

1. Conference dates: November 14-16, 2008
2. Conference venue : 16, Sec. 4, Chung Shan North Road, Taipei ( Chien Tan Overseas Youth Activity Center )
3. All pre-registration must be done **ON-LINE**. Access our website: <http://www.eta.org.tw>, hit the 【Join/ Renew Membership】 icon, enter your Passport number, choose the payment option, and fill out the required information.
4. Membership fee can be paid through our Post Office Account. All items in the pre-registration form must be filled **ON-LINE**.
5. For those who pay the membership fee through our Post Office Account, please fax the receipt of your payment of membership fee with your name written on it to the ETA office. ( FAX : 02-2357-8710 )

**\*\*\*Those who had paid their membership fee in 2006 or 2007 are considered to be OLD/Continuing Members. ETA only keeps the record of your personal data for a period of two years.\*\*\***

**Post Office Account #: 16370721**

**Name of Organization: English Teachers' Association –Republic of China**

New members : NTD 1, 200 **before November 7**, 2008.

New members : NTD 1, 500 **after November 7**, 2008.

OLD/Continuing members : NTD 1, 000 **before November 7**, 2008.

OLD/Continuing members : NTD 1, 200 **after November 7**, 2008.

※On-site registration for new members NTD1,500; continuing members: NTD1,200.

6. We will send you a confirmation letter via e-mail upon receipt of your on-line pre-registration form and full payment (if you pay through our Post Office Account, please don't forget to fax the receipt with your name written on it to the ETA office). Please print out a copy of this e-mail confirmation for verification purpose. **( Please enter your correct e-mail address )** . Once registered, your membership fee is non-refundable.
7. Please bring your **ID card, confirmation letter, and payment receipt** when attending the conference in order to collect the conference materials. If you fail to receive the confirmation letter two weeks after the on-line pre-registration, please do contact us by e-mail or phone.

8. **All paper/workshop/poster session presenters (for local presenters) must pre-register before September 30, 2008.**

**The deadline for on-line pre-registration for other participants/members is November 7, 2008. If you fail to pre-register on-line before November 7, 2008, please register and pay your membership fee on site. On-site Registration Hours: 8 a.m. – 4 p.m., November 14-16, 2008. (Please DO NOT pay your membership fee through our Post Office Account after November 7,, 2008).**

9. Quantity of the conference materials is limited. Priority will be given to the pre-registered members. ETA will prepare 300 sets of conference materials for the on-site registration participants. It will be based on a first-come-first-served basis. ETA won't send the conference materials or refund the membership fee for those pre-registered members who fail to attend the conference.
10. Receipts, certificate of attendance, and other documents will be given upon request after 3 p.m. during the conference dates. If you need any documents after the conference, you will have to submit a written request and a stamped envelope to ETA Office at 3F., No. 200, Sec. 2, Jinshan South Road, Taipei, Taiwan 106.
11. Please contact Chien Tan Overseas Youth Activity Center at (02)-2885-2151 for more information in regard to lodging and accommodations.
12. Contact information for ETA—TEL : 02-3393-2610 ; FAX : 02-2357-8710 ;  
E-mail : [etaroc2002@yahoo.com.tw](mailto:etaroc2002@yahoo.com.tw); Website : <http://www.eta.org.tw>