



ONTARIO MODERN LANGUAGE
TEACHERS' ASSOCIATION
ASSOCIATION ONTARIENNE DES
PROFESSEURS DE LANGUES VIVANTES
SINCE / DEPUIS 1886



OMLTA/AOPLV FALL CONFERENCE

We can do it! On est capable!

September 28, 2019

Ottawa, Ontario – Université d'Ottawa University

Dear Exhibitor:

The 2019 OMLTA/AOPLV Fall Conference will be held on **September 28, 2019** in Ottawa, Ontario. This year we are delighted to be partnering with EduLang and CASLT/ACPLS in order to offer a uniquely dynamic conference experience.

You are cordially invited to participate as an exhibitor of educational materials and services. We expect approximately 125-150 participants and trust this will once again be a successful event. It is the first event of its kind in this part of Ontario in many years and will assuredly attract a large group of second language educators from a variety of area school boards. As always, the serving of alcoholic beverages is not permitted in the exhibit area.

Exhibit applications are accepted on a **first-come first-serve basis**, by email, mail or courier. The cost is **\$200.00 including HST for one 6-foot exhibit space** (table and chair). Additional tables will only be available space permitting. Availability will be determined after the initial application deadline of **Monday, August 26, 2019**. Access to electrical outlets is limited. Please indicate this on your request form. You will also need to supply your own extension cords/power bars.

We invite exhibitors to join our delegates for meals. This year, exhibitor fees will include **ONE** continental breakfast and **ONE** lunch on Saturday. Additional meal packages can be purchased for \$30.00 per person and **must be pre-ordered**. Names must be provided for each lunch so that tickets can be properly issued. Please include payment for additional meals you wish to purchase with your registration. (These can be changed at a later date, as necessary.) Delegates will be given various opportunities to visit the exhibitors' area during the day, so we recommend that exhibitors be available in their spaces at that time.

Please email Application Forms to omlta@omlta.org. Payment **must be received within 7 days** of receipt of application form to secure your spot. Payment may be made via credit card or via cheque. We will not reserve space over the phone. **Electronic submission of application forms is preferred and may be scanned and emailed to omlta@omlta.org**. Authorized signatures are also required. Applications will not be processed until payment has been received in the OMLTA office.

EXHIBIT HOURS:

SET-UP TIME: Saturday September 28th: 7:00AM–8:00 AM (*There is no on-site security available. Exhibitors are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire and other causes*)

EXHIBIT HOURS: Saturday, September 28: 8:00 AM-3:15 PM

DISMANTLE TIME: Saturday, September 28: 3:15 PM-4:45 PM

All exhibits must be staffed and remain open until the official closing hour. Early dismantling of exhibits is disruptive to the conference and delegates often make purchases following their final workshop. Delegates will be encouraged to select a block of time to visit exhibitors.

The school is not able to provide advanced/post conference storage. All exhibitors will be asked to bring exhibitor material to the school and remove it immediately following the conference. Each exhibitor will be responsible for moving boxes to and from the exhibitor space.

EXHIBITORS' DRAW

We are counting on the generosity of all the publishers and exhibitors in providing a **prize**. The list of prize donors will be advertised in our newsletter, *Communication*, and on our website. Door prizes will be awarded during the Saturday lunch break. We appreciate the participation of all exhibitors in providing door prizes. We will collect all prizes upon registration on Saturday morning. Please identify your prize with your business card.

PRESENTATION OF A WORKSHOP

If you would like to present a workshop, a proposal must be submitted electronically through our website www.omlta.org or at this link [OMLTA Workshop Proposal Fall Conference 2019](#) by Friday July 12, 2019. Space in the conference program is limited, and we endeavour to a balance between presentations made by educators and exhibitors. The final decision of the workshops offered rests solely with the Conference Planning Committee. Please be aware that as a business, reimbursement of conference registration is not included as it is for non-commercial presenters.

SPONSORSHIP OPPORTUNITIES

The OMLTA/AOPLV would love to extend the opportunity to our exhibitors to sponsor an event at our Fall Conference. The past generosity of publishers and exhibitors has allowed us to keep the cost of the conference at a very reasonable level for our delegates, thus maintaining a high participation level in the conference. Opportunities for sponsorship may include sponsoring refreshment breaks and other meals. We will highlight your company's generosity in a variety of ways, all of which involve your logo, branding, and organization name in multiple locations in our host location, in our printed and electronic programs, and online. Please contact the OMLTA/AOPLV office if sponsorship opportunities interest your company.

NAME BADGES

You will be provided with a name badge upon registration. Please ensure that all representatives wear their name badge at all times.

ADDITIONAL INFORMATION

A variety of local hotels are available to support your accommodation needs. Please consult the OMLTA conference page for more information as we approach the conference date.

If you require further information, please feel free to contact the OMLTA/AOPLV office via telephone at **(519) 763-2099**, or by email at omlta@omlta.org. We will be pleased to answer any questions that you may have.

We look forward to receiving your application for your participation in the 2018 OMLTA/AOPLV Fall Conference.

Best regards,

Susanna Beatrice-Gojsic
OMLTA President, 2018-19

Josette Bosc
OMLTA First Vice-President, 2018-19
Fall Conference Chair, 2019