

The CWPA Annual Conference in *Your Backyard!*



The Council of Writing Program Administrators (CWPA) is soliciting **proposals to host the CWPA Summer Conference, Workshop, and Institutes** in 2018, 2019, 2020, and possibly beyond.

As regular attendees know, the CWPA Summer Conference, Workshop, and Institutes are sponsored by one or more institutions and hosted by local WPAs as well as faculty, students and staff in their writing programs. This is **an excellent opportunity to be active in CWPA**, to build working relationships with WPAs in your area, and to showcase your academic institution and home area.

Upcoming conference sites include:

2016 Raleigh, NC

2017 Knoxville, TN

Those interested in sponsoring a Summer Conference and Workshop for 2018, 2019, 2020 (or beyond) should **submit a complete proposal, using the recommended format below**, to Heidi Estrem (heidiestrem@boisestate.edu), Chair of the CWPA Conference Siting Committee, no later than November 1, 2015. In proposing various sites for events, please keep in mind the CWPA's new Conference Siting Best Practices guidelines, attached below.

Tentative dates for the events are below, but proposers can suggest other dates if necessary. Please avoid the July 4th weekend.

Year	Workshop	Institutes	Conference
2018	July 15-18	July 19	July 19-22
2019	July 14-17	July 18	July 18-21
2020	July 12-15	July 16	July 16-20
Beyond	Week in mid July	Week in mid July	Week in mid July

Please contact Heidi Estrem or any other members of the committee for advice. Committee members include Heidi Estrem, Sandie Friedman, Brandy Grabow, Kelly Kinney, Jen Talbot, and Joel M. Williams.

Submit your proposal via email attachment by **November 1, 2015 to Heidi Estrem** (heidiestrem@boisestate.edu) Chair of the CWPA Summer Conference Siting Committee.

CWPA Summer Conference Site Proposal

If you are interested in hosting an upcoming CWPA Summer Conference, please prepare a proposal that includes the following information.

Contact Information

Include names and contact information for all parties responsible for hosting any event. Be sure to indicate who will serve as local chair, i.e. the person primarily responsible for coordinating all events.

Rank Order

Rank by number your preferred year(s) for hosting the conference. Please note if you are proposing dates different from those specified below. The Workshop runs from Sunday afternoon through the Wednesday evening outing; the Institutes take place on Thursday morning and afternoon, the Conference begins Thursday evening and runs until Sunday morning.

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2018	July 15-18	July 19	July 19-22
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Management

Describe who will be responsible for fulfilling the duties of the local arrangements committee. If more than one institution and/or committee is involved, please explain the distribution of responsibilities.

Accommodations and Meeting Spaces

- securing suitable meeting locations and rooms for the Workshop, Institutes, and Conference
- arranging for an exhibitor space; serving as liaison with publishers
- arranging for technology (computers, projectors, internet connections) and on-site technical support
- securing housing options for all participants
- arranging for a banquet (typically Friday evening)
- arranging for a social event on Saturday night (e.g., a recreational or cultural event, a picnic), including transportation
- arranging for meals throughout the week

Guides and Information

- providing a guide to local eateries, attractions, and transportation
- preparing an Accessibility Guide, if possible
- supporting copying and material needs for Workshop, Institute, CWPA President/Executive Board

Logistical Support

- preparing registration materials and processing registration fees (or including an estimated budget proposal for a company to do this work)
- providing a Web site with details about the Workshop, Institutes, and Conference (also can be outsourced).
- staffing the registration table

- soliciting local sponsors/support, when possible

Workshop, Institutes, Conference Site Description

Describe the proposed sites for the Workshop, Institute, and Conference, including number and size of meeting spaces, costs, and means of transportation between sites. Be sure to note whether costs of meeting rooms are offset by hotel room reservations in the same facility.

Estimate costs of food provided for group events.

Include information about availability of technology, tech support, and any related costs.

Workshop (if possible, two simultaneous workshops of 20 each should be accommodated)

Describe space for meeