

APIBA SIGs Handbook 2013

By **Analía Kandel** (2002)

Revised by
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(2009 – 2013)



Asociación de Profesores
de Inglés de Buenos Aires

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Liceo Cultural Británico, sede Flores, Granaderos 55, Buenos Aires

SBS Palermo, Av. Coronel Díaz 1747, Buenos Aires

TEL Center, Thames 511, Buenos Aires

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All those who have helped APIBA SIGs grow by spreading the word.

Analía Kandel
Viviana Myslicki
Romina Arena

APIBA SIG Coordinators (2000-2013)

Year 2000

SIGs Liaison Officer:

Business SIG:
Computers SIG:
Grammar / Linguistics SIG:
History / Civilisation SIG:
Kids SIG:
Language SIG:
Literature SIG:
Methodology SIG:
Phonetics / Phonology SIG:

Analía Kandel

Virginia López Grisolia & Alicia Perera
Nora Lizenberg & Pablo Toledo
Patricia Jacobs & Fernanda Velázquez
Cristina Bardeci & Paula López Cano
María Cristina Grondona White & Alicia López Martín
Viviana Myslicki & Daniel Reznik
María Valeria Artigue & Alfredo Jaeger
Silvia Luppi & Roxana Viñes
Roxana Basso & María Isabel Santa

Year 2001

SIGs Liaison Officer:

Applied Linguistics SIG:
Business SIG:
Cultural Studies SIG:
Computers SIG:
Grammar / Linguistics SIG:
Language SIG:
Literature SIG:
Phonetics / Phonology SIG:
Professional Development SIG (Don Torcuato):

Analía Kandel

María Cristina Grondona White & Alicia López Martín
Alejandra Jorge & Silvia Tubio
Cristina Bardeci & Paula López Cano
Nora Lizenberg & Mónica Pastorino
Carolina Fraga & Sergio Rodríguez
María Luisa Ghisalberti & Mara Mussini
María Valeria Artigue & Susana Gullco Groisman
Roxana Basso & María Isabel Santa
Silvia Caporale & Gabriela Domínguez

Year 2002

SIGs Liaison Officer:

Business SIG:
Cultural Studies SIG:
Computers SIG:
Grammar / Linguistics SIG:
Language SIG:
Literature SIG:
Phonology SIG:
Professional Development SIG (Olavarría):
Professional Development SIG (Pilar):

Analía Kandel

María Laura Fox & Gabriela Pezzi de Lozada
Paula López Cano & Erika Navarro
Nora Lizenberg & Mónica Pastorino
Carolina Fraga
María Luisa Ghisalberti & Myriam Sosa Belenky
María Valeria Artigue & Susana Gullco Groisman
Roxana Basso & María Isabel Santa
Silvana Riccio de Bottino & Karina Elbey
Silvia Caporale & Gabriela Domínguez

Year 2003

SIGs Liaison Officer:

Applied Linguistics SIG:
Business SIG:
Computers SIG:
Language SIG:
Literature and Cultural Studies SIG:
Phonetics/Phonology SIG:
Professional Development (Pilar) SIG:

Alejandra Jorge

Martha Crespo, Nibia Yermos & Sandra Revale
Marisa Bilbao & María Laura Speziali
Nora Lizenberg & Mónica Pastorino
Beatriz Longobardi & Graciela Torres
Valeria Artigue & Susana Gullco Groisman
María Isabel Santa & María Valentina Roldán
Silvia Caporale & Gabriela Domínguez

Professional Development (Olavarría) SIG: Karina Elbey, Silvana Bottino & Melina Barbero
Second Language Teaching (Lomas de Zamora/Bernal) SIG: Mónica Gandolfo & Silvia Rettaroli

Year 2004

SIGs SIGs Liaison Officers:	Valeria Artigue & Alejandra Jorge
Applied Linguistics SIG:	Nibia Yermos & Fernanda Velazquez
Computers SIG:	Gladys Baya & Silvana Carnicero
Critical Theory & Literary Studies (La Plata) SIG:	Flavia Pitella
Language SIG:	Beatriz Longobardi & Graciela Torres
Literature and Cultural Studies SIG:	Cecilia Weber & Sergio Mobilia
Phonetics/Phonology SIG:	María Isabel Santa & Marina Cantarutti
Second Language Teaching (Lomas de Zamora/Bernal) SIG:	Silvana Garófalo & Natalia Iglesias

Year 2005

SIGs SIGs Liaison Officers:	Valeria Artigue & Sergio Mobilia
Applied Linguistics SIG:	Nibia Yermos & Fernanda Velázquez
Language & Phonology SIG:	María Laura Comolli & María Isabel Santa

Year 2006

SIGs SIGs Liaison Officers:	Valeria Artigue & Sergio Mobilia
Applied Linguistics SIG:	Claudia Naom & María de los Angeles Rodríguez
Language & Phonology SIG:	María Laura Comolli & María Isabel Santa
Literature SIG:	Diana Schcolnicov & Cecilia Weber
Computers SIG:	Nora Marchese & Silvana Carnicero

Year 2007

SIGs Liaison Officers:	María Laura Comolli & Valeria Artigue
Applied Linguistics SIG:	Claudia Naom & Nibia Yermos
Language & Phonology SIG:	Adriana Mizrahi & María Isabel Santa
Literature SIG:	Diana Schcolnicov & Cecilia Weber

Year 2008

SIGs Liaison Officers:	María Laura Comolli & Valeria Artigue
Applied Linguistics SIG:	Gabriela Korneki & Viviana Quiroga
Language & Phonology SIG:	Adriana Mizrahi & Romina Arena
Literature SIG:	Valeria Artigue & Silvia Castoriano

Year 2009

SIGs Liaison Officers:	María Laura Comolli & Valeria Artigue
Language and Phonology SIG:	Adriana Mizrahi & Romina Arena
e-TL SIG:	Analía Kandel & Carina Grisolia

Literature SIG:
Methodology SIG:

Valeria Artigue & Cecilia Weber
Gabriela Kornecki & Nibia Yermos

Year 2010

SIGs Liaison Officer:
Language and Phonology SIG:
e-TL SIG:
Literature SIG:
Methodology SIG:

Romina Arena & Claudia Sobico
Adriana Mizrahi & María Inés Cambiasso
Alicia Perera & Viviana Myslicki
Valeria Artigue
Gabriela Kornecki & Nibia Yermos

Year 2011

SIGs Liaison Officers:
Language and Phonology SIG:
e-TL SIG:
Literature SIG:
Methodology SIG:
Professional Issues SIG:

Romina Arena & Viviana Myslicki
Adriana Mizrahi & María Inés Cambiasso
Alicia Perera & Victoria Thomas
Mónica Cuello & Cecilia Weber
Gabriela Kornecki & Nibia Yermos
Lilian López & María Gabriela Di Gesú

Year 2012

SIGs Liaison Officers:
SIGs Liaison Office Assistant:
Language and Phonology SIG:
Young Learners' SIG:
e-TL SIG:
Literature SIG:
Methodology SIG:
Professional Issues SIG:

Romina Arena & Viviana Myslicki
Iberia Denegri
Adriana Mizrahi & Celia Nieto
Belén Tur & Rosario Arando
Claudia Antinori & Cecilia Cicolini
Mónica Cuello & Cecilia Weber
Anabella Herfert & Andrea Paradiuk
Lilian López, Graciela Moyano & Débora Bagüez

Year 2013

SIGs Liaison Officers:
SIGs Liaison Office Assistant:
Language and Phonology SIG:
Young Learners' SIG:
e-TL SIG:

Literature SIG:
Methodology SIG:
Professional Issues SIG:

Romina Arena & Viviana Myslicki
Iberia Denegri
Adriana Mizrahi & Celia Nieto
Belén Tur, Lucía Pérez Peña & Sabrina Funes
Claudia Antinori, Marcia Balda, Cintia García & Silvana Lopardo
Cecilia Weber & Sofía Masutti
Andrea Paradiuk
Graciela Moyano & Débora Bagüez

Supporters (2009-2013)

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- Instituto Nacional del Profesorado Técnico (INSPT-UTN)
- Liceo Cultural Británico
- Macmillan
- Oxford University Press
- Pearson
- SBS Bookshop
- TEL Center

Handbook Coversheet

The following text is addressed to APIBA SIG Coordinators. It provides a general introduction as well as a brief description of the material contained in the present Handbook.

Dear SIG Coordinators,

Thank you very much on behalf of the APIBA Executive Committee for undertaking the responsibility to lead an APIBA Special Interest Group. We hope this will be a rewarding and enriching experience both for you and for the English teaching professionals, teacher trainees and anyone else who wishes to attend SIG events.

In order to ensure that SIGs are managed in an efficient and organised way, you are now being provided with the materials that are used for running APIBA SIGs. Below you will find a brief description of the aim and function of each of the texts that you will find in the present Handbook.

1 General Information about APIBA SIGs

1 Past, Present and Future of APIBA SIGs: The aim of this section is to provide some background information about how the APIBA SIGs project started, the state they are in today and what the future holds for them.

2 AGM Reports on APIBA SIGs: Reports on APIBA SIGs submitted by the SIGs Liaison Officers at the APIBA Annual General Meetings.

3 FAQs: Answers to frequently asked questions about APIBA SIGs.

4 Welcome Letter from the President of APIBA: Text to be read at the inaugural meeting of all new APIBA SIGs if / when the President of the Association is unable to attend in person.

5 SIG Internal Rules: Set of regulations whose aim is to ensure the institutional and democratic functioning of SIGs.

6 SIG Coordinators' Duties: Outline of Coordinators' responsibilities.

7 SIGs Liaison Officers' Duties: Outline of the SIGs Liaison Officers' responsibilities.

8 APIBA SIGs Timetable (Sample): A model of how the monthly APIBA SIGs Timetable is laid out.

9 Advertising at Regular SIG Meetings: Model letter to be completed by representatives of organisations wishing to advertise their products or services at regular

SIG meetings. Advertising at SIG meetings is not allowed without the prior authorisation of the APIBA Executive Committee.

10 "APIBA shares APIBA SIGs" Scheme: Model letter to be completed by the Presidents of paid-up FAAPI Associations wishing to set up SIGs in their jurisdictions on the basis of the model set by APIBA.

11 What do SIG Members and Coordinators Say about APIBA SIGs?: SIG members' and coordinators' opinions about APIBA SIGs.

2 Material to Be Used by APIBA SIG Coordinators

1 SIG Membership e-form: To be completed by any participant who attends a SIG meeting for the first time.

2 Attendance Form (AF): To be completed and signed by SIG members at every meeting. SIG Coordinators should check that all relevant details have been included and then digitalise/scan and e-mail the completed form to the APIBA SIG Liaison Office, or upload it to the APIBA SIGs website.

3 Event Evaluation Form: On-going evaluation sheet which helps Coordinators and the APIBA SIGs Liaison Officers make adjustments and improvements in the light of the feedback received from SIG members.

4 After-Event Report (AER) Form: Description of (a) topics, activities, time allotment, SIG members in charge of topic presentations/discussions, conclusions reached and relevant comments to be used for record-keeping purposes, and (b) details about the next SIG meeting to be used by the APIBA SIGs Liaison Officers for publicity purposes. SIG Coordinators should complete this form and e-mail it to the SIGs Liaison Office after each SIG meeting, or upload it to the APIBA SIGs website.

5 Proposal Form for SIG Guest Speakers: Following usual APIBA procedure, this form is to be completed by any potential guest speakers that a SIG would like to invite. The completed form should be submitted to the APIBA SIGs Liaison Officers for consideration by the APIBA Executive Committee.

6 Organization of APIBA SIGs Mini-events: Description of the procedure to be followed when a SIG decides to organize a mini-event.

7 APIBA SIGs & FAAPI: Members of paid-up FAAPI Associations can attend APIBA SIGs free of charge.

3 Material to Be Used by APIBA SIGs Liaison Officers

1 APIBA SIGs Annual Calendar: Table which helps the SIGs Liaison Officers keep a record of the dates of all SIG meetings and other APIBA events that take place throughout an academic year. The Annual Calendar is published on the APIBA website.

- 2 Record of Receipt of After-Event Reports and Attendance Forms: Table which helps the SIGs Liaison Officers keep a record of the after-event report forms (AERs) and attendance forms (AFs) submitted by the various SIG Coordinators.
- 3 SIGs Finances Record: Table which helps SIG Coordinators, the SIGs Liaison Officers and APIBA Treasury to keep a record of SIGs finances.
- 4 Special SIG Event Poster (Sample): Sample of the poster to be used to publicise SIG special events. A draft should be sent to the SIGs Liaison Officers for approval before distribution.
- 5 APIBA SIGs Opening / Closing Event - Model Letter to Exhibitors / Host Organisations. Here you will find sample letters that the SIGs Liaison Officers send to potential exhibitors and to the host organisations before / after SIGs Opening / Closing Events.
- 6 APIBA SIGs Meetings - Thank-you Letter to Host Organisations: Here you will find the letter that the SIGs Liaison Officers send to the organisations that kindly host APIBA SIGs meetings.
- 7 Certificate for SIG Coordinators (Model Text): This is the text of the certificate given to SIG Coordinators every year.
- 8 SIG Coordinators' Meetings: Relevant information about Coordinators' meetings.

Please remember you can seek help from SIG members to carry out some of the tasks outlined in this Handbook. In addition, do not hesitate to contact the SIGs Liaison Officers if you have any queries or would like to discuss any issue concerning the SIG you coordinate.

Best wishes,

APIBA SIGs Liaison Office
sigs@apiba.org.ar

1. General Information about APIBA SIGs

1.1. Past, Present and Future of APIBA SIGs

The aim of the present section is to provide some background information about how the APIBA SIGs project started, their current situation and what the future holds for them. It is hoped that SIG Coordinators and SIG members will find this section useful in order to have a wider and clearer picture of the rationale for and management of APIBA SIGs. Members of APIBA and of other teachers' associations may also wish to find out more about this service that APIBA provides to its members, teacher trainees and anyone interested in joining an APIBA Special Interest Group.

How APIBA SIGs Started

Back in November 1999, the then recently appointed Executive Committee were thinking of ways in which APIBA could provide its members with more and better services, as well as ways in which the aims of the Association could be achieved more effectively, in particular those concerning the professional development of teachers of English. These aims are set out in Article 2, items (a), (c) and (d) of APIBA Statutes, namely:

Artículo 2º.- Del Objeto.- La Asociación tiene por objeto: a) fomentar el perfeccionamiento de los profesores de inglés y trabajar por la constante superación y actualización de los planes de estudio, programas y métodos de enseñanza de la especialidad en todos los niveles; [...]; c) estrechar los vínculos entre los profesores de inglés y las instituciones educativas y culturales, argentinas y extranjeras, que propendan a la difusión de la lengua y cultura inglesa y al mejoramiento y mayor extensión de su enseñanza; d) fomentar las relaciones y la solidaridad entre los socios que agrupa.

Up until then, APIBA had catered for the professional development of teachers of English by organising various conferences, seminars, workshops and courses. However, the 1999-2000 Executive Committee observed that there appeared to be no existing forums for teachers to learn from one another, to interact as peers and to meet regularly with colleagues who share a common interest in order to exchange opinions, materials and their own expertise in a given subject.

The idea of organising study groups had been considered by previous APIBA Executive Committees so, following up on their initiative, the 1999-2000 Committee set about thinking of ways in which this idea could be implemented. After discussing some possible shapes the study groups might take, it was decided that APIBA would set up its own Special Interest Groups (SIGs) along the lines of those currently in existence in many other professional associations, both within and outside ELT, the most notable example being the SIGs of the International Association of Teachers of English as a Foreign Language (IATEFL).

However, the Committee was aware that APIBA SIGs would require an altogether different administrative and logistical structure from that of other existing SIGs given that APIBA is a local teachers' association. This meant, among other things, that SIGs would consist of

small groups which would meet regularly, face-to-face, and that materials and regulations would have to be produced so that SIGs would run effectively and in accordance with APIBA's Statutes . After establishing some general guidelines, the Executive Committee decided to appoint the author of the 2002 Handbook, Analía Kandel, as APIBA SIGs Liaison Officer with the responsibility for both producing all the necessary materials and coordinating the APIBA SIGs project .

In the initial stages, Analía Kandel worked in tandem with the 1999-2000 APIBA President Cristina Banfi and together they agreed on the general structure and overall philosophy of APIBA SIGs. Originally, it was decided that some SIGs focusing on wide subject areas would be set up and that they would be named after courses that were part of the Teacher Training College curriculum – and that was how the Phonetics / Phonology SIG, Grammar / Linguistics SIG, History / Civilisation SIG, Language SIG, Methodology SIG, and Literature SIG were created. In addition, it was decided that a few more innovative SIGs would be launched on areas that were not part of the current curriculum in the hope that teachers would welcome them as a complement to their Teacher Training College education – and that was how the Business SIG, Computers SIG and Kids SIG came into being. Each SIG was to meet about once a month and be coordinated by two committed APIBA members who not only were interested in a specific subject area but also wished to contribute to helping the Association achieve its aims.

When the 1999-2000 APIBA President and the APIBA SIGs Liaison Officer first conceived of the APIBA SIGs project, they had three broad aims in mind. The first aim was related to the open and democratic nature of APIBA SIGs. SIGs would endeavour to bring together graduate and trainee teachers, and anyone else who might be interested in joining a study group on a specific interest area for their own professional development. The most important feature of APIBA SIGs that had to be put across was that SIGs were meant to be an open and democratic forum and that all participants were to treat each other as equals – labels such as teacher / student, experienced / inexperienced, expert / novice were to be put aside in the context of a SIG. In a SIG all participants were to regard each other as peers, as colleagues who shared a common interest and participated actively in all decisions ranging from SIG management to topics to be dealt with at each meeting. From the outset, strong emphasis was laid on the fact that a SIG was not a traditional course or seminar, that in a SIG there was no lecturer imparting knowledge and that anyone attending a SIG meeting was expected to become an active contributor rather than a passive recipient of knowledge.

The second aim that was envisaged was the transferability of the APIBA SIGs system. As with other projects and institutional systems that the Executive Committee was developing to make the Association more efficient in the achievement of its aims, it was essential that none of these systems and projects depended on a single individual but that a solid and effective institutional structure was devised so that whoever was in charge of coordinating a given project could subsequently transfer their role to another APIBA member who would volunteer to take it up for a given period of time and thus contribute to helping the Association to continue growing and providing services to teachers of English. Hence, it was hoped that APIBA SIGs would become a link in the chain of institutional projects and systems that in due course would be taken over and improved by future Executive Committees or by committed APIBA members who understood the need for active member participation.

The third aim that was considered important was the flexibility and adaptability of the APIBA SIGs system. In view of the varied contexts and realities in which the project might

be implemented, it was necessary to create a system which could be managed by different individuals and which could also be adapted to the needs of each particular group. In short, the APIBA SIGs system had to work effectively in the hands of any individuals who volunteered to act as SIGs Liaison Officer and SIG Coordinators, and it should also work just as well for APIBA Language SIG, APIBA Computers SIG and APIBA Business SIG; or it should work just as well for a SIG from the City of Buenos Aires and a SIG in a town in the Province of Buenos Aires or a SIG in another part of the country or the world where a Teachers' Association might wish to set up a study group for professional development following APIBA's initiative and adapting their ideas and materials to their own reality . Thus, it was with these three broad aims in mind – the democratic, transferable and flexible nature of APIBA SIGs – that the 2000 SIGs Liaison Officer set about designing the materials that would one day be compiled in a Handbook (an idea that materialised in 2002) that future SIGs Liaison Officers, SIG Coordinators and SIG members would use as the SIGs kept on growing.

As time passed, SIGs succeeded in bringing together people from all walks of the local English language teaching world. SIG members included teachers working in contexts ranging from the state to the private sector, others teaching English at kindergarten, primary, secondary and tertiary levels, others who taught general English or English for specific purposes, others who were involved with formal or informal education. The wide spectrum of SIG membership also included teacher trainers, teacher trainees, translators, interpreters, school managers, English department coordinators and many others who had an interest in a specific area of English language teaching or the English language itself. It was both rewarding and motivating to observe how a SIG dissolved all barriers related to professional background, language proficiency or academic status. During the monthly meetings all SIG members became partners who worked side by side and benefited from looking at a given issue from different and fresh perspectives. It was as enriching and interesting for an experienced teacher training college lecturer to hear the views, concerns and suggestions of a young teacher trainee as for the teacher trainee to be able to interact naturally and spontaneously with a teacher trainer and thus learn the lesson that all teachers – regardless of their experience, background or status – should always play an active role in their own process of lifelong professional development.

However, the democratic spirit of APIBA SIGs entailed an altogether new concept for most participants and marked a departure from established ways of learning. Like any innovation, SIGs encountered some resistance, incredulity and a lack of understanding of its key features on the part of many of those who signed up for SIG meetings. In spite of the fact that the nature of APIBA SIGs was clearly spelled out in the literature that was distributed through the media, mailing lists and so on , some people simply did not grasp what the concept of study group was all about. Soon after the SIGs were launched in early 2000, it was not uncommon to see some participants get up and leave a meeting as soon as they found out that there was no designated speaker. Yet, many others stayed on and enjoyed the atmosphere of camaraderie, tolerance, respect and generosity that prevailed at SIG meetings and appreciated the fact that APIBA had created this new forum which provided teachers of English with an opportunity not only for exchanging ideas, materials and knowledge but also for networking with colleagues and, above all, for growing as professionals.

A trend in the development of the programme was the launch of SIGs outside the City of Buenos Aires. This was partly due to the intention of the 2001 Executive Committee to extend APIBA's activities to the rest of its jurisdiction . It was in this context that the

Professional Development SIGs were launched in 2001 – first in Don Torcuato, then in Pilar, and then in Olavarría. These SIGs carried the name of "Professional Development SIGs" given that it was expected that district SIGs were likely to have a broader focus and more diverse interests. Thus, a wide-ranging name gave SIG members the freedom to tackle different subject areas at different meetings; for example, they could devote one meeting to Phonology and another one to Literature.

A further development in the history of APIBA SIGs has been that some Graduate Teachers' Associations which are members of the Argentine Federation of Graduate English Teachers' Associations (FAAPI) formally requested and adapted APIBA SIGs materials to suit their local needs. This was the case of APriR (Rosario), APIZALS (Río Negro), APIBB (Bahía Blanca) and ASPI (Salta), which all requested APIBA SIGs materials through the "APIBA shares APIBA SIGs" scheme. In addition, APIBA SIGs usually share what they do with other colleagues through poster presentations at FAAPI Conferences and other APIBA events.

An expansion of the APIBA SIGs project was the organisation of an Opening SIGs Meeting in March 2002, which aimed at starting the academic year with renewed energy and enthusiasm. Due to the success of this inaugural joint meeting, both SIG Coordinators and the APIBA Executive Committee agreed that joint Opening and Closing SIGs Meetings should become a regular APIBA SIGs event. The structure of this event consists of an individual meeting of each SIG at which they launch (March/April) or round off (November/December) the academic year, which is either preceded or followed by a SIGs General Meeting at which SIG members, SIG Coordinators and the SIGs Liaison Officers have the chance to discuss solutions to problems, make proposals, suggestions, and so on. Most importantly, these joint Opening and Closing Meetings not only foster teachers' interest in their own professional development but they also arouse a feeling of belonging and camaraderie which is in keeping with APIBA SIGs' aims and philosophy.

Finally, in June 2012 the APIBA Executive Committee organized the first APIBA Unconference, where everyone had the chance to meet informally and engage in fruitful conversation and knowledge socialisation. Due to the success of this event format, the November 2012 SIGs Closing Event consisted of a SIGs Unconference in which each SIG met at different stations and shared the work done during the year.

APIBA SIGs Today

Today APIBA SIGs face similar challenges to those encountered in the early days, in particular, helping newcomers understand the rationale behind the SIGs and the fact that a SIG is not a traditional course, seminar or workshop, but a study group that demands the commitment and active participation of all its members. It is important that the SIGs Liaison Officers should be constantly on the alert for problems that may arise and for areas that need to be improved or changed. The APIBA SIGs project has various on-going evaluation channels which provide both SIG Coordinators and the SIGs Liaison Officers with formative feedback from various sources throughout the academic year and this feature plays a crucial role in keeping the SIGs healthy.

As was pointed out above, a key feature of the SIGs is their flexibility, that is, most features and rules can, have and will be changed provided that there are good reasons to do so and that the changes do not affect either APIBA Statutes or the overall philosophy of the SIGs. For example, SIGs of compatible areas have merged as a result of low membership, or

simply because many members attended two compatible SIGs (the Language SIG and the Phonology SIG have become the Language & Phonology SIG), SIGs may change their name in order to make them more wide-ranging or appealing (the Applied Linguistics SIG has become the Methodology SIG), SIGs may change their venue and meeting time in order to increase their membership by allowing members to attend two SIG meetings on a same date (the Language and Phonology SIG, and the e-TL SIG have tried this with excellent results), and so on.

These changes come about as a result of the feedback the SIGs Liaison Officers receive from various sources, namely: (a) after-event report forms that SIG Coordinators submit after each meeting with their own remarks and conclusions and a summary of the comments and suggestions made in the mid-year and end-of-year evaluation forms SIG members complete; (b) e-mail enquiries and/or comments received at sigs@apiba.org.ar and, most importantly, (c) the conclusions reached by SIG Coordinators and the SIGs Liaison Officers when they meet to discuss problems that each SIG faces, possible solutions that may be applied and new proposals that SIG members make .

Another development in the APIBA SIGs programme has been the use of Web 2.0 tools to improve communication both within the SIGs, and between the SIGs and the APIBA SIGs Liaison Office, which in turn makes use of Web 2.0 tools to liaise with the APIBA Executive Committee. Not only are Web 2.0 tools being used to improve communication, but they are also used to keep a record of what is dealt with at SIG meetings. Such is the case of SIGs websites, e-mail groups, blogs, and other applications which allow SIG members to work collaboratively before, during and after the SIG meetings. In April 2009 the former Computers SIG was re-launched as the e-TL SIG (e-teaching and learning) with a blended mode: meetings took place on site and were simultaneously held on a virtual platform for the benefit of many SIG members who could not attend.

What the Future Holds for APIBA SIGs

Possible projects that APIBA SIGs may implement in the near future include members of APIBA SIGs getting in touch with members of SIGs of other national or international teachers' associations in order to find ways in which they can enhance the local SIGs experience. Some APIBA SIGs may also take the initiative in implementing new projects such as a Newsletter, either for each individual SIG or a common Newsletter for all SIGs, as this may be yet another forum for SIG members to exchange ideas and materials, share experiences and, ideally, allow SIG members to publish their own work . A further possible project that lies ahead consists of organising an annual or biennial SIGs Symposium, and more (un)conferences in which SIG members, APIBA members, and non-member teachers and trainees are encouraged to make presentations and lead workshops related to various subject areas.

Furthermore, it is hoped that the future will also see the launch of more SIGs anywhere in APIBA's jurisdiction with a blended mode (on site and online) so that graduate and trainee teachers, regardless of their geographical location, will have the opportunity to participate in a professional development study group. Appropriate initiatives from APIBA members will be welcomed by the SIGs Liaison Officers with a view to setting up new SIGs.

To conclude, we hope that the APIBA SIGs programme will go on catering to the needs of each individual study group and will continue improving in the light of the feedback

provided by its members and Coordinators. In this way, APIBA SIGs will certainly keep on thriving, changing, facing new challenges, and adapting to the times without forgetting their commitment to maintaining their democratic and pluralistic essence intact.

Analía Kandel (APIBA SIGs Liaison Officer 2000-2002)

Updated in November 2014

with **Viviana Myslicki and Romina Arena** (APIBA SIGs Liaison Officers 2010-2014)

sigs@apiba.org.ar

1.2. AGM Reports on APIBA SIGs

The following are the reports on APIBA SIGs that were presented at the Association's 2010, 2011, 2012, and 2013 Annual General Meetings.

APIBA SIGs Report (October 2010)

En 2010 funcionaron cuatro SIGs: Lengua y Fonología, e-TL (e-Teaching and Learning), Literatura y Metodología. Los SIGs continúan reuniéndose mensualmente de marzo a diciembre y se continúa enviando el “SIGs Timetable” a inicios de cada mes para difusión de fechas y temarios de las reuniones. Se destaca que por primera vez en la Apertura de SIGs de marzo se establecieron las fechas de reuniones de todo el año en el “SIGs Calendar 2010”. En el Seminario Anual los SIGs exhibieron posters realizados por los miembros de cada SIG, y se exhibirán actualizados en el Cierre de SIGs el 04/12/10.

APIBA SIGs Report (November 2011)

SIGs: En 2011 funcionaron cinco SIGs: Lengua y Fonología, e-TL (e-Teaching and Learning), Literatura, Metodología, y SIG Profesional (creado este año por el interés que despertara el encuentro sobre “Honorarios Profesionales” realizado en 2010). Los SIGs continúan reuniéndose mensualmente de marzo a diciembre y se continúa enviando el “SIGs Timetable” a inicios de cada mes para difusión de fechas y temarios de las reuniones. La publicidad se realiza también en APIBA Blog, Facebook y Twitter. Se destaca que por primera vez se realizó un mini-evento auspiciado por el eTL SIG, con formato de “webinar” sobre plataforma WizIQ, que se desarrolló exitosamente. Los miembros de los SIGs se reunirán en el acto de Cierre del año el 03/12/11, donde se compartirán los logros del año en curso, y proyectos posibles para el 2012. Las LO's comenzaron a trabajar en la actualización del “Handbook”, la que estará lista en 2012.

APIBA SIGs Report (December 2012)

SIGs: En 2012 funcionaron seis SIGs: Lengua y Fonología, e-TL (e-Teaching and Learning), Literatura, Metodología, SIG Profesional y Young Learners (creado este año por propuesta de sus actuales coordinadoras). Las coordinadoras 2012 de los SIGs son las siguientes:
Lengua y Fonología: Adriana Mizrahi y Celia Nieto
e-TL: Cecilia Cicolini y Claudia Antinori
Literatura: Mónica Cuello y Cecilia Weber
Metodología: Anabella Herfert y Andrea Paradiuk
SIG Profesional: Débora Bagüez, Lilian López y Graciela Moyano
Young Learners: Rosario Arando y Belén Tur
Los SIGs continúan reuniéndose mensualmente de marzo a diciembre y se continúa enviando el “SIGs Timetable” a inicios de cada mes para difusión de fechas y temarios de las reuniones a través del grupo electrónico institucional, Blog, Facebook y Twitter de APIBA, entre otros canales del ámbito de las lenguas. En el mes de junio se reunieron los SIGs con formato “Desconferencia”, con la participación de disertantes invitados en algunos SIGs. En el mes de junio se incorporó la estudiante de Profesorado Voluntaria Iberia Denegri al grupo de Coordinación General de SIGs para colaborar con la edición mensual de SIGs Timetable, y la difusión de los SIGs en otros medios. A fines del mes de septiembre también se incorporó a este equipo Anabella Herfert, Coordinadora del SIG de Metodología.

Como en años anteriores, en el mes de septiembre (15/09/12) se organizó un encuentro para celebrar el Día del Maestro con un almuerzo de camaradería.

Todos los SIGs participaron activamente en el Seminario Anual 2012 mediante la presentación de Posters.

En las reuniones llevadas a cabo con las Coordinadoras de los SIGs se hizo hincapié en la importancia de la visibilidad y trascendencia de los SIGs, y se los alentó a empezar a considerar una forma de participación en el Congreso FAAPI 2013.

Los miembros de los SIGs se reunirán en el acto de Cierre del año el 01/12/12, donde se compartirán los logros del año en curso, y proyectos posibles para el 2013, con formato de “Desconferencia”. Se destaca que por primera vez se realizará el evento de cierre con dicho formato, dado que la informalidad de socialización de conocimientos que fomenta resulta apropiado al espíritu de los SIGs, como grupos de estudio de APIBA.

Como el año pasado, tanto el Evento de Apertura como el de Cierre de los SIGs se realiza en el INSPT-UTN, y se contó con un gran apoyo por parte de las autoridades (Secretario Académico Ing. Carlos Manili y Director de la institución, Ing. René González), quienes han donado en ambas ocasiones el café y las medias lunas para el coffee break.

APIBA SIGs Report (December 2013)

SIGs: En 2013 funcionaron seis SIGs: Lengua y Fonología, e-TL (e-Teaching and Learning), Literatura, Metodología, SIG Profesional y Young Learners. Los SIGs continúan reuniéndose mensualmente de abril a noviembre y se continúa enviando el “SIGs Timetable” a inicios de cada mes para difusión de fechas y temarios de las reuniones a través del grupo electrónico institucional, sitio web, Facebook y Twitter de APIBA, entre otros canales del ámbito de las lenguas. La estudiante de Profesorado Voluntaria Iberia Denegri continúa colaborando con el grupo de Coordinación General de SIGs con la edición mensual de SIGs Timetable, y la difusión de los SIGs en otros medios. Todos los SIGs participaron activamente en el Congreso FAAPI 2013 ya sea mediante la presentación de posters y/o presentaciones sobre las temáticas de los Grupos de Estudio. Durante el Congreso FAAPI también se llevó a cabo una reunión de coordinación general, en donde se hizo hincapié en la visibilidad de los SIGs durante el Congreso. Los miembros de los SIGs se reunirán en el acto de Cierre del año el 30/11/2013, donde se compartirán los logros del año en curso y, por primera vez, se hará una evaluación de la tarea del año utilizando un formulario FODA (Fortalezas, Oportunidades, Debilidades, Amenazas). Además se pondrán en común algunos proyectos posibles para el año 2014. Como en años anteriores, tanto el Evento de Apertura como el de Cierre de los SIGs se realiza en el INSPT-UTN, y se contó con un gran apoyo por parte de las autoridades (Secretario Académico Ing. Carlos Manili y Director de la institución, Ing. René González), quienes han donado en ambas ocasiones el café y las medias lunas para el coffee break. Las Liaison Officers continuaron actualizando el APIBA SIGs Handbook, cuya nueva edición se presentará en el evento de apertura de 2014.

1.3 APIBA SIGs FAQs

Frequently Asked Questions about APIBA SIGs

What does SIG stand for?

Special Interest Group.

What do APIBA SIGs do?

APIBA SIGs enable teachers with similar interests to share ideas, network and grow professionally through regular meetings, newsletters and conference events. A SIG is neither a course nor a seminar nor a lecture – a SIG is a **study group** in which all members participate and exchange ideas and opinions; a SIG is a discussion forum in which teachers of English can develop as professionals. SIG activities are open and democratic and small projects are also welcome. These projects might include: presentation of sample classes; discussion of syllabi, of recently published material and research; development of research projects; debates on controversial issues; etc.

How many APIBA SIGs are there?

At present, there are six SIGs: 1. e-TL SIG (e-Teaching and Learning) 2. Language and Phonology SIG; 3. Literature SIG; 4. Methodology SIG; 5 Professional Issues SIG, and 6. Young Learners' SIG. APIBA would like to encourage its Members to contact the SIGs Liaison Officers with proposals to set up new SIGs, especially with a blended format (onsite and online).

Who can participate in APIBA SIGs?

To participate in a SIG you do not have to be an expert in a particular area – you need to be keen to learn new things, share ideas, debate issues, meet colleagues and develop as a professional. APIBA members are entitled to free membership of as many SIGs as they wish. SIG events are **free of charge** for: a. paid-up APIBA members, b. members of paid-up FAAPI Associations, and c. teacher trainees. In ALL cases proof of status is required: a. and b. will be asked to produce their current receipt and c. their current student card. All others are welcome but a token contribution is requested (for the current fee please write to sigs@apiiba.org.ar)

What is the structure of an APIBA SIG?

A SIG is a self-regulating unit within APIBA which is run by its members through Internal Rules. These ensure the democratic functioning of SIGs in terms of decision-making, election of the Coordinator, choice of areas to explore, etc. The Coordinator organises SIG meetings and liaises with SIG members, the APIBA SIGs Liaison Officers, and the APIBA Executive Committee. The APIBA SIGs Liaison Officers' role is to coordinate the work of the existing APIBA SIGs and to represent their interests within and beyond APIBA. However, those principally responsible for the life and structure of individual SIGs are, of course, their members.

What do APIBA SIG events consist of?

SIG events consist mainly of regular meetings, the frequency, content and form of which is decided on by the Coordinators and members of each individual SIG (see Internal Rules). SIGs tackle academic/pedagogic issues relevant to the teaching of each particular area at

various levels and in various contexts. Since topics are decided on and publicised in advance of a set meeting, SIG members are free to choose which meetings they wish to attend.

What are the benefits of APIBA SIG membership?

Like APIBA as a whole, SIGs are committed to encouraging professional development and networking. In particular, SIGs attempt to encourage the exchange of ideas within a specialist area of English language teaching. SIG members are kept informed of SIG events, in which any member of APIBA or teacher trainee is entitled to participate free of charge.

How is information about APIBA SIG events publicised?

Information about SIG activities, dates and venues is available from www.apiba.org.ar, e-mail groups, APIBA's social networks (Facebook and Twitter), various ELT/Education publications and noticeboards at various institutions.

Are there SIGs in other Teachers' Associations?

Many associations, both within and outside ELT, have SIGs – in early 2000 APIBA implemented the SIGs programme with the aims and features described in the SIGs Handbook. Analía Kandel, the first APIBA SIGs Liaison Officer (1999-2002), created copious materials for the running of SIGs and in June 2002 APIBA published the *APIBA SIGs Handbook 2002*, revised and updated in 2014 (both Ediciones APIBA). APIBA shared these materials with other FAAPI Associations – APrIR (Rosario), APIZALS (Río Negro), APIBB (Bahía Blanca), ASPI (Salta), ACPI (Cordoba) and ASPI (Santa Fe) – through the “APIBA shares APIBA SIGs Scheme”. Currently, APIBA shares SIGs materials through APIBA's website, and requests users to please acknowledge the source/authorship.

How can you find out more about APIBA and APIBA SIGs?

For information about APIBA visit www.apiba.org.ar, e-mail info@apiba.org.ar, or sigs@apiba.org.ar.

1.4. Welcome Letter from the President

The following text is to be read out at the inaugural meeting of all new SIGs if / when the President of APIBA is unable to attend in person.

Dear SIG Meeting Participants,

First of all, many apologies for not being able to be present today at your first SIG meeting, but a previous engagement has made it impossible for me to attend. However, I didn't want to let pass this opportunity to welcome you to this APIBA SIG (and perhaps to APIBA!).

To set the record straight and give credit where credit is due, I must say that the idea of SIGs is not of our own creation. Many associations, both within and without ELT, have SIGs. However, this was not an idea that had seemed practicable up until the year 2000. The 2000 Committee thought that it was time this changed, and through the foresight and hard work of Analía Kandel, the APIBA SIGs first Liaison Officer, it was possible to implement SIG meetings as from the year 2000. For this Analía deserves the credit and our thanks. Special thanks are also due to the current Liaison Officers, **[Name of Liaison Officers]**, the Coordinators of this SIG, **[Name of Coordinators]**, who have kindly volunteered to moderate the activities of the group and do some paperwork for APIBA to keep a tidy record of the activities of each SIG: Last but not least, I should thank our hosts, **[Name of Institution]**, for allowing this meeting to take place on their premises.

