacio de Congresos.

## **When you check in at the Conference Registration Desk, you should receive:**

- Conference badge
- Badge holder and lanyard (compliments of Vista Higher Learning)
- Conference Program (compliments of Santillana USA)
- Conference attendee tote bag (compliments of New Mexico State University)
- Other educational material(s)

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## **How do I know where my sessions/workshops are located?**

- The Conference Program contains the times and locations for all sessions, workshops and events
- Conference Program contains a layout of the Aulas in the Universidad de Salamanca

## **What do I do if I lose my name badge?**

Go to the AATSP Conference Registration Desk located at the entrance of the Palacio de Congressos and request another badge.

## **What should I do if I arrive after registration has closed for the day?**

- If you need your conference badge to attend an evening event that requires registration, look for an AATSP Conference Representative outside of the event location. The Conference Representative will be able to assist you.
- You can obtain your conference registration material the following day at the AATSP Conference Registration Desk located at the entrance of the Palacio de Congressos.

## **CONFERENCE MATERIALS**

### **Do you know about the AATSP Conference App?**

- To enhance your experience at the 2018 AATSP Conference and bring your conference planning to a new level, please download Guidebook, the AATSP mobile app.
- To download the mobile app, go to your app store and search for the Guidebook app or scan the QR code (available at the AATSP Registration Desk or in the print copy of the Conference Program).
- Once you have downloaded the app, search for AATSP in the search bar to begin your conference planning.
- The AATSP mobile app will be available approximately 6 weeks prior to the conference.

## How can I view the Conference Program?

- All conference attendees will receive a copy of the printed program in the registration packet.
- The entire Conference Program will be available on the website and can be easily downloaded and printed.
- Attendees can also download Guidebook, the AATSP mobile app, to a mobile device to access the program.

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## Can I obtain a copy of the papers or PowerPoint presentations used in the sessions/workshops?

- The AATSP encourages presenters to publish handouts to their website, [Google Drive](#), [Dropbox](#), [OneNote](#), or other file sharing service of their choice. Handouts can be uploaded before or after the conference.
- In May presenters will receive information about submitting handouts and materials to be included on the conference app and/or AATSP website.
- If a presenter's handouts are not uploaded to the AATSP mobile app, you will need to contact the presenters directly if you want a copy of their materials.
- The AATSP office does not collect conference papers, PowerPoint presentations, or handouts.

## Does AATSP publish conference proceedings?

- No, AATSP does not publish conference proceedings
- Presenters are encouraged to submit an article based on their conference paper or presentation to *Hispania* for possible publication.

## PRESENTER INFORMATION

### What will the format of my panel be like?

The AATSP website has detailed guidelines for presenters, moderators, and organizers. For information, please see the [2018 Call for Proposals and Descriptions](#) page.

### What audio-visual equipment will be available in the conference session rooms?

- **Data Projector and Screen.** The AATSP will provide a data projector and screen in each conference meeting room where presentations take place; there is no cost to presenters for this equipment.
- **Computers.** Each presenter is responsible for providing his/her own computer for the presentation.
- **HDMI Adapter.** In order to connect the newer thin tablet laptops to a data projector or other standard input, users must bring an HDMI or mini-HDMI Adapter with them for use during the presentation.

- **Apple Computer Users.** In order to connect an Apple computer to a data projector, users must bring the Mini Display Port to VGA Adapter to connect to a standard input. Adapters will not be provided or available at the conference.
- **Internet Access.** The AATSP will provide complimentary internet access in each conference meeting room.
- **Some AV Equipment not available.** The following equipment is not available for use during the conference: computer speakers, cables, or adapters.

### **I am in a combined session. How can I get in touch with other presenters of my session?**

- Before the conference, you may wish to contact the other member(s) of your session and agree to meet before your session.
- Once you are at the conference, you can ask the AATSP staff at the Registration Desk if that person has checked in at the conference.

### **How are proposals selected for the program?**

The AATSP uses a Program Selection Committee to read and rate the proposals submitted for the annual conference. The Program Selection Committee is composed of AATSP members who represent various educational levels, the Spanish and Portuguese languages, and areas of expertise including literature, linguistics/applied linguistics, film, and cultural studies. The Committee members rate the proposals based on the following five criteria:

- The topic is relevant to the intended audience.
- The session content is innovative and useful.
- The session content is based on up-to-date research in the field.
- The benefits to the participants in the session are clearly defined.
- The proposal is clearly written and the description is ready to be published in the conference program.