



**99th Annual AATSP Conference
Hilton Chicago Hotel
Chicago, Illinois
July 6-9, 2017**

Frequently Asked Questions about the AATSP Conference

Do you have questions about the 2017 AATSP Conference in Chicago?

- 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.

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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 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 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 June 10, 2017.

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
- 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’s professional development requirements and to receive approval for conference participation

CONFERENCE REGISTRATION

What does conference registration cost?

	Early Bird Registration Through April 1, 2017	Pre-registration April 2, 2017 – June 10, 2017	On-Site Registration After June 10, 2017
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? (Online registration will open January 2017)

- 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, 2017
- 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
- On-site conference registration will be located in the Grand Foyer on the 2nd floor of the Hilton Chicago 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 Hilton Chicago Hotel is located in downtown Chicago at 720 S. Michigan Avenue, Chicago, IL 60605. The Hilton Chicago Hotel is 19.20 miles from the Chicago-O'Hare International Airport and 11.4 miles from the Chicago Midway International Airport.

What services and amenities does the hotel provide?

- The hotel features an indoor swimming pool
- *720 South Bar & Grill* features a seasonally inspired menu serving breakfast, lunch and dinner

- *Herb N' Kitchen* is a gourmet market where you can grab a quick light meal and features *Starbucks* coffee
- *Kitty O'Sheas* is an authentic Irish pub serving lunch and dinner
- Concierge services
- Complimentary printing of airline boarding passes at the Technology Station in the hotel lobby
- In-room dining

What is included in the room rate?

The special AATSP group rate at the Hilton Chicago Hotel includes complimentary Internet access, coffee/tea makers and in-room safes.

- **Sleeping Room Rates:**

Single Occupancy:	\$175
Double Occupancy:	\$175
Triple Occupancy:	\$200
Quadruple Occupancy:	\$225
2 Bed/2 Baths additional	\$25 per occupancy

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 FedEx Office that provides both copy and computer access services for a fee located on the first floor of the hotel.

What restaurants are available in the hotel?

- *720 South Bar & Grill* (6:00am-1:00am) serves breakfast, lunch and dinner
- *Herb N' Kitchen* (5:30am-11:00pm) serves *Starbucks* coffee and a quick light meal
- *Kitty O'Sheas* (11:00am-1:00am) serves lunch and dinner

Are there other restaurants within walking distance of the hotel?

- Yes. The Hilton Chicago Hotel is within walking distance from many of Chicago'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?

Chicago-O'Hare International Airport

Taxi

- Typical minimum charge: \$50.00 plus taxes
- Distance from hotel: 19.2 miles
- Driving time: Approximately 28 minutes

Chicago Midway Airport

Taxi

- Typical minimum charge: \$35.00 plus taxes
- Distance from hotel: 11.4 miles
- Driving time: Approximately 20 minutes

Is there parking at the conference hotel?

The cost to Self-Park is \$56.00 a day. Valet Parking at the hotel is available for \$70.00 a day. Rates are subject to change. [Click here](#) for list of off-site parking garages and lots.

CONFERENCE LOCATION

What is Chicago, Illinois like?

Chicago, nicknamed the Windy City, is the third largest city in the United States with a population of approximately 10 million. Jean Baptiste Point du Sable was the founder of Chicago in 1833. The city lies along Lake Michigan. Chicago is an international hub for finance, commerce, industry, technology, telecommunications and transportation. The Willis Tower (formerly known as Sears Tower) is the second tallest building in the Western Hemisphere. The following are just a few of some of the sites you have the opportunity to visit/see in Chicago: Adler Planetarium & Astronomy Museum, Art Institute of Chicago, Field Museum of Natural History, Grant Park, Millennium Park, Museum of Contemporary Art, Navy Pier, Pilsen neighborhood, Shedd Aquarium, and Wrigley Field.

What will the weather be like?

In July, temperatures ordinarily range between 78-92°F. The humidity can range anywhere from 46%-91%. Chicago's weather is influenced by the presence of Lake Michigan.

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
- Walking shoes

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 in the Grand Foyer on the 2nd Floor of the Hilton Chicago Hotel.

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

- Conference badge
- Badge holder and lanyard
- 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 Hilton Chicago Hotel 2nd, 3rd and 4th Floors
- 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 in the Grand Foyer on the 2nd Floor of the Hilton Chicago 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 in the Grand Foyer on the 2nd Floor of the Hilton Chicago Hotel.

CONFERENCE MATERIALS

Do you know about the AATSP Conference App?

- To enhance your experience at the AATSP 2017 Conference and bring your conference planning to a new level, please download 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 1 ½ months prior to the conference.

How can I view the Conference Program?

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

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

- The AATSP encourages presenters to submit their handouts to be uploaded to the AATSP app, Guidebook
- If a presenter has submitted their handouts for uploading to the app, attendees can access their handouts via the app at any time before or after the conference
- In May presenters will receive information about submitting handouts and materials to be included on the conference app. **NOTE:** Since only one set of handouts can be uploaded per session or workshop, all presenters should combine their materials into one set of handouts prior to submission.
- 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 [2017 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: 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.