

Dear Teachers,

Thank you for your hard work and preparations for the 25th Annual Foreign Language Fair!! We are looking forward to seeing you and your students at the fair! Please share this TV interview with your students promoting the 2016 fair!

<http://www.clipsyndicate.com/video/play/6261568>.

Attached you will find the program for the 2016 Foreign Language Fair, to be held at The University of Memphis, on Saturday, April 2nd. **Registration sign-ins will open at 8:00 a.m.**, with the Opening Ceremony officially starting the Fair at 8:35. We are expecting over 1,200 students at this year's Fair. Please read this email for important information.

The attached program will also be published online next week at <http://www.memphis.edu/fl/fair>. We do not anticipate any major changes to the schedule before the Fair – you will receive an official program in your folder when you arrive, and any changes will be indicated in a memo in your teacher folder, published on the website, and/or announced at the Opening Ceremony. **Dr. David Rudd, The University of Memphis President, is scheduled to give a welcome address** at the Opening Ceremony. The Fair will officially close with the Awards Ceremony, which begins at 3:00 p.m.

Registration sign-in, the opening and closing ceremonies, and nearly all events will be held in the University Center. (see attached map for event locations) A few events will be held in Mitchell Hall, which faces the University Center to the west. Here is a link to the campus map, where you can locate the University Center and Mitchell Hall, as well as available parking: <http://map.memphis.edu>. We've been told by Parking Services that **people attending or participating in the Fair can use the general parking lots** the day of the Fair; there is no need for a voucher. A floor plan of the UC can be found by going to <http://tinyurl.com/memphisUC>. There is also a copy of the map inside of the program.

By 8:30, your STUDENTS will be required to do the following:

1. Sign up in the Atrium, on the ground floor of the University Center, for **performance events**: Drama, Dance, Music, Poetry Recitation, and Costumes. **Students should sign up AND also take a judging form** that they will bring to the event. (For group events, one individual should be assigned the responsibility of

signing up for the group.)

2. **Pick up their folder**, which will include the official program for the Fair. Folders are located at the sign-in tables on the ground floor of the University Center.

3. **Set up greeting cards, posters, crafts, art, and research projects** for judging in the assigned display rooms NO LATER THAN 9:00am. If students cannot be present to submit their work, they are responsible for having a teacher or another student do this for them. Students submit all display items directly to the room in which the event takes place. **Please remember that each entry must include a 3x5 card with the student's name, school, teacher, and THE EVENT.** It will be particularly important to make sure students bring their entries to the right room and place them in the section marked for their language and event.

4. **Only students pre-registered to take the vocabulary quiz may do so.** Students do NOT sign up for Vocabulary at registration on site. They should simply go to the room listed on the schedule at the appointed time. Remind students that they CANNOT decide to take the quiz at the last moment.

5. As always, **we will be awarding Door Prizes at the Opening Ceremony.** Before 8:30, interested students must have filled out a slip of paper with their name and the school's name, and deposit it in the box at the registration tables.

When TEACHERS arrive, they should do the following:

1. **Pick up a teacher's folder and sign in** at the Atrium of the University Center (there will be a sign indicating where teachers should sign in).

2. **Remind your students** to sign up for events, pick up their folders, and submit posters, research projects, etc.

3. **Make sure that students are in the UC Ballroom** for the Opening Ceremony at 8:35 a.m.

4. **We will be awarding Door Prizes for teachers as well.** Before 8:30, teachers must have filled out a slip of paper with their name and school's name, and deposit it in the appropriate box at the teacher sign-in table.

Important Notes:

- **The program, schedule, event criteria, and frequently asked questions will also be available on the website <http://memphis.edu/fl/fair>.** We do not expect major changes to the schedule, but any updates or last-minute information will be posted there.

- As announced, this year there are **competitions that are open to Levels III and IV.** These students participate in the exact same events at the same time, but the judge will give separate awards to the top three Level III participants and the top

three Level IV participants. When giving judges their judging sheets at the event, **it's very important that students make sure to indicate whether they are Level III (third year) or Level IV (fourth year/AP or higher).**

- As in previous years, **at 2:00 p.m.**, just before the final of the Culture Bowl, we will have a **Culture Bowl for teachers**. Teachers will compete as individuals, and will be asked questions about general culture and language. Answer right, stay in the competition. Answer wrong twice, and you're out! The last remaining teacher will win a prize. All teachers are encouraged to come up on stage and compete. * Culture Bowl is being handled a bit differently this year. A separate email will be sent regarding the changes to only the schools who have registered! *

- We will again be offering **several mini-lessons**, which offer a taste of different languages. No prior knowledge of the language is required to attend these mini-lessons.

- As with every year, **some events do overlap, and this cannot be helped. Students should be made aware of the overlapping**, and that they should take this into consideration when signing up at the tables, so that they avoid conflicts. **If you know that your students will have to go early or late** during an event to avoid conflicts, **either you or someone you delegate should tell the judge at the beginning of the session**. The judges will be instructed to try to accommodate all students to the best of their ability.

- **IMPORTANT: Teachers and students should bring any equipment or materials** (such as tape, CD, mp3 players, portable stereos, speakers, and/or cords for these) that they need for performance events. The University Center has some rooms equipped for certain types of AV. While we and University Center staff will attempt to assist people with their AV needs, **we cannot guarantee that every room will have the AV equipment or connectors you need, or that you will receive help setting up**. Also, there will NOT be any pianos available, but you may bring your own keyboard or other instrument.

- **IMPORTANT: Students are responsible for picking up posters, research projects, crafts, arts and cards by 3:00 p.m.** Unclaimed items will be discarded by UC maintenance at the end of the Fair. **Unclaimed medals/trophies will be available in the Foreign Language office** (Jones Hall 108) weekdays between 8:30 a.m. - 4:30 p.m. Please contact us ahead of time at flfair@memphis.edu so we will have your medal or trophy ready. The Department assumes no responsibility for lost items.

- Please print the attached STUDENT NOTE form to give to your students- it has several reminders!!

- We would also like to remind you **that this event is open to the public**, and we invite all parents and friends to come and see these students participate.
- We have been told that the UC food court will be open for business 9am-4pm. Starbucks inside the bookstore next to the UC will also be open for business from 8am – 2pm.
- If you have any questions, **please do not hesitate to contact us** before the Fair by e-mail at flfair@memphis.edu (the surest and fastest way to communicate). We no longer have direct phone lines to our offices, but by emailing flfair@memphis.edu we will both receive the message and one of us will reply to you as soon as possible.

We look forward to seeing you and your students at the Fair!!

Best wishes,
Jennifer Johnston
Email: flfair@memphis.edu
<http://memphis.edu/fl/fair>