



**98th Annual AATSP Conference
Miami Marriott Biscayne Bay Hotel
Miami, Florida
July 8-11, 2016**

Frequently Asked Questions about the AATSP Conference

Do you have questions about the 2016 AATSP Conference in Miami

- 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](#)

[CONFERENCE REGISTRATION](#)

[CONFERENCE HOTEL](#)

[CONFERENCE LOCATION](#)

[ON-SITE INFORMATION](#)

[CONFERENCE MATERIALS](#)

[PRESENTER INFORMATION](#)

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 250 sessions and special events
- General Opening Session
- President’s Welcome Reception
- Awards Banquet (availability of Awards Banquet tickets requested during on-site registration is not guaranteed)
- 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

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 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 June 10, 2016.

Is the AATSP Conference open to children?

No. The AATSP Conference is an **adult-only** event including all sessions, receptions, Awards Banquet and excursions.

Can I receive CEUs for conference participation?

- Attendees may obtain 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
- Remember to have your form stamped at the beginning and end of each session/workshop you attend
- It is the responsibility of attendees to contact their district BEFORE the conference to determine necessary measures to fulfill their district professional development requirements and to receive approval for conference participation

CONFERENCE REGISTRATION

What does conference registration cost?

	Early Bird Registration Through April 1, 2016	Pre-registration April 2, 2016 – June 10, 2016	On-Site Registration After June 10, 2016
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 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 June 10, 2016
- Please be aware that some conference events such as the Awards Banquet, workshops or excursions may sell out and may not be available on-site
- On-site conference registration will be located on the 3rd Floor of the Miami Marriott Biscayne Bay Hotel
- On-site conference registration must be paid with a credit card or check

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 or 248.960.2180

CONFERENCE HOTEL

Why should I use the conference hotel?

- The AATSP has negotiated a special group rate which includes complimentary Internet access in guestrooms.
- The hotel rates that the AATSP has negotiated include many benefits for you and for the AATSP. Based on the number of rooms in the block of rooms, the hotel provides complimentary meeting room space, exhibit space, staff accommodations, and reduced food and beverage charges. This results in savings that are passed on to attendees.
- Because the AATSP continually meets the quota, the AATSP has not had to raise registration fees in several years.
- Reserving a room at the host hotel is an ideal choice because all conference- related events occur within the hotel.
- When you stay at the conference hotel, you alleviate worry about transportation, bad weather or forgetting something in your offsite hotel room.

Where is the hotel located?

The Miami Marriott Biscayne Bay Hotel is located in downtown Miami, just 7.5 miles from the Miami International Airport.

What services and amenities does the hotel provide?

- The hotel features an outdoor swimming pool
- Full-service fitness center free for hotel guests located on the 5th Floor
- *Catch Grill & Bar* serves breakfast, lunch and dinner
- *Pool Bar* the pool-side bar and grill located on the fifth floor serves lunch
- *Espressamente Illy Café* (Coffee House)
- Concierge services

- An on-site business center is located in the hotel lobby. The business center provides the following:
 - Complimentary printing of airline boarding passes
 - Computer and copying services for a fee
- In-room dining

What is included in the room rate?

The special AATSP group rate at the Miami Marriott Biscayne Bay Hotel includes complimentary Internet access, coffee/tea makers, in-room safes and 24-hour fitness center.

How can I check my e-mail at the conference or in the hotel?

High Speed Internet access is included in your AATSP special group room rate.

Does the hotel have a business center?

Yes. The hotel has an on-site business center that provides both copy and computer access services for a fee in the hotel lobby. The printing of boarding passes is complimentary.

What restaurants are available in the hotel?

- *Catch Grill & Bar* serves breakfast, lunch and dinner
- *Pool Bar* the pool-side bar and grill located on the fifth floor serves lunch
- *Espressamente Illy Café* (Coffee House)

Are there other restaurants within walking distance of the hotel?

- Yes. The Miami Marriott Biscayne Bay Hotel is within walking distance, trolley ride or bus ride from many of Miami's finest restaurants and cafés.
- You can get a list of the local area restaurants at the hotel concierge desk.

How do we get from the airport to the hotel?

Miami International Airport

Taxi

- Typical Minimum Charge: \$26.00 plus taxes
- Distance From Hotel: 7.5 miles

Driving Directions:

The hotel is located 7.5 miles from the Miami International Airport. Driving time is approximately 10 minutes.

Is there parking at the conference hotel?

Valet Parking at the hotel is available for \$26.00 a day. Rates are subject to change.

CONFERENCE LOCATION

What is Miami, Florida like?

Miami is nicknamed the “Capital of Latin America”. Miami has 50 skyscrapers rising over 400 feet. The Port of Miami is the world’s busiest cruise port and the largest gateway between the United States and Latin America. Miami’s Financial District has the largest concentration of international banks in the country and is a major center for Spanish language television and film production. Miami is known for its landmarks such as Calle Ocho (SW 8th Street), the Miami Walk of Fame, the Cuban Memorial Boulevard, Vazcaya Museum and Gardens, Domino Park, the Tower Theater, Jose Marti Park, and others. La Pequeña Havana is considered the center of social and cultural activity in Miami. Miami’s cuisine is a reflection of its diverse population.

What will the weather be like?

During Miami’s wet season (May-October) you can expect temperatures in the mid 80s to low 90s accompanied by high humidity. The heat is often relieved by afternoon thunderstorms or by the Atlantic Ocean sea breeze. Miami boasts an average of 9 hours of sunshine per day.

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 bring?

- Lip balm, hand lotion, moisturizers
- 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 on the 3rd Floor of the Miami Marriott Biscayne Bay Hotel.

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)

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 Miami Marriott Biscayne Bay Hotel 2nd Floor and 3rd Floor
- Electronic signage outside each meeting room provides information on the sessions held in that room

What do I do if I lose my name badge?

Go to the AATSP Conference Registration Desk located on the 3rd Floor of the Miami Marriott Biscayne Bay Hotel 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 on 3rd Floor of the Miami Marriott Biscayne Bay Hotel.

CONFERENCE MATERIALS

Are extra copies of the program available for purchase?

- Yes. However, only a limited number of programs are printed and one copy of the program is provided in your registration packet
- If you lose or want an additional Conference Program, you can purchase one at the AATSP Registration Desk for \$5.00.
- The entire Conference Program will be available on the website and can be easily downloaded and printed.

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 [2016 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.
- **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: overhead projectors, slide projectors, CD or video players, 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.

- If he or she has not checked in, you may leave a message for that person on the message board near the AATSP registration desk.
- You may also want to call the hotel operator on one of the house phones and ask for his or her room.

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.