



14 CercleS Executive Committee Meeting
20 April 2026: 16:00-17:00 CET / 17:00 Finnish time, via Zoom

Minutes

Apologies: Mia Panisse, Tom Grainger

Approval of EC minutes of 3 March 2026

The minutes are approved.

Update from President

Alessandra Fazio has the floor

a. *Conference: abstracts received*

b. *Abstracts accepted*

- The organisers accepted 173 abstracts: 140 with no revision, and 33 with revisions. Around 13 proposals were rejected due to not being on topic or due to methodological problems. Presentations will be mostly in English, but also in Spanish, French, German, and Italian.
- They accepted 27 workshops, which will be grouped together according to theme.
- They also accepted 26 posters, which will be available digitally on Padlet. Each conference participant will receive a link and QR code for these. Participants will be able to vote for the best multilingual posters.

c. *Plenary speakers and programme*

- The programme is being updated online. Presenters of papers/workshops who have paid will have their sessions indicated on the programme.
- Plenary: All the plenary speakers (Neus Figueras, Carmen Argondizzo, Mike Mayor, and Francesca Romana Lenzi) have confirmed their availability. Alessandra will find a way to involve Nick Saville in the programme.

d. *AOB regarding the conference*

- Around 130 participants have paid the early bird registration fee, and 200 have registered without payment (because they need an invoice).
- About 10 or 12 people have applied for the Erasmus mobility linked to the Conference.
- Ruth will take care of the payment of 5000 euro to the Conference organisers.

e. *Registration of EC members*

As far as Alessandra knows, Paola has arranged this.

f. *Accommodation of EC paid?*

Ruth confirms that this has not been paid. She will follow up.

Update from Vice-President

Julia has to send Carmen Argondizzo and Anne Chateau their new contracts as editors-in-chief. These have to be accepted by De Gruyter first, and will be mentioned at the CC meeting if it has been finalised by then.

Presidency

Dr Julia Zabala Delgado | University of Girona | Institut de Ciències de l'Educació Josep Pallach-Servei d'Aprenentatge i Innovació Docent | Edifici Jaume Casademont | C/ Pic de Peguera, 15, porta B, 1a planta, despatx 4 i 33 | Parc de Recerca i Innovació | 17003
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Libor notes that we have to check with Anne whether she will be completing her 2-year period as editor-in-chief this year, or whether she will continue. Julia will follow this up with Anne.

Update from Secretary General / assistant

a. *Situation of courses offered by CercleS (Boost and Leadership)*

- There were an insufficient number of participants for Boost Your Language Teaching Skills, and also for the first module of the Leadership training, so the trainings will not continue.
- Julia mentions that she would like us to follow the training model of AKS where there are various trainings available hosted by various trainers in the NA, and asks the EC's permission to raise this point at the next EC meeting, and subsequently the CC meeting.

b. Invitation for CC meeting

The invitation for the CC meeting has to be sent out, along with accompanying documents (to be sent on Monday, 27 April). Alessandra to send Zaan any information regarding the conference by Sunday, 26 April.

Deadline for Agenda (26 April) and slides for CC meeting (3 May) – portfolios to please complete their slides in time. Julia will draw up the agenda.

c. Next newsletter to be sent out - A newsletter has not been sent out in April, so we will send one out on Wednesday. Special content: promote the new FG and their webinar.

d. Invoices for membership fees sent out

Zaan sent out the invoices to all NAs and AMs. She has not heard from ACLES or ReCLES regarding member numbers for invoicing. The person responsible for administration in ACLES has left, so Juana will send the updated contact details to Zaan. The number of members has remained the same, so Zaan can send the invoice. Julia will try to contact Manuel by phone.

e. Updates to membership list (Excel), website list of IMs, and website subscribers

With the updated contact information, Zaan will update the lists accordingly.

Update from Treasurer

a. Financial subsidies for FG (number received, number accepted)

Zaan to forward any subsidies payable to Ruth

b. Subsidies for travel (number received, number accepted)

Zaan to forward any subsidies payable to Ruth

c. Status of contribution to the conference

Alessandra will send the email to Ruth regarding the information needed, and Ruth (in conjunction with Tom) will process the payment.

Next EC meeting: Monday, 4 May 16:00-17:00 CET

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dans l'Enseignement Supérieur

European Confederation of Language Centres in
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Tasks:

- **Ruth** to follow up with the hotel in Rome for the EC accommodation (Zaan to forward the email)
- **Julia** to follow up with Anne Chateau whether she will be completing her 2-year period as editor-in-chief this year, or whether she will continue.
- **Julia** to draw up the agenda for the CC meeting by Sunday, 26 April.
- **Alessandra** to send Zaan any information regarding the conference for the CC meeting invitation by 26 April.
- **Zaan** to send out the CC meeting invitation on Monday, 27 April.
- **Portfolios** to finish their CC meeting slide contributions by Sunday, 3 May.
- **Zaan** to forward any subsidies payable to Ruth
- **Alessandra** to send the email to Ruth regarding the information needed,
- **Ruth** (in conjunction with Tom) will process the outstanding payments from April

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