Now to the core of this meeting. What is a SIG? A SIG is a Special Interest Group, i.e. a group of people with a shared interest who get together to explore their interests through readings, discussions, presentations, etc. A SIG is NOT, however, a course, a seminar or a workshop conducted by a teacher or leader who is mostly responsible for what goes on in it. *All* SIG members are responsible for each group's activities because a SIG is an inherently democratic unit where all members are equal and have a say in what should be discussed and how. From that basis, the sky's the limit! You can think about producing publications, or branch out into new areas like Web 2.0 tools, for example hosting SIG meetings in a blended mode (on site and online). Obviously, since the SIG is a part of APIBA, any such activities are welcome, but should be consulted beforehand with the APIBA SIGs Liaison Officers, who are very willing to hear new proposals. It is also expected that each SIG will produce a report to the APIBA Annual Seminar in poster format, or any other format, to share the activities of the year.

Finally, a SIG is also an opportunity for you to get closer to APIBA and find out what activities and events are being organised. For this purpose, feel free to contact any APIBA Executive Committee members through the SIG Coordinators or the SIGs Liaison Officers.

Above all, read a lot, reflect a lot, discuss a lot, create a lot, and, let's not forget, enjoy yourselves a lot!

All the best,

[Name of President]
President of APIBA

1.5. APIBA SIGs Internal Rules

1. All participants must read the present APIBA SIGs Internal Rules and fill in a SIG membership e-form in which they agree to be bound by them. (See sample here)
2. APIBA SIG membership does not confer membership of APIBA itself.
3. Graduate and trainee teachers are entitled to membership of as many SIGs as they wish, but they should fill in a membership e-form for each SIG they become members of.
4. SIG events are free of charge for:
 - a. paid-up APIBA members,
 - b. members of paid-up FAAPI Associations,
 - c. teacher trainees.

In all cases proof of status is required: a. and b. must produce their current receipt and c. their current student card (last exam taken in current academic year, otherwise trainees should produce a certificado de alumno regular). All others are welcome, but a token contribution per session is requested.

5. APIBA SIGs share a summary of their work at institutional events, such as APIBA Annual Seminar, APIBA SIGs Opening/Closing Events, among others.
6. The agenda for a SIG event is decided on by consensus among the Coordinators and SIG members present at the previous SIG event. Once all relevant details have been agreed upon (i.e. venue (on site/online), date, time and agenda: topics, activities, time allotted and persons in charge), the Coordinators will pass them on to the APIBA SIGs Liaison Officers who will publicise them.
7. The SIG Coordinators will ensure that the agenda set for a SIG event is followed but they will not dictate the contents or the form of any of the SIG activities. They will encourage all SIG members to participate actively and democratically and will strive not to impose their own opinions.
8. Neither Coordinators nor SIG Members nor non-members are allowed to advertise any commercial services or products without the express permission of the APIBA SIGs Liaison Officers and the APIBA Executive Committee (see Advertising at SIG Events).
9. If SIG members wish to invite a guest speaker to a SIG meeting or SIG special event, the SIG Coordinators and/or other SIG members will be in charge of the organisation of this event following the usual procedure for all APIBA events (see Proposals Form for SIG Guest Speakers and Organization of SIG Mini-events). The potential guest speaker's proposal should be submitted to sigs@apiba.org.ar for consideration, first by the APIBA SIGs Liaison Officers, and then by the APIBA Executive Committee.
10. If SIG members wish to carry out an activity or project that is not specified in the present Handbook (e.g. newsletter, discussion forum, webpage, blog, wiki, symposium, etc.) they should submit a proposal to sigs@apiba.org.ar for consideration, first by the APIBA SIGs Liaison Officers, and then by the APIBA Executive Committee.

11. SIG events will take place in an atmosphere of tolerance, respect and collaboration among all participants.
12. Any expenses incurred in the running of a SIG (e.g. photocopies, coffee, etc.) must be covered by SIG members. It is suggested that a "kitty" (petty cash fund) is organised for such purposes.
13. SIG members are expected to kindly cooperate with the Coordinators in carrying out the administrative work involved in the running of a SIG (e.g. completing the attendance form, organising the "kitty", making posters, etc.).
14. Elections of SIG Coordinators:
 - a. Elections will be held at the first SIG meeting of each academic year (unless otherwise indicated by the APIBA SIGs Liaison Officers).
 - b. Elections will be held on the announced day by the existing Coordinators, who will subsequently inform the Liaison Officers of the result.
 - c. Candidates must meet the requirements and be willing to comply with the responsibilities outlined in APIBA SIGs Coordinators' Duties.
 - d. Only APIBA paid-up members are eligible to the role of Coordinators. Teacher trainees can be elected as Assistant Coordinators, if so required by the administrative workload/running of the SIG.
15. All the materials distributed among SIG members for their study, review or reference should duly acknowledge authorship/source to prevent infringement of copyright legislation/plagiarism.
16. All the materials produced by SIG members should include the name of all the contributors as well as the name of the SIG they belong to.

DISCLAIMER: APIBA accepts no liability for the content or information discussed and/or provided by APIBA SIG members. The views and opinions expressed at SIG meetings/events are those of the authors, and do not necessarily reflect the official position or policy of the Association. Any content provided by SIG members is of their own opinion, and is not intended to malign any organisation or individual or anything. The services, information, and data made available are provided "as is" without warranties of any kind. If misleading, inaccurate or otherwise inappropriate information is brought to APIBA's attention, a reasonable effort will be made to fix it and redress the situation.

NOTE: This disclaimer should be included in the monthly APIBA SIGs Timetable, both on the web and in APIBA e-groups.

1.6 SIG Coordinators' Duties

- APIBA SIG Coordinators should:
 - i. be paid-up members of APIBA;
 - ii. have previously been active members of an APIBA SIG (at least one of the two SIG Coordinators should have been a SIG member before);
 - iii. be well-acquainted with APIBA Statutes;
 - iv. be committed to the aims of the Association;
 - v. be responsible, flexible and have good interpersonal skills;
 - vi. ensure that SIGs operate within current guidelines (i.e. APIBA SIGs Handbook 2009-2013 and subsequent updates) and in accordance with APIBA Statutes and legislation at both local and national levels;
 - vii. have access to e-mail, and the Internet and Web 2.0 tools;
 - viii. answer e-mail enquiries related to the SIG they coordinate (from SIG members or forwarded by the SIGs Liaison Officers) within 72 hours;
 - ix. have attended at least 75% of the sessions the previous year in order to be eligible for re-election as SIG Coordinator.
- (Re-)Election: Only APIBA paid-up members are eligible to the role of Coordinators. Teacher trainees can be elected as Assistant Coordinators, if so required by the administrative workload/running of the SIG.
- There will be two Coordinators per SIG in order to: a) reduce Coordinators' workload, and b) ensure a SIG meeting will take place even if one of the two Coordinators is unable to attend.
- Publicity for SIG events (e.g. e-mail lists, calendars, SIGs timetables, newsletters, etc.) will be channelled through the SIGs Liaison Officers.

SIG Coordinators are expected to do the following:

Before a SIG meeting

- Inform potential SIG members of the details of the forthcoming meeting and encourage them to attend.
- Ensure that all members of the SIG have access to the material (either in printed or digital format) for use at the meeting.
- Seek help from SIG members to carry out some of the admin work: e.g. completing Attendance Form, etc.

During a SIG meeting

First session of the year:

- At this session the SIG Coordinators will strive to help participants get to know each other and explore interests and needs which could possibly be taken up in later sessions. This might take the form of brainstorming, group discussions and subsequent production of a prioritised list of activities. Once this list has been agreed on (a simple majority of SIG members present is sufficient), a decision will have to be made as to which activities will be carried out, when, and who the people in charge of presenting material or leading the discussion will be.
- Read out and discuss relevant sections of the present Handbook: APIBA SIGs Internal Rules, and APIBA SIGs FAQs.
- Carry out the admin work described below (i.e. complete Attendance Form, check proof of status of APIBA members and trainees, collect non-members' contribution, etc.)
- Together with fellow SIG members, SIG Coordinators should decide on the SIG annual calendar and venue where each meeting will take place. It is advisable that SIG meetings take place at Teacher Training Colleges.

Subsequent sessions:

- If there is a substantial number of new SIG members, recap on the previous session's activities and if necessary, do some follow-up (e.g. if teachers want to comment on their experience of trying out a technique that was presented, if it was agreed everyone would research a topic "for homework", etc.). This should only take up a small part of the session, after which the agenda set for that day should be dealt with.
- Ask all the participants to complete and sign the Attendance Form, which must be scanned and uploaded to the APIBA SIGs website (<https://sites.google.com/site/apibasigs/>)
- Ask new participants to complete a SIG membership e-form.
- Collect the contribution from participants who are not members of APIBA or teacher trainees (no exceptions). If they are graduate teachers, they may prefer to apply for membership of APIBA. If this is the case, ask them to email info@apiba.org.ar in order to become an APIBA member. Coordinators should give each non-member a provisional receipt, which will be replaced by a definitive one issued by the APIBA Treasury in due course.
- Lead discussion, moderate debates, etc. as appropriate (i.e. if a SIG member is not in charge).
- Be strict with timing (i.e. be firm and remind person/s in charge of an activity to finish at the specified time with a view to covering the agenda set for the meeting) as a sign of respect for members who might have attended a particular SIG meeting to take part in an activity that was publicised.
- Enforce APIBA SIGs Internal Rules.

- Ensure that an atmosphere of collaboration, tolerance and respect prevails throughout the event.
- Encourage all SIG members to participate actively by getting across the idea that SIG activities are open and democratic, and that small projects are also welcome (e.g. SIG members can suggest issues for debate, lead a discussion, demonstrate a technique, present a syllabus, etc.)
- Towards the end of each meeting,
 1. ask participants to complete an Event Evaluation Form (at the SIGs Closing Event in December, every year).
 2. have SIG members agree on the agenda (topics, activities, persons in charge and time allotted) for the following SIG meeting.

Notes:

- Date: Dates for all meetings of an academic year should be set during the first session (SIGs Opening Event) every year. However, these dates may be subject to changes if need be.
- Time: Two different SIGs may wish to meet at a common date and venue, holding one meeting after the other (e.g. 9 to 10.30: e-TL SIG; 11.00 to 13.15: Language & Phonology SIG). This arrangement not only allows participants who are interested in the two subject areas to attend both meetings but it also increases SIG membership.
- Venue:
 1. Remember to inform the SIG Liaison Officer/s of the chosen venue so that they can request permission to use the premises.
 2. Should SIG members decide to change the venue, please contact the SIG Liaison Officer/s so that they can proceed accordingly.
- Agenda: When deciding on the agenda to be covered at the following meeting, encourage SIG members to be realistic as regards the time they allot to each activity in order to ensure that all the items on the agenda that is publicised will be covered.

After a SIG meeting

- APIBA gives each SIG Coordinator access to the APIBA SIGs website, where they will find the printable Attendance Form, After-Event Report Form, and other relevant documents.
- Within 72 hours of a SIG meeting, SIG Coordinators should submit the following forms to the SIGs LO/s (at sigs@apiba.org.ar), as well as upload them to the corresponding page on the APIBA SIGs website:
 1. copy of the After-Event Report Form

2. copy of the Attendance Form (completed and signed by SIG members, digitalised)

Note: Please make sure all relevant information has been included so that the SIGs Liaison Officers can record the income for each meeting and the APIBA Treasury can write out the corresponding receipts. Thus, it should be clear from looking at the Attendance Form of a given meeting how many APIBA members or teacher trainees attended (free of charge), and how many non-members paid their contribution (the paid sums should have been included in the Attendance Form, e.g. \$50).

3. cash collected (i.e. contributions from non-members) should be handed in to the SIGs Liaison Officer/s at the APIBA SIGs Closing Event in November / December each year.

Note: Please write the SIG name and the total sum of money submitted, and on a slip of paper provide further details (breakdown of the total amount), e.g. \$50 – John Doe – date – non-member. The slip of paper and the money should be put into an envelope. This information is essential for administrative purposes.

- If you have distributed Evaluation Forms, read them and think of ways in which various aspects of the SIG can be improved on the basis of participants' suggestions and comments. Please keep a brief record of any suggestions and subsequent changes in the After-Event Report.
- Keep in touch regularly with the SIGs Liaison Officer/s in order to discuss matters concerning the SIG you coordinate.
- If the agenda for a SIG meeting includes a book or an article, please provide full bibliographic details (APA style).
 - For books: author'(s)' surname(s) and initial(s), year of publication, title, place of publication and publishing house.
 - For articles: include the same information as for books and add the full name of the journal, volume number, page numbers or page range.
- Your institutional role: Please bear in mind that as an APIBA SIG Coordinator, you represent the Association and act as a link between the APIBA Executive Committee / SIGs Liaison Officer/s and SIG members. Therefore, it is important that you follow some institutional guidelines concerning communication and public relations. For example,
 - Please share with SIG members any relevant information about APIBA SIGs and APIBA. Refer them to www.apiba.org.ar
 - Please answer any queries SIG members may have about any issue related to the Association (forthcoming events, administration, etc.). If you don't know or are not sure about what to answer, refer the SIG member to APIBA's web site and/or info@apiba.org.ar.
 - When you write an e-mail in your role as an APIBA SIG Coordinator (to SIG members or to anyone else), please remember to:
 - a. send a carbon copy (CC) to sigs@apiba.org.ar for record-keeping purposes;

b. include the following institutional signature at the bottom of every message you send:

[Your first name and surname]

APIBA [.....] SIG Coordinator

[SIG institutional e-mail address]

[SIG website URL, if applicable]

sigs@apiba.org.ar

.....

Asociación de Profesores de Inglés de Buenos Aires

info@apiba.org.ar

www.apiba.org.ar

1.7. APIBA SIGs Liaison Officers' Duties

The APIBA Executive Committee appoints one or two APIBA SIGs Liaison Officer/s (LO/s), who may in turn build a team of assistant LOs.

The APIBA SIGs LOs should:

- be paid-up members of APIBA;
- be well-acquainted with APIBA Statutes;
- be committed to the aims of the Association;
- have a proven track record of SIG and/or APIBA activism (e.g. be current or past SIG Coordinators or SIG members or APIBA Executive Committee members);
- be responsible, flexible and have good interpersonal skills;
- be keen and able to motivate and support hard-working volunteers;
- have access to the Internet and Web 2.0 tools;
- liaise with the designated member/s of the APIBA Executive Committee.

The APIBA SIGs LO assistant/s should:

- be either paid-up members of APIBA, or teacher trainees;
- be well-acquainted with APIBA Statutes;
- be committed to the aims of the Association;
- be responsible, flexible and have good interpersonal skills;
- have a proven track record of SIG and/or APIBA activism (e.g. be current or past SIG members)
- be keen to be part of a team and to support the APIBA LOs in their duties;
- have access to the Internet and Web 2.0 tools.

The position of SIGs LO is voluntary (pro bono) and entails the following responsibilities:

1 Administration / Record-keeping

- Organising both SIGs Opening (April) and Closing Events (November)
 - i Booking the venue
 - ii Arranging the catering for the coffee break
 - iii Setting the agenda
 - iv Publicising the event through APIBA social networks, e-groups, and other available means.
 - v Creating an e-form for enrolment purposes
 - vi Contacting sponsors for donations (e.g. books for raffles)
 - vii Signposting the venue
 - viii Hosting the event
 - ix Sending thank-you letters to the venue authorities and event sponsors
- keeping an organised record of
 - i SIG meetings After-Event Reports and Attendance Forms
 - ii APIBA SIGs finances (in coordination with APIBA Treasury)
- organising SIG Coordinators' meetings
 - i drawing up the agenda
 - ii chairing the meetings

- iii being in charge of, or delegating, the minute-taking procedure
- iv checking draft minutes before distribution
- distributing minutes of meetings among SIG Coordinators and the designated member/s of the APIBA Executive Committee
- participating in the organisation of APIBA SIG events

2 Liaison / Information flow

- coordinating the work of existing APIBA SIGs and representing their interests within and beyond APIBA
- ensuring a smooth flow of information between SIG Coordinators and the designated member/s of the APIBA Executive Committee
- representing APIBA SIGs at events organised by APIBA or other organisations
- answering general e-mail enquiries sent to sigs@apiba.org.ar and referring those concerning individual SIGs to the relevant SIG institutional e-mail account
- publicising APIBA SIGs timetables and other SIG events
- updating the APIBA SIGs Handbook in the light of the feedback given by SIG members, Coordinators and the APIBA Executive Committee
- updating the SIGs pages of the APIBA website
- submitting a short report on SIGs activities to the designated member/s of the APIBA Executive Committee before their monthly meetings.
- writing up a short summary of SIGs news to be included in APIBA quarterly newsletters
- submitting a short summary of the year's activities to be included in the Annual Report for APIBA's AGM.

3 Supervision

- ensuring that all SIG activities are in accordance with APIBA Statutes and legislation at both local and national levels
- ensuring that SIGs operate within current guidelines (i.e. APIBA SIGs Handbook 2009-2013 and subsequent updates approved by the APIBA Executive Committee)
- authorising advertising at SIG meetings on behalf of the APIBA Executive Committee (see Model Letter in the present Handbook)

The SIGs Liaison Officer/s is/are appointed every two years by the APIBA Executive Committee. Their term runs from the SIGs Opening Event at which they formally begin performing their role until the SIGs Opening Event at which they will step down and pass on their role to the newly-designated APIBA LO/s.

Their term can be renewed by the APIBA Executive Committee for as long as the APIBA SIGs LO/s wish to continue performing their role.

The APIBA SIGs Liaison Officers can be contacted at sigs@apiba.org.ar

1.8 APIBA SIGs Timetable (Sample)

The following is a sample extract from the monthly SIGs Timetable, which is disseminated through *Difusión APIBA* e-group. Subscribers receive a message containing the link to the updated Timetable on the SIGs page of the APIBA website.

APIBA SIGs Timetable, Year 14, No. 7 - November 2013



APIBA SIGs Timetable Year 14, No. 7 - November 2013

Dear all,

We would like to invite you to join the APIBA SIGs' sessions to be held in **November**. You can read the **schedules and agendas** at: www.apiba.org.ar/index.php/sigs-timetable.

Please remember that **everyone can join a SIG**. All you need is to be **keen to learn, share ideas, meet colleagues and develop as a professional**.

APIBA runs SIGs **on relevant areas in the field of the teaching of English**, such as **Literature, Methodology, Language and Phonology, Professional Issues, Young Learners'**, and, for those who are busy and interested in new technologies, there is the **e-Teaching and Learning (e-TL)** SIG, which meets online.

If you have any questions regarding the existing SIGs or have a proposal for a SIG on a new field, please feel free to contact us at sigs@apiba.org.ar to find out about procedures and rules.

The **2013 SIGs Calendar** (all year's sessions) and SIGs **FAQs** are available from <http://www.apiba.org.ar/index.php/nuestra-asociacion/programas/sigs>.

Best regards,

Viviana Myslicki and Romina Arena
APIBA SIGs Liaison Officers
sigs@apiba.org.ar

**** PLEASE NOTE****

1. APIBA SIGs Liaison Officers and APIBA SIG Coordinators are all APIBA Members who generously help the Association by performing their roles **pro bono** (ad honorem)

2. a. Paid-up APIBA Members, **b.** Members of paid-up FAAPI Associations, and **c.** teacher trainees can participate **FREE OF CHARGE**. In ALL cases **proof of status is required**: a. and b. will be asked to produce their current receipt and c. their student card (last exam taken in current or

previous academic year; otherwise bring "certificado de alumno regular"). All others: \$40 contribution per session.

3. Pre-enrolment is not essential, but it is desirable. If possible, those interested in participating in SIG meetings please e-mail sigs@apiba.org.ar to confirm their attendance. Those who can't confirm, please come anyway. To join the **e-TL** SIG, please contact sigs@apiba.org.ar. For this online SIG, anyone who does not belong in categories a), b) and c) above are asked to make a one-off payment as a token non-member contribution for the e-TL meetings of the year (\$40 per monthly session).

4. For further information (SIGs FAQs & Calendar 2013: all year's sessions) please see APIBA Website www.apiba.org.ar or contact sigs@apiba.org.ar

DISCLAIMER: APIBA accepts no liability for the content or information discussed and/or provided by APIBA SIG members. The views and opinions expressed at SIG meetings/events are those of the authors, and do not necessarily reflect the official position or policy of the Association. Any content provided by SIG members is of their own opinion, and is not intended to malign any organisation or individual or anything. The services, information, and data made available are provided "as is" without warranties of any kind. If misleading, inaccurate or otherwise inappropriate information is brought to APIBA's attention, a reasonable effort will be made to fix it and redress the situation.

APIBA Executive Committee

In accordance with legal regulations for "Asociaciones Civiles", the APIBA Executive Committee is composed of elected Members of the Association (see APIBA [Statutes](#), Article 8) who perform their duties **pro bono** (ad honorem)

President: **Analía Kandel**
Vice-President: **Corine Arguimbau**
Secretary: **Belén Tur**
Treasurer: **Cecilia Cicolini**
Deputy Treasurer: **Laura Karina López**
Members:
Laura Renart
Mariángeles Portilla
Valeria Kharsansky
Laureana Moreno



Hace a la profesión

info@apiba.org.ar

www.apiba.org.ar



1.9 Advertising at Regular SIG Meetings: Model Letter

The following model letter is to be completed by representatives of organisations wishing to advertise their products or services at regular SIG meetings.

Modelo de Solicitud de Autorización para la distribución de material publicitario en APIBA SIGs¹

..... de 20....
A el/la
Coordinador(a) General de los
Grupos de Estudio (SIGs) de la
Asociación de Profesores de Inglés de Buenos Aires (APIBA)
Coordinación General de APIBA SIGs

De mi consideración:

Me dirijo a Uds. con el objeto de solicitar la autorización de la Comisión Directiva de la Asociación de Profesores de Inglés de Buenos Aires para distribuir material publicitario de la institución/empresa que dirijo/represento,
(*nombre institución/empresa*), en el próximo encuentro del
..... SIG (*nombre del SIG correspondiente*)
que tendrá lugar el próximo (*fecha*) en
..... (*lugar*) de a hs.

Por la presente expreso mi conformidad respecto de

- 1 el pago por parte de mi institución/empresa de la suma equivalente al doble del monto del bono contribución que abona un No Socio de APIBA para participar de un encuentro SIG. Esta suma será fija (no dependerá del número de participantes del encuentro SIG) y será abonada con anterioridad a la fecha en la que el material será distribuido.²
- 2 que la distribución del material se deberá hacer previo al ingreso, durante el recreo o a la salida del encuentro del SIG, dado que no está permitido interrumpir la reunión.
- 3 que deberé pedir autorización de la Comisión Directiva de APIBA y abonar el arancel estipulado en cada oportunidad que mi institución/empresa desee distribuir material publicitario en un encuentro de un SIG.

Quedando a la espera de una respuesta favorable a mi solicitud, saluda atte.

Firma: Aclaración: (pp.
.....)

Datos de contacto: Tel: Fax:
E-mail:

¹ Esta solicitud debe ser enviada a sigs@apiiba.org.ar con CC a info@apiiba.org.ar

² Este monto debe ser depositado en la cuenta corriente de APIBA. Consultar en info@apiiba.org.ar

1.10 "APIBA shares APIBA SIGs" Scheme

In the early 2000s, graduate Teachers' Associations which were Members of FAAPI (Federación Argentina de Asociaciones de Profesores de Inglés) formally requested and adapted APIBA SIGs materials to suit their local needs. This was the case of APrIR (Rosario), APIZALS (Río Negro), APIBB (Bahía Blanca) and ASPI (Salta), which all requested APIBA SIGs materials through the "APIBA shares APIBA SIGs" scheme. In addition, APIBA SIGs usually share what they do with other colleagues through poster presentations at FAAPI Conferences and other APIBA events.

Currently APIBA shares SIGs materials through APIBA's website, and requests users to please acknowledge the source/authorship.

***Carta Modelo para Asociaciones de la FAAPI
para solicitar autorización de APIBA para la utilización de ideas y/o contenidos
(originales o adaptados) del APIBA SIGs Handbook³***

..... de 20.....

Al / A la
Presidente de la
Asociación de Profesores de Inglés de Buenos Aires (APIBA)
[nombre Presidente APIBA]

De mi consideración:

Me dirijo a Ud. con el objeto de solicitarle que tenga a bien autorizar a nuestra Asociación a utilizar las ideas y/o contenidos (originales o adaptados) del *APIBA SIGs Handbook* para organizar grupos de estudio en el seno de nuestra Asociación.

Nos comprometemos por la presente a dar crédito a APIBA en el material escrito que produzcamos (incluyendo la leyenda "Adapted from *APIBA SIGs Handbook* 2009-2013. Kandel, Analía, Viviana Myslicki & Romina Arena. 2015. Buenos Aires: Ediciones APIBA") y en los eventos que organicemos (haciendo mención de la fuente en forma oral).

Sin otro particular, saluda a Ud. atte,

Firma del / de la Presidente de la Asociación:
Aclaración:
Nombre completo de la Asociación:
Siglas:
Domicilio Legal:
Tel:
E-mail:

³ Esta solicitud debe ser enviada a presidente@apiba.org.ar, con CC a sigs@apiba.org.ar y info@apiba.org.ar

1.11 What Do SIG Members and Coordinators Say About APIBA SIGs?

"I think the e-TL SIG filled the need to explore the world of e-learning. We started with platforms, programmes and tools and went all the way to becoming interested in MOOCs, which is one of the latest developments in open learning. The possibilities are endless and we are interested in taking up the challenge.

What I definitely find most appealing is the degree of commitment of the members as well as the distributed, collaborative nature of the teaching-learning process the group offers."
María Inés Cambiasso (e-TL SIG member)

"I think SIGs are one of the most interesting APIBA projects. They mean constant teacher development, research and participation at a very democratic level. They came to fill a niche in our profession and fortunately they are here to stay, always fuelled by enthusiastic participants.

I took part in the Language SIG when Daniel Resnik coordinated it. Then I participated in the Applied Linguistics SIG, which changed its name to Methodology and now I try to take part in the e-TL SIG though it is sometimes hard for me to attend.

I highly value what meeting with colleagues means."

Claudia Naom (e-TL SIG member)

"SIGs are a great! They mean learning, up-dating, sharing, discovering, growing, feeling less lonely in our work. What else could a teacher ask for? I love the friendly atmosphere in which every meeting develops. I also value sharing ideas with teachers of different ages and backgrounds."

Celia Nieto (e-TL SIG and Language & Phonology SIG member)

"I still feel grateful I can be a part of the APIBA SIGs system. Every time I attend a SIG meeting I enjoy sharing ideas, knowledge, opinions, know how, you name it.

I also have the chance to meet my colleagues, students, friends, make new ones and learn from them. What else could I ask for!!!"

Ma. Isabel Santa (e-TL SIG and Language & Phonology SIG member)

"For me SIGs' meetings provide me with a unique opportunity to learn from colleagues, who generously share their expertise, that is, what they actually have successfully put to practice, and also to keep updated.

Furthermore, I would like to point out that, as in all SIGs' meetings, the warm atmosphere makes all of us feel very comfortable, which is highly motivating."

Marta García Lorea (e-TL SIG and Language & Phonology SIG member)

"What have I found in APIBA SIGs? To put it in a nutshell, collaboration, commitment, opportunities to share knowledge, a warm learning environment and many professionals ready to help out. Frankly, I had never thought one day I'd be able to teach something to people with such expertise and mindfulness as it is the case with my Professors at JVG.

Today, SIGs have given me the chance to share what I know with them, as well as to learn from them once again. I strongly suggest joining SIGs, it's definitely worth it!"

Victoria Thomas (e-TL SIG Coordinator)

"In a very natural way, SIGs allow participants of different age groups and stages in their professional development to exchange ideas, discuss new ways of doing things, get to know new authors and different and/or opposing academic stances in an informal, pleasant and

relaxed atmosphere. This helps bonding among colleagues, colleagues-to-be and participants of other fields. At the same time, these activities foster awareness of the importance of having a strong professional association."

Susana Gullco Groisman (Literature SIG member and former Coordinator)

"I believe study groups are one of the most valuable experiences for teachers of English: networking and sharing are central to professional development. What I have seen through the years I have coordinated this SIG is a never declining thirst for knowledge and the curiosities of the language, together with a spirit of sharing and bonding that cuts across the boundaries of professional status: we all learn from one another, whether we are teachers, trainee teachers or translators."

Adriana Mizrahi (Language and Phonology SIG Coordinator)

"The SIG means a lot to me. It is an opportunity to share the teaching-learning experience with highly respected and experienced fellow professionals as well as with young and lively teacher training students in a democratic atmosphere that encourages contributions. It means joy and growth."

Silvana Pizzorno (Language and Phonology SIG member)

"It is very difficult to find study groups within Teacher Training Colleges or outside them, while you do your training or once you have finished it. APIBA offers this space where both teachers and students interact as peers and gain knowledge not only in specific matters like Methodology, Language, Phonetics, Phonology, e-TL but also in the responsibility of co-ordinating these groups. Leadership, interaction, problem-solving are assets for life. Personally, I started my SIG experience in the Phonology SIG, was in and out the e-TL SIG and lately I am participating in our youngest SIG – Professional Issues. I look forward to having more participants in this SIG, willing to join in the search of being a professional teacher."

Graciela Moyano (Professional Issues SIG member)

"I participate in the Professional Issues SIG and I am very enthusiastic about it because I consider this SIG to be very much in line with what APIBA is seeking to promote: to raise teachers' awareness of what it means to be a professional. This is what we are working on and we encourage all teachers to join this newly-born SIG to help it grow!"

Lilian López (Professional Issues SIG Coordinator)

"I've been a Language and Phonology Sig member since the very first day APIBA's project was set up and I can say I love what Sigs are all about. A monthly moment to get together and share with colleagues. To be honest, I was a bit scared at first because I was a student back then, but what surprised me was that in a Sig, all members are equal, whether you are a graduate teacher or a trainee. Now, and after ten years, I still enjoy the meetings to learn from one another, and socialize with other professionals that come from very different backgrounds and have enriching experiences from where we can all profit. Two years ago, I became a member of the e-tl Sig in an attempt to face new technologies and tools. I like this Sig as well.

Last but not least, I've also had the chance to take the role of Coordinator of the Language and Phonology Sig for a couple of years and then be the Sigs Liaison Officer for four more years, and for these reasons, I'd like to thank APIBA for giving me the possibility to develop other skills, liaison with more colleagues and keep learning within the Association."

(Ma. Laura Comolli, Language & Phonology SIG member and former APIBA SIGs Liaison Officer)

"I'm a member of a SIG because it's a perfect way to be in contact with your peers and share ideas and views of the field you like. SIGs are necessary to the teaching profession. The most important part of SIGs is [...] that people should understand what a study group is: it's neither a lecture nor a seminar."

María Valeria Artigue (APIBA Literature SIG Coordinator (2000 to 2010))

"I'm a member of SIGs because I am interested in several subjects. They are a forum for self-development."

Clem B. Durán (APIBA Applied Linguistics SIG, Phonology SIG and Language SIG member)

"I'm a member of the Grammar and Linguistics SIG because I love to share with my colleagues any questions or interesting material I may have. I believe SIGs are a wonderful opportunity to learn new things about the area one is particularly interested in."

Carolina Fraga (APIBA Grammar / Linguistics SIG Coordinator (2001))

"When I learnt about the Language SIG, I thought that that would be a wonderful opportunity to share experiences with colleagues and not just attend a talk or seminar without being able to participate. I became a member of the Language SIG in the year 2000 and I was so involved in it that the following year I volunteered to help as a SIG Coordinator. With an excellent team we are still working and trying to put all our ideas into practice."

María Luisa Ghisalberti (APIBA Language SIG Coordinator (2001))

"SIGs have become an essential tool for professional networking, growth and to make new profitable contacts with colleagues in the field."

Nora Lizenberg (APIBA Computers SIG Coordinator (2000))

"I'm a big believer in sharing ideas, projects and joint studying. SIGs are an excellent opportunity to engage in meaningful conversations with colleagues who share similar interests and enthusiasm. It's important to continue working to reach more people so that this wonderful project can keep growing."

Paula López Cano (APIBA Cultural Studies SIG Coordinator (2000))

"I felt excited when I was invited to participate in a SIG. It was the first time I had done anything of the sort. It was a unique experience, very rewarding from the sharing and caring point of view, which at the same time turned out to be frustrating at times since some of the participants didn't feel the same, and so the SIG had a high turnover. Unexpected outcomes of the SIG: a self-help group, a bench-marking instance and, on top of everything, a group of friends! Thank you, APIBA, for the initiative."

Alicia Perera (APIBA Business SIG Coordinator (2000))

"I'm a member of a SIG because I think it is a wonderful opportunity to share ideas. They are important for teachers as well as for students because we can learn from each other."

María Isabel Santa (APIBA Phonology SIG Coordinator (2000))

"We believe SIGs are important because they aim at encouraging professional development and networking. They provide great opportunities for teachers to learn from each other and extend their horizons beyond mere teaching practice."

Silvia Tubio and Alejandra Jorge (APIBA Business SIG Coordinators (2001))

"As soon as I heard [...] that the SIGs had been launched I could not help joining the Literature SIG, having always had a pleasure for reading and analysing texts. [...] The Literature SIG has] proved to be a journey of exploration and discovery [and] a process of reflection and growth. In a warm, friendly and encouraging atmosphere [...], we delved into intricate texts and topics, sharing material and ideas by engaging in fruitful discussions and attending interesting presentations [...]. We have certainly gone through a most enriching and enlightening experience. Come and join us and be a part of it all!"
Marisa Vilaseco (APIBA Literature SIG member)

"SIGs provide a very interesting way to get in touch with people who are [...] experiencing similar difficulties [...] in the area"
Cecilia Weber (APIBA Literature SIG member)


2. Material to be Used by SIG Coordinators

2.1 SIG Membership Form

SIG membership forms are completed online by every SIG member, at the APIBA SIGs Opening Event, or whenever a new member joins a SIG. SIG membership e-forms can be accessed at:

- [http://tinyurl.com/Lang-PhonSIG\[year\]](http://tinyurl.com/Lang-PhonSIG[year]) Example: <http://tinyurl.com/Lang-PhonSIG2014>
- [http://tinyurl.com/LiteratureSIG\[year\]](http://tinyurl.com/LiteratureSIG[year])
- [http://tinyurl.com/MethodologySIG\[year\]](http://tinyurl.com/MethodologySIG[year])
- [http://tinyurl.com/e-TLSIG\[year\]](http://tinyurl.com/e-TLSIG[year])
- [http://tinyurl.com/Prof-IssuesSIG\[year\]](http://tinyurl.com/Prof-IssuesSIG[year])
- [http://tinyurl.com/Y-LSIG\[year\]](http://tinyurl.com/Y-LSIG[year])

Sample SIG membership e-form



(Please complete and choose as appropriate)

*Required

Personal Information

Surname *

Name *

ID Number *

E-mail address *

E-mail address 2

Phone Number *

Mobile Phone Number

Home Address *

Town *

Post Code *

You are ... *

☐ an APIBA member

☐ a teacher trainee

☐ a graduate teacher

☐ Other:

If you are a teacher trainee ...

Where do you study?

Entry year

If you are a graduate teacher (but you are not an APIBA member) ...

Degree:

Awarded by:

If you are a graduate teacher (but you are not an APIBA member) ...

Degree:

Awarded by:

Year:

If you are neither a teacher trainee nor a graduate teacher ...

Please include any relevant information

Work

Work at

Position

Work at

Position

By having completed this form you declare that you have read APIBA SIGs Internal Rules and agree to be bound by them.

Submit

2.2 Attendance Form

Name of SIG: _____ Date of SIG Meeting: _____ Name of SIG Coordinators: _____

	SIG member's name	Are you an APIBA Member?		Are you a teacher trainee?		\$___ if you are neither an APIBA Member nor a teacher trainee	e-mail 1 e-mail 2	Your signature
		Yes	No	Yes	No			
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Annual Attendance Form

Name of SIG: _____

Year: _____

Coordinators: _____

SIG Member's Name	March	April	May	June	July	August	September	October	November	December
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										

2.3 Event Evaluation Form

We would be grateful if you could complete this evaluation form giving your honest opinions so that we can improve future SIG events. You can write your name if you wish to, but do not feel obliged to do so.

Name (optional):

SIG event you attended: Date:

- 1 Please use the following scale of 1-4 to indicate your opinion about different aspects of the SIG event you have just attended:

1	2	3	4
very dissatisfied	dissatisfied	satisfied	very satisfied

	<i>Evaluation</i>
Pre-event publicity / information	
Administration (e.g. form-filling, etc.)	
Venue	
Time	
Activities	
Atmosphere	
SIG Coordination	
Other (please specify)	

If you were not satisfied, please indicate in what way:

.....

.....

.....

.....

Were there any topics / issues which you'd like to have spent more/less time on?

Please circle: Yes - No

If 'Yes', please indicate which:

More:

.....

.....

.....

Less:

.....

.....

.....

- 2 To what extent did today's SIG event meet your expectations?
Please circle:

1	2	3	4
not at all	only partly	almost completely	completely

Please explain your answer:

.....

.....

- 3 We would welcome any other comments or suggestions on any aspect of this APIBA SIG event:

.....

.....

- 4 Would you recommend this APIBA SIG to a colleague?
Please circle: Yes - No - Not sure

- 5 Please suggest alternative days / times for future SIG events.

.....

.....

If you have any further comments and/or suggestions, please e-mail sigs@apiiba.org.ar

Many thanks,

[Names of SIGs Liaison Officer/s]
APIBA SIGs Liaison Officer/s

2.4 After-Event Report Form

Name of SIG:

Name of SIG Coordinators:

Today's SIG Event. Please complete or circle *all* items in this section as appropriate:

Venue: Date: Time: Start: Finish:

Total N^o of participants: [..... APIBA members, teacher trainees, others]

Advertising: Did anyone distribute any publicity material: Yes - No

If 'Yes', name of organisation: Name of rep who visited SIG event:

What was distributed?

Income: Total non-members: \$..... + Total APIBA membership applications/renewals: \$.....

Total amount to be submitted to APIBA: \$

Method:

(a) In person to (name of SIGs LO or Committee member) Date:

(b) Bank deposit (see details on APIBA website) Date:

Please email deposit slip to APIBA office: info@apiba.org.ar y sigs@apiba.org.ar (write SIG name)

E-mailed on: [date]

Activities / Topics / Persons in charge / Time allotted

e.g. workshop on ... by ..., ... minutes; debate on ... by ..., ... minutes; presentation of ... by ..., ... minutes;
etc.

Conclusions:

Brief summary of suggestions and positive / negative comments in Evaluation

Forms:

Remarks / Notes:

Next SIG Event:

Venue: Date: Time: Start: Finish:

Activities / Topics / Persons in charge / Time allotted

e.g. workshop on ... by ..., ... minutes; debate on ... by ..., ... minutes; presentation of ... by ..., ... minutes;
etc. *Remember to be specific and concise. Follow APA style for bibliographical citations.*

2.5. Proposal Form for a SIG Event

The following form is to be completed by SIG Coordinators. They should submit it together with a brief summary and a 75-word abstract including the title of the course / seminar / workshop to the APIBA SIGs Liaison Officers for consideration by the APIBA Executive Committee.

The course / seminar / workshop should be on a topic agreed upon with the relevant SIG Coordinators (and SIG members). The session can be theoretical, practical or a combination of both; original work is particularly welcome (e.g. demonstrations, reports on on-going / recent research, etc.). The event can be carried out either on site or online (to be agreed upon with the SIG Coordinators).

Conditions: APIBA will pay the fees suggested by the Treasury. Guest speakers who wish to waive their fees will receive an acknowledgement at the event, in publicity materials, the quarterly Newsletter and the Annual Report at the APIBA AGM. Travel expenses within reason will be covered.

APIBA follows a paper-less policy. Speakers are therefore encouraged to submit the handout to SIG Coordinators three weeks before the event in order to make it available to those enrolled. Attendees will be advised to have access to the handout either in printed or digital format during the event.

Proposals should be submitted by e-mail to sigs@apiba.org.ar

APIBA SIGs Guest Speaker Proposal Form

SIG Guest Speaker

Name:

Telephone Number:

E-mail:

Biodata (maximum 50 words; to be included in advertising):

.....
.....
.....
.....

Course / Seminar / Workshop Proposal

Title of Course/Seminar/Workshop:

Subject area(s) (e.g. Phonology, Methodology & Primary Education):

.....

Suggested venue, date, time and duration

Proposed budget (The SIG should cover all the expenses involved, and also contemplate any contingencies)

\$.....

Technical requirements & specifications (e.g. projector, loudspeakers, etc.):

.....
.....

Summary (300 words max.)

.....
.....
.....
.....
.....
.....

Abstract (75 words max.)

.....
.....
.....

2.6 Organization of a SIG Mini-event

Organized by SIG Coordinators and Members

Before the event

1. SIG coordinators send in a proposal to the SIGs Liaison Officers (see *Proposal Form for SIG Guest Speakers*)
2. The SIGs LOs evaluate the proposal in the light of:
 - a. its academic value: content, speaker/s, and relevance.
 - b. APIBA statutes, the background of the SIGs programme, and any other relevant institutional issues.If necessary, the LOs contact the author of the proposal and suggest changes or improvements.
3. Once the proposal has been approved by the LOs, they take the matter up with APIBA Executive Committee (EC) for their authorization.
4. The SIG LOs formally request the venue for the confirmed date and time.
5. The SIG creates an enrolment e-form, based on the model provided here:
<https://docs.google.com/spreadsheets/viewform?formkey=dE85WXRrd2Zod0o2TFp3MnNJZjZhcHc6MQ#gid=0>

Report on AFS Intercultural Education Course by Silvana Garófalo

Saturday 30th April 2011 at E.N.S.L.V "Sofia E. Broquen de Spangenberg", Juncal 3251
10.00 to 12.30

Please fill in this form and submit it. Many thanks.

APIBA Methodology SIG
APIBA Executive Committee

*Required

Surname *

First Name *

ID Number (DNI) *

E-mail address 1 *

E-mail address 2

Are you an APIBA member? *

If you answer "Yes", please bring your latest receipt for registration (10 am) and remember you can pay your dues at the event. If you answer "No", you hold an officially-recognised degree as a teacher of English and wish to apply for membership, please complete and bring the current membership form - available from www.apiba.org.ar - as well as the required documentation.

- ☐ YES
☐ NO

Are you a teacher trainee?

If you answer "Yes", please bring your student card for registration (10 am).

- ☐ YES
☐ NO

Where do you study?


How did you find out about this APIBA event? *

- ☐ APIBA e-group message
☐ Poster at your Institution
☐ Facebook
☐ Twitter
☐ Word of mouth
☐ Other:

Will you require a certificate of attendance ?

- ☐ YES
☐ NO

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The SIG Coordinators must share the e-form with the SIGs LOs, to receive the final approval. Both the SIG Coordinators and the SIG LOs keep track of the enrolment.

6. Fee: the same as for a SIG meeting ⇒ free for APIBA members and teacher trainees; \$_____ for non-members. The SIG should cover all the expenses involved. So, if a higher fee is required, the SIG Coordinators should send in a proposal (budget) for approval. Non-paying members or attendees will be encouraged to pay a voluntary contribution of \$_____ to help cover the expenses.

7. The SIG designs an event poster based on previous models (SIG LOs will share previous posters as a guide) and share it with the LOs for final approval. Once the event poster and enrolment form are ready, publicity for the event can begin.

8. The LOs ask EC members if any of them can be present on the day of the event for the purpose of logistics (registration, APIBA dues, etc.).

9. Publicity: the SIGs LOs publicise the event through the “Difusión APIBA” e-group, FB and Twitter as well as other electronic bulletins and newsletters. Event publicity should begin one month before the event. The SIG members are also encouraged to publicise the mini-event among their own contacts.

10. APIBA follows a paperless policy. Guest speakers can send a handout to the SIG Coordinators well in advance of the event in order for it to be available for download before the mini-event. Printed handouts are not distributed during the event.

On the day of the event

1. The SIG members should arrive one hour before the event to organise the room and check the equipment. They should bring two printed copies of the enrolment spreadsheet for registration. Registration should begin 30 minutes before the event.

2. The SIG members welcome attendees and network before the event starts.

3. The EC members are in charge of registration, collecting non-member fees for the event, APIBA dues and write out receipts.

4. The SIG Coordinators should:

- a. welcome the audience,
- b. thank host institution,
- c. give a brief presentation on the APIBA SIGs Programme for the sake of the attendees who are new to APIBA SIGs, or to APIBA,
- d. introduce the speaker/s, thank them if they have waived their fees, and read out their biodata.

Services to consider:

Coffee break: coffee/tea/milk/spoons/cups/paper napkins/ tablecloths

water

sweets/ pastries / biscuits

Background music (CD player/ speakers)

Photographs (camera)

Things to bring along:

- 1) Sellotape

- 2) Paperclips
- 3) Whiteboard markers/dusters
- 4) Scissors
- 5) Writing paper
- 6) Stapler
- 7) Pens
- 8) Name badges
- 9) APIBA tablecloth for registration desk
- 10) APIBA banner/posters
- 11) APIBA SIGs institutional poster. A mini-event is a good opportunity to publicise APIBA SIGs.

After the Event

1. The SIGs LOs will send the certificates of attendance to participants by e-mail in PDF format after the event.
2. The SIGs LOs should send out thank-you messages to the speaker/s and the host institution, with CC to the SIG Coordinators and APIBA President.
3. The SIGs LOs should include information about the mini-event in the APIBA SIGs report for the minutes of the next EC meeting, and the annual AGM report.
4. The SIGs LOs should write a brief report about the mini-event for the APIBA quarterly newsletter. Please note: include special thanks to the host institution and the speaker/s, if they have waived their fees.

2.7 APIBA SIGs & FAAPI ⁴

To SIG Coordinators:

Members of Graduate Teachers' Associations which are part of FAAPI (consult www.faapi.org.ar) can also participate in APIBA SIGs events free of charge. However, you will need to:

- 1 check that their dues to their Association are up to date (they should produce the receipt for the current year),
- 2 check against the list of FAAPI Member Associations that the Association in question is not in debt to FAAPI. Only members of Associations with zero debt⁵ may participate free of charge.

Regards,

APIBA SIGs Liaison Officers

⁴ Federación Argentina de Asociaciones de Profesores de Inglés

⁵ This information is constantly updated. The APIBA Treasurer should contact FAAPI.

3. Material to be Used by the SIG Liaison Office

3.1 APIBA SIGs Calendar

At the APIBA SIGs Opening Event, SIGs agree on the meeting dates for the whole year. See the example below:

APIBA SIGs Calendar 2012

To enquire about specific **SIG agendas** and any other information on **APIBA SIGs**, please contact sigs@apiba.org.ar

	Language & Phonology SIG	Literature SIG	Methodology SIG	Professional Issues SIG	e-TL SIG	Young Learners' SIG
Venue for regular meetings	INSPT_UTN 11-13.15	INSPT-UTN 10-12 2nd Saturday	Liceo Cultural Britanico 10-12	Skype 9-10.30	INSPT_UTN WiziQ 9-10.30	INSPT-UTN 9.30-12.00
March	APIBA SIGs Opening Event on March 31 at INSPT-UTN					
April	21	14	21	21	21	21
May	12	12	19	19	12	12
June	9	9	16	23	23	16
July	No meeting	14	14	No meeting	No meeting	No meeting
August	11	11	11	25	11	11
September ALL meetings on September 15 will take place from 10 to	Teacher's Day Lunch Party 15 (regular meeting in the morning)	regular meeting on 8/9 Teacher's Day Lunch Party 15	Teacher's Day Lunch Party 15 (regular meeting in the morning)	Teacher's Day Lunch Party 15 regular meeting on	Teacher's Day Lunch Party 15	Teacher's Day Lunch Party 15 (regular meeting in the morning)

3.2 Record of Receipt of After-Event Reports and Attendance Forms

The table below is used by the SIGs Liaison Officers to keep a record of the After-Event Reports (AERs) and Attendance Forms (AFs) that SIG Coordinators e-mail to sigs@apiba.org.ar or upload to the APIBA SIGs Google Site after each SIG event.

For example⁶:

APIBA SIG	Meeting 1	Meeting 2
e-TL SIG	Date: 19/03/2011 AER: YES AF: YES	Date: 09/04/2011 AER: YES AF: YES

APIBA SIG	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5	Meeting 6	Meeting 7	Meeting 8
e-TL SIG	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____
Methodology SIG	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____
Professional Issues SIG	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____
Literature SIG	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____
Language & Phonology SIG	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____	Date: _____ AER: _____ AF: _____

⁶"AER" and "AF" indicate that the relevant After-Event report and Attendance Form have been received by the SIGs Liaison Officer whereas "?" indicates that the relevant form has not.

3.3 SIGs Finances Record

The income of each SIG meeting and various grand totals (for each SIG, for all SIGs, etc.) are recorded by the APIBA SIGs Liaison Officers in the table below.


This information is then passed on to the Treasurer and a report is presented regularly at Executive Committee meetings and at the APIBA Annual General Meeting. N.B.: Addition formulas should be added to this spreadsheet in order to make the Liaison Officer's work easier and more efficient.

APIBA SIGs Income 2002	Meeting 1		Meeting 2		Meeting 3	
	Non-St/Mb	Advertising	Non-St/Mb	Advertising	Non-St/Mb	Advertising
Language & Phonology SIG TOTAL						
\$	\$	\$	\$	\$	\$	\$
e-TL SIG TOTAL						
\$	\$	\$	\$	\$	\$	\$
Literature SIG TOTAL						
\$	\$	\$	\$	\$	\$	\$
Methodology SIG TOTAL						
\$	\$	\$	\$	\$	\$	\$
Professional Issues SIG TOTAL						
\$	\$	\$	\$	\$	\$	\$
Income Non-members / Advertising	\$	\$	\$	\$	\$	\$
GRAND TOTAL						
\$						
APIBA SIGs income						
GRAND TOTAL						
\$						


3.4 Special SIG Event Sample Posters

The following are some posters that were used to publicise APIBA SIGs Special Events.


2013:




Saturday,
April 06



APIBA SIGs are back!




OPENING EVENT 2013



If you...

- ... have got a teaching degree
- ... are a teacher trainee
- ... are involved in the teaching of English and wish to attend quality teacher training events and be in touch with professional teachers of English
- ... live in BA, GBA, or somewhere in the province of BA with no local TA or wish to improve your IT skills online
- ... are willing to get together to share skills and knowledge with colleagues



JOIN US!

Join one or more of APIBA Special Interest Groups!



- ★ Language and Phonology SIG
- ★ Literature SIG
- ★ Methodology SIG
- ★ e-TL (e-Teaching & Learning) SIG
- ★ Professional Issues SIG
- ★ Young Learners' SIG

When? Saturday, 06 April

Where? INSPT-UTN, Av. Triunvirato 3174

CABA (Tube station: Tronador, line B)

What time? From 9.00 to 12.00

Common agenda for all first APIBA SIGs meetings

General Meeting: What is APIBA? What is a SIG? SIGs internal rules. Presentation of new SIG(s)
Individual SIG meetings: 1. (Re-)Election of two SIG Coordinators; 2. Exploration of interest areas to be dealt with in this year's sessions; 3. SIG annual calendar; 4. Following SIG session: online or on site? site / venue, and agenda (topics / activities / persons in charge / time allotted) **APIBA** members and teacher trainees who wish to attend (free of charge, proof of status required) enroll at <http://tinyurl.com/SIGsOpeningEvent2013>. If you are a graduate teacher and not an APIBA member yet, read APIBA FAQs www.apiba.org.ar come on April 06 and become a member!

Paid-up members of APIBA, members of paid-up FAAP Associations and teacher trainees can participate free of charge. All others are welcome. Fee for non-members: \$40

Saturday, November 30, 2013

SIGs Closing Event Annual General Meeting End-of-Year Toast

If you...

- ... have got a teaching degree
- ... are a teacher trainee
- ... are involved in the teaching of English and wish to attend quality teacher training events and be in touch with professional teachers of English
- ... live in BA, GBA, or somewhere in the province of BA with no local TA or wish to improve your IT skills online
- ... are willing to get together to share skills and knowledge with colleagues

Join one or more of APIBA Special Interest Groups!



- ★ Language and Phonology SIG
- ★ Literature SIG
- ★ Methodology SIG
- ★ e-TL (e-Teaching & Learning) SIG
- ★ Professional Issues SIG
- ★ Young Learners' SIG

When? Saturday, November 30

Where? INSPT-UTN, Av. Triunvirato 3174

CABA (Tube station: Tronador, line B)

What time? You are welcome to arrive at the time of the event/s you wish to attend

08.45 - 09.30 SIGs Individual meetings: 2013 Evaluation & Round-up

09.30 - 10.00 SIGs General Meeting: 2013 Evaluation & Round-up

10.00 Annual General Meeting 1st call

11.00 Annual General Meeting 2nd call

11.00 - 12.30 Annual General Meeting

12.30 - 13.00 APIBA Publications & APIBA Museum

13.00 - 14.00 End-of-year Toast

Paid-up members of APIBA, members of paid-up FAAPI Associations and teacher trainees can participate free of charge (proof of status is required). All others are welcome, but a token contribution will be requested.

Enroll at <http://tinyurl.com/APIBAClosing2013>

For more information write to sigs@apiba.org.ar

2010:



Asociación de Profesores
de Inglés de Buenos Aires

Asociación Civil sin Fines de Lucro
Personería Jurídica c. 7111 Res. 8524/79

APIBA Language & Phonology SIG

is pleased to announce a

Language Refresher Session

Coordinated by

Former APIBA President and renowned Advanced Language Teacher

Prof. Jorge Ghenadenik



Saturday, 2nd October, 10 to 12.30

At SBS Palermo Av. Coronel Díaz 1747, C.A.B.A.

APIBA Members and teacher trainees: \$40

Non-members: \$80

Limited vacancies

(priority to APIBA Language & Phonology SIG members & APIBA Members)

Pre-enrolment

<http://apibablog.blogspot.com/2010/08/apiba-language-refresher-session-by.html>



APIBA Methodology SIG presents ...
**A Report on AFS Intercultural
Education Course**

Intercultural Education: How intercultural are our lessons? How intercultural can they become?



When? Saturday, April 30th,
10.00 to 12.30

Where? E.N.S. en L.V. "Sofía
E. Broquen de Spangenberg",
Juncal 3251, CABA



Who? APIBA Member Silvana Garófalo

What? *Silvana will report on issues
dealt with during the First AFS
Intercultural Education
Workshop, which she attended in
October 2010 on an AFS-APIBA
scholarship.*



APIBA Members (with dues up to date) & teacher trainees (proof of status required) free of charge - \$10 voluntary contribution ticket -
Non-Members \$20

Enrol at:

**<http://tinyurl.com/intercultural-education> by Thursday April
28th**

Certificates of attendance will be issued upon request

3.5 Thank-you Letter to Host Organisations: Model Letter

At the end of each academic year, the SIGs Liaison Officers (sigs@apiba.org.ar) send the following email message to the organisations that kindly hosted APIBA SIGs meetings, with CC to secretaria@apiba.org.ar and presidente@apiba.org.ar

.....(mes)..... de 20....

(nombre/s directivo/s)

(cargo/s)

(nombre institución)

De nuestra consideración:

Tenemos el agrado de dirigirnos a Ud(s) con el objeto de expresarle(s) nuestro agradecimiento por haber cedido durante el ciclo lectivo 20.... las instalaciones de su institución para que se lleven a cabo las reuniones mensuales del Grupo de Estudio de APIBA SIG (*Special Interest Group*) coordinado por el / la Prof. y el / la Prof.

Aprovechamos la oportunidad para recordarle(s) que nuestra Asociación queda a vuestra entera disposición.

Sin más, saludan a Ud(s) atte.,

[Nombre y Apellido]

Secretaria/o APIBA

[Nombre y Apellido]

Presidente de APIBA

[Nombre y Apellido] y [Nombre y Apellido]

Coordinador/a(s) Generales de APIBA SIGs

3.6 Certificate for APIBA SIG Coordinators: Model Text

The following is a model of the certificate that SIG Coordinators are given at the end of each academic year.



Asociación de Profesores
de Inglés de Buenos Aires

Asociación Civil sin Fines de Lucro
Personería Jurídica c. 711 Res. 8524/79

Se otorga el presente certificado a

por su participación en calidad de

de las siete reuniones mensuales del año académico 2013

del Grupo de Estudio (Special Interest Group)

con una duración de dos horas reloj por reunión.

Secretaria APIBA

Presidente APIBA

Buenos Aires, _____ de 20__

3.7 SIG Coordinators' Meetings

The meetings that SIG Coordinators and the SIGs Liaison Officers hold are an important part of the APIBA SIGs Programme as it is at these meetings that relevant issues related to the management of the SIGs are discussed, solutions to problems are sought and new proposals are made by everyone present.

Although the APIBA SIG Coordinators and the SIGs Liaison Officers keep in touch regularly by e-mail, or through face-to-face or virtual meetings, to resolve minor problems and to discuss matters related to each particular SIG, at the general meetings issues that concern all the SIGs are treated in depth and conclusions are reached.

These meetings should be held at the APIBA SIGs Opening Event, at the APIBA Annual Seminar, and at the APIBA SIGs Closing Event every year.

Organisation of SIG Coordinators' Meetings

In order to plan an efficient and profitable SIG Coordinators' meeting, the SIGs Liaison Officers should:

- *Before the meeting:*
 - * draw up an agenda including
 - the evaluation of the various materials/tools used to run the SIGs (e-forms, AER, AF form, etc.);
 - any problems that may have arisen in the various SIGs throughout a given period of time so that possible solutions can be looked into;
 - any issues that need to be discussed;
 - the analysis of new proposals that aim at improving the SIGs Programme;
 - * circulate a draft agenda among the SIG Coordinators so that they know in advance the topics that will be dealt with and they can also suggest any other topics that may be worth including.
- *During the meeting:*
 - * the SIGs LOs chair the meeting and take the minutes of the meeting;
 - * ensure the items on the agenda are dealt with;
 - * encourage all the SIG Coordinators to share their positive and negative experiences of running the individual SIGs;
- *After the meeting:*
 - * check draft minutes before distribution;
 - * distribute the minutes among the SIG Coordinators and the APIBA Executive Committee;
 - * include the main conclusion of the SIG Coordinators' meeting in the monthly report sent to APIBA Secretary for inclusion in the next APIBA Executive Committee meeting;
 - * update the sections of the SIGs Handbook on the basis of the suggestions made and/or decisions taken at the meeting.
 - * distribute the updates of the relevant sections of the SIGs Handbook among the SIG Coordinators.

3.8 APIBA SIGs Coordinators' Meetings 2000 - 2001

The following are some of the issues that were dealt with at the 2000 and 2001 APIBA SIG Coordinators' meetings:

- Evaluation of various aspects concerning SIGs administration, organisation and logistics, and suggestions for improvement. Specific topics that were discussed included the adequacy and/or effectiveness (or lack thereof) of:
 - i the venues where the different SIGs held their monthly meetings;
 - ii the various forms and other materials that were being used to run the SIGs;
 - iii the channels of communication between SIG members, SIG Coordinators, SIGs Liaison Officer and the APIBA Executive Committee.
- Definition of the role of SIG Coordinator and the main responsibilities it entails. It was agreed that a SIG Coordinator performs three distinct roles:
 - i an *administrator* who implements the various tasks involved in running a SIG as specified in section 1.6 of the present Handbook;
 - ii a *communicator* who undertakes to get across the overall philosophy of the APIBA SIGs project, insisting on the fact that a SIG is a study group in which all members are expected to participate actively, interact as peers and take responsibility for any issues affecting the SIG;
 - iii a *representative* of APIBA within each SIG who oversees that APIBA Statutes and the SIG Internal Rules are observed and keeps SIG members informed of any relevant issues and news concerning the Association.
- Discussion of possible solutions to problems arising from the management of the SIGs, for example:
 - i how to encourage all members to participate actively and break down any barriers related to differences in SIG members' academic background or status;
 - ii how to manage conflict within the SIG, e.g. difficult personalities, incompatible interests, etc.;
 - iii how to manage time more effectively in order to cover the agenda set for a meeting;
 - iv how to foster SIG members' commitment to the group in order to prevent high membership turnover and situations that tend to cause members' disappointment, such as members who, being in charge of an item on the agenda, do not show up at the meeting;
 - v how to increase SIG membership.
- Analysis of new proposals put forward by SIG members, SIG Coordinators, SIGs Liaison Officer and/or the APIBA Executive Committee, for example⁷:
 - i sharing the work of the various SIGs by means of poster presentations at conferences (e.g. FAAPI conferences), APIBA events (e.g. Annual Seminar) and SIG events (e.g. Opening and Closing SIG Meetings, Special SIG events), etc.;
 - ii organising an annual or biennial SIGs symposium;
 - iii setting up SIG(s) e-mail discussion lists;
 - iv publishing SIG(s) e-Newsletters;
 - v submitting proposals to Education authorities (e.g. on curriculum design innovations, etc.);
 - vi establishing contact with SIGs of other national and/or international teachers' Associations.

⁷ See APIBA SIGs Internal Rules, section 1.5, item 9.

The ***APIBA SIGs Handbook*** is a compilation of all the texts, forms and various materials produced by former APIBA SIGs Liaison Officer Analía Kandel (1999-2003), which have been used to run the Special Interest Groups (SIGs) of the Association of English Teachers of Buenos Aires (APIBA) since the SIGs were launched in April 2000 in order to fulfil one of the main aims of the Association: the professional development of English teachers in the City and Province of Buenos Aires. The current publication presents the 2009-2013 updated version.

The Handbook contents include:

- **general information about APIBA SIGs** – Past, Present and Future of APIBA SIGs, Annual General Meeting Reports on APIBA SIGs, FAQs, Welcome Letter from the President, SIG Internal Rules, SIG Coordinators' Duties, SIG Liaison Officers' Duties, APIBA SIGs Timetable (Sample), Model Letter for Advertising at SIG Meetings, information on "APIBA shares APIBA SIGs" scheme and selected quotations on SIG members' and coordinators' opinions about APIBA SIGs;
- **material to be used by APIBA SIG Coordinators** – SIG Membership e-Form, Attendance Form, Event Evaluation Form, After-Event Report Form, Proposal Form for SIG Guest Speakers and information on "APIBA SIGs & FAAPI" scheme;
- **material to be used by APIBA SIGs Liaison Office** – APIBA SIGs Annual Calendar, Record of Receipt of After-Event Reports and Attendance Forms, SIGs Finances Record, Special SIG Event Poster (sample), APIBA SIGs Opening / Closing Event (model letter to exhibitors), Model Thank-you Letter to Host Organisations, Model Certificate for SIG Coordinators and information on SIG Coordinators' Meetings;
- **general information about APIBA** – What is APIBA?, APIBA Statutes and more information about APIBA.

The aim of this publication is threefold. First, APIBA wishes to share with its members the challenging experience of setting up and keeping the APIBA SIGs project alive. Secondly, this publication aims to provide APIBA SIG members and Coordinators with practical advice and the necessary materials for running the SIGs effectively. Thirdly, APIBA hopes to contribute to the successful implementation and management of study groups for professional development in other Teachers' Associations on the basis of the model set by APIBA.

Analía Kandel was awarded a Master of Arts (with Distinction) in the Teaching of English as a Foreign Language from the University of Reading, United Kingdom. She is a graduate of Instituto Nacional Superior del Profesorado "Dr. Joaquín V. González", Buenos Aires, Argentina. She was APIBA SIGs Liaison Officer (1999-2003) and President of APIBA (2009-2013).

Viviana Myslicki graduated as a Profesora de Inglés from Instituto Superior del Profesorado "Dr. Joaquín V. González", and as a Licenciada en Educación from Universidad Nacional de Quilmes. She has specialised in English Language and Phonology, and has lectured in Language at Instituto Nacional Superior del Profesorado Técnico (INSTP-UTN) for more than 30 years. She has also lectured in Phonetics at Instituto Superior de Formación Docente No. 24, Bernal, Universidad de Belgrano, and currently at INSPT. She is an active member of the Language & Phonology and e-Teaching and Learning SIGs. She is also Co-Director of Studies of T.E.L. Center, School of English. She was co-Liaison Officer of APIBA Special Interest Groups (SIGs) (2010-2014).

Romina Arena graduated as a Profesora de Inglés e Inglés Técnico from Instituto Nacional Superior del Profesorado Técnico, Universidad Tecnológica Nacional (INSPT-UTN). She has been an assistant teacher in the chairs of English Language I and English Language II at INSPT-UTN for 7 years. She was co-Liaison Officer of APIBA Special Interest Groups (SIGs) (2010-2014) and member of the Language & Phonology and e-Teaching and Learning SIGs.