

Letter to teachers and administrators containing FL Fair announcements

Dear High School Foreign Language Teachers and Administrators,

The **twenty-fifth annual Foreign Language Fair** will be held at The University of Memphis **University Center** on **Saturday, April 2, 2016**.

The theme for this year's Fair is: ***25 Years of Bringing the World Together***

Important information about the Fair, including registration information and forms, the Teacher of the Year award description and form, poems/texts for recitation, and entry forms for the poetry, writing and video competitions, is available on our website, which can be accessed at **our web address:** <http://memphis.edu/fl/fair>.

The registration form and participant entry form must be emailed or mailed directly to the **Department of Foreign Languages and Literatures**. The required fees and payment form should be sent by mail directly to the University of Memphis **Bursar's Office**. Please read the information on the website carefully for all regulations concerning the Fair, including any possible changes: <http://memphis.edu/fl/fair>.

We would like to point out the following information which you may find particularly helpful:

- The **contact email** for the Language Fair which will stay the same from year to year is flfair@memphis.edu. This way, you will always have one email address to contact the Language Fair organizers from year to year.
- We **strongly** encourage you to nominate outstanding colleagues for the **Teacher of the Year** award, **including past nominees who have not won the award**. The criteria and submission form for this award can be found on the website.
- When sending in your registration, please make sure that you email or mail both the **registration form and the participant entry list**, *directly to the Department of Foreign Languages*. *Only* teachers can submit these forms. The mailing address for **registration** forms:

Jennifer Johnston and Lindsey Aston
Foreign Language Fair
Department of Foreign Languages and Literatures
108 Jones Hall
University of Memphis
Memphis, TN 38152-3370

- The entry fee is **\$8.00** per student. Make checks payable to **The University of Memphis**. Send the completed **payment form and the non-refundable payment** to the **Bursar's Office**:

Bursar's Office
University of Memphis
PO Box 1000, Department 313
Memphis, TN 38148-0313

- The **deadline** for sending the registration form and participant entry list; payment and payment form, and writing and video event forms and materials is **February 28th, 2016**.
- The **website will be updated periodically** with new information, including the exact locations of events and any changes. Please check the website to make sure you have the latest information.

Although we try to keep our mailing list up to date, there are probably teachers at your school who will not receive this message. Therefore, we would like to ask you to ***please share this information with your colleagues, both in your own language and in others***, in case they have not received this information. When possible, please inform us of any changes or additions to contact information at your school (teachers, email addresses) so we can keep our records as up-to- date as possible. This message will also be posted on the website.

Please do not hesitate to contact us (preferably by e-mail to avoid delays with phone messages) if you have any questions, if you would like further information, or if you are unable to download any of the materials for the competitions. Before the Fair, there will be a final message, including the schedule of events, sent to teachers who have registered. In addition, we will be updating the website frequently, including late announcements and changes. We also have a Twitter account, <http://twitter.com/FLFair>, that you can choose to follow.

We look forward to seeing you and your students on **April 2, 2016!**

Best wishes,

Jennifer Johnston and Lindsey Aston

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