

## **ALWD Biennial Conference Site-Selection Criteria**

The site-selection criteria detailed below will be used by the Conference Site Committee to determine which proposed sites to recommend to the ALWD Board, and by the Board to select the site.

### **I. Factors most relevant to assuring a conference that is well attended by a diverse cross-section of ALWD members and legal-writing professionals.**

The factors below are listed in order of priority.

1. The proposed site is located in a community whose civic culture, leadership, and current events reflect ALWD's values of equity, diversity, and inclusiveness, and that would be perceived by ALWD's diverse membership as safe, accessible, and welcoming.

“Community” encompasses the host institution, the municipality in which it is located, and also the state in which it is located.

2. The accommodations designated for those attending the conference are sufficient for the expected number of attendees, accessible, comfortable, affordable, and convenient to the conference facilities.
3. The proposed site is one that would be reasonably easy to travel to, considering both logistics and expense, for ALWD's geographically diverse membership.
4. The community in which the proposed site is located offers activities and attractions that would be appealing to ALWD members and friends and family who may accompany them to the conference.
5. The proposed site is located in a community or region of the country different from the sites of the two most recent ALWD Biennial Conferences and most recent LWI Biennial Conference.

### **II. Factors most relevant to assuring that the conference will provide a quality experience to attendees, presenters, and vendors.**

The factors below are listed in order of priority.

1. The proposed conference facilities provide adequate meeting rooms for plenary sessions, breakout sessions, vendor displays, and meals, taking into account the expected number of attendees, presenters, and vendors.

“Adequate meeting rooms” encompasses the number and seating capacity of available rooms, the availability of technology and media, design and aesthetics, accessibility, and other factors relating to physical comfort.

2. There are appropriate venues for holding the opening reception and the conference gala at or convenient to the conference facilities.
3. There are capable and affordable caterers in the community who can offer a variety of cuisines and accommodate various food preferences and dietary restrictions in providing breakfasts, lunches, snacks, and drinks at the conference facilities.
4. The host institution has adequate staff and resources that it is willing to commit to supporting and assisting with conference planning, registration, and operation of the conference events.
5. Conference attendees will have access to Wi-Fi throughout the conference facilities at no cost to the attendees.

### **III. Other factors.**

1. The Committee and Board will view more favorably proposals that thoughtfully and thoroughly address all of the criteria stated in sections I. and II., and thereby demonstrate the high level of communication, planning, and attention to detail required of an effective conference host.
2. The Committee and Board may consider whether the proposed host institution has hosted an ALWD Biennial Conference or has previously applied but not yet been afforded the opportunity to host.

### **Notes:**

1. The call for proposals will include a copy of the site-selection criteria approved by the Board and will solicit information from proposers that will enable the Committee and Board to effectively apply the site-selection criteria in making their respective recommendations and selection.
2. The call for proposals will inform those submitting proposals that the Committee (1) may survey and solicit comments from ALWD members regarding whether the proposed site is located in a community whose civic culture, leadership, and current events reflect ALWD's values of equity, diversity, and inclusiveness, and that would be perceived by ALWD's diverse membership as safe, accessible, and welcoming; and (2) may disclose in the survey or solicitation of comments all or part of the information provided in the site proposal regarding that criterion. In conducting a survey or soliciting comments, the Committee will identify the city in which the proposed site is located, but will not identify the proposed host institution.

If the Committee receives comments regarding a proposed site that raise an issue of concern for the Committee, the Committee will inform the proposer of that concern and provide it with an opportunity to respond.

3. Until the Board announces the selected site, each proposer must supplement its proposal to reflect new information relevant to any of the criteria, especially any events bearing on criterion I.1.
4. Once a site has been selected by the Board, the host institution has a continuing obligation to inform the Committee and Board of any new information relevant to any of the criteria, especially any events bearing on criterion I.1.
5. The Board retains the right to change the location of the conference site once selected, or cancel the conference altogether, at any time before the conference if it receives significant new information relevant to any of the criteria, especially any events bearing on criterion I.1. In deciding whether to change the conference site or cancel the conference, the Board will consider the difficulty of finding an alternative site, and the disruption of plans and financial commitments already made by registrants, presenters, vendors, and the host institution.