



## **International Workshop Conference Site Proposal**

### **AN OFFICIAL LETTER OF INVITATION**

If your campus is interested in hosting the AAPT International Workshop Conference in the summer of 2014 or the summer of 2016, the first step is an official letter of invitation from your college or university. Usually this is a letter from the President of your institution. Such a letter does not commit your institution to hosting the conference, but demonstrates its willingness to support the conference. Letters of invitation should be sent as email attachments to Emily Esch, Executive Director, American Association of Philosophy Teachers, at [ED@philosophyteachers.org](mailto:ED@philosophyteachers.org).

### **A CONFERENCE PROPOSAL**

The inviting members will need to submit a conference proposal itemizing the facilities and services your institution will be able to provide for the conference, and the costs associated with them. We understand that the proposal is not an official contract. We recognize that costs quoted may change slightly in the year leading up to the conference. It also may be that at this point a good estimate of costs associated with certain items may not be available. For example, if your institution is in the process of changing food service companies, it may not be possible to give more than a very rough estimate of what the cost for meal plans will be.

- Below is information about AAPT conference needs based on past experience.
- N.B. All meeting, eating and housing facilities should be handicap accessible.

### **1. CONFERENCE SERVICES**

Does the campus have a conference administration service that collects the registration fees and handles the financial end of the conference? What services are provided? What is the fee per conference participant for this service? (Some examples of administrative support services which have been provided by conference services in the past include: serving as the liaison with the housing office and with food services, providing credit card services, creating name tags for conferees, and providing conference packets with local information.).

A conference website is required to make information about the conference, registration/payment, the host institution and the community available. The proposal should indicate whether the institution is willing to create and maintain this site as well as whether the institution is equipped to handle the online registration and payment arrangements.

## **2. ON-SITE CONFERENCE COORDINATOR AND STUDENT HELP**

The AAPT will need to work closely with a person on the campus to coordinate all the aspects of the conference, especially in the six months leading up to the conference. Conferences have worked best when this person is a member of the AAPT and is a person who is dedicated to having a successful conference. Does the institution have a person who is willing to be the on-site coordinator? Who is this person? Is the person a member of the AAPT?

In addition, in the past students have helped during our conferences by setting up and checking room equipment, running errands, providing information, etc. The proposal should indicate whether there would be any students available to help with the conference.

## **3. MEETING FACILITIES:**

- 6-10 seminar-style rooms, each with a capacity of 25-35 people. Rooms should be well insulated from each other and have space to allow for rearrangement of chairs and tables (most workshops are conducted "in the round"). Each room should be equipped with at least an overhead projector. Some rooms should have video equipment and/or a data projector.
- 1 additional seminar room, with a capacity of 25-30 people. This room will be used for the Teaching Seminar for Graduate Students and Beginning Philosophy Teachers. The room should be available from 8:00 a.m. to 12:30 p.m. each day of the conference, and should be located in the same building as the rooms for the workshops.
- 2-4 computer labs (at least one with Internet and E-mail access). There should be a minimum of 12 computers per room.
- 1 auditorium with a capacity of 150-175 people. This room will be used for plenary sessions, the Presidential Address, and the general business meeting. There should be a microphone available, and it should be possible to arrange for other A/V equipment as needed (e.g. overhead projector, slide projector, video projector, computer projector, etc.)
- Information/Registration area: This area should be convenient to either the housing or the area where the workshops will be located. There should be a message board available.
- Book Display room. This room should be centrally located among the conference rooms that will be used for the workshops. This room should also have a lock so that it can be secured at the end of each day.

- Coffee and Cold Drink Break Space(s). If a single area will be used it should have a capacity of at least 75 and preferably 100 people. Ideally, there would be chairs available for people to use if they wish to relax during the breaks. A private lounge or gathering room would be ideal, but we can usually work with what is available.

If there are any additional charges related to the use of any of these campus facilities, please include this information in the proposal.

#### **4. EQUIPMENT**

AAPT presenters may wish to use video, PowerPoint, or the like in their workshops. The availability of A/V equipment should be noted. Some host universities will include technical support for multimedia equipment in the general administrative fee. However, it may turn out that our needs exceed what the university is willing to supply gratis. Any additional expenses that might be incurred from the use of computer facilities and/or audio-visual equipment will need to be specified in the proposal. Proposals should indicate availability of Internet access for conference participants to access their e-mail.

#### **5. HOUSING**

All housing should be in the same area of campus (i.e. not divided or spread out across campus) and should be a short distance from the building housing the workshops. Proposals should indicate whether it is possible for conference participants to stay additional nights and at what cost.

- Single rooms: 50-60. Individuals requesting a single room should have private sleeping quarters, although a shared bath is acceptable.
- Double rooms: 20-40. Individuals requesting a double are willing to share sleeping quarters with one other person. (No bunk beds, please.)
- Room description, including what services (e.g., wireless internet connections) or features (e.g., air conditioning, refrigerator) included in the rooms.
- Are there suites available? A suite should have a minimum of two bedrooms with two separate beds in each room, and one full bath. Indicate whether a kitchen is available.
- The linen arrangements and costs.
- Gathering Area. Conference participants have consistently expressed the need for a centrally located space for informal gatherings. People would like to be able to "hang out" together, discuss teaching, play games, etc. and need a place to do so. In addition, such an area would offer participants a place to go to just see who's around and find out if something's up.

## 6. FOOD SERVICE

- **Meals.** Proposals should include a description of the dining or cafeteria facilities, their capacity, and their location relative to the housing and workshop sites. We will also need to know how many and which meals will be available. More and more of our conference attendees are vegetarians or vegans, so the dining service **must** be able to provide vegetarian and vegan **entrees**. The proposal should estimate the cost per meal, the cost of a conference meal pass (for the entire conference) and should indicate whether there is a discount on meal tickets for children under a certain age. It might also be helpful to include a sample one-week menu.
- **Social events.** At each IWCTP, we try to have at least two organized social functions for conference participants. In the past, these have included a wine-and-cheese party and a cookout/ice-cream social. For the wine and cheese party, we contracted for fresh fruit, cheese, and cold drinks for 100-150 people. AAPT can provide the wine if the university's alcohol policy requires it. For the cookout and ice cream social, we contracted for food to barbeque such as steaks/burgers and hot-dogs, vegetarian and vegan entrees, drinks and ice cream. The AAPT received some credit toward the catering charges from the meal cards that participants had purchased. Proposals will need to provide approximate costs for the food/drinks for such events and also catering (labor) costs, if separate.
- **Coffee breaks.** In addition to meals and special events, the AAPT typically contracts for coffee and hot tea breaks in the mornings, and cold drink breaks in the afternoons. Proposals will need to include approximate costs for food/drink for "breaks" as well as any catering (labor) costs, if separate.

## 7. CHECK-IN

Proposals should describe check-in and checkout procedures, and should indicate what accommodation can be made for late arrivals, late departures, and early departures. In the past, we have had participants arrive as late as midnight. It should be possible for these people to pick up their room keys and conference program even if they cannot officially register until the next morning. The proposal should also indicate the amount of deposit for a room key, whether the deposit is refundable, and the charge for replacing a lost key.

## 8. TRANSPORTATION AND PARKING

- **Air Travel.** What is the nearest airport to the campus and how convenient is the air service to that location? The arrangements available for transportation to/from the airport should be indicated in the proposal (including costs associated with airport limousine or taxi service, and distance between airport and campus).
- **Driving.** Many participants drive to the conference or rent a car and will therefore need parking on campus. Any charges for, and restrictions on, the use of parking on campus should be specified in the proposal.

## **9. RECREATION**

Participants are usually interested in purchasing recreation passes that allow them to use the recreational facilities on the host campus. Proposals should include a list of facilities that will be available for use and the hours those facilities are expected to be open, as well as the cost per pass for conference participants.

## **10. REFUNDS**

A policy concerning refunds will need to be included in the final contract.

## **11. INSURANCE**

Does the university or college require the AAPT to carry liability insurance for the conference? If so, what type of insurance and for what amount? Is there a local company that often provides special event coverage for your university?

## **12. DAYCARE**

Some institutions have on-site daycare facilities. If yours does, we would need information concerning whether the services will be available to our members, during which hours, and at what cost per child. Any age restrictions should be included, as well as information pertaining to any special liability concerns. In the recent past, demand for daycare facilities has been low (0-3 families).

## **13. LOCAL INFORMATION**

People who attend the AAPT conferences enjoy socializing with one another, and often bring families with them. Thus, a significant consideration in the selection of a conference site is local attractions. The conference proposal should include information on nearby:

- museums
- state and local parks, and nature attractions
- stadiums and sports
- theme parks
- restaurants, pubs
- other interesting sites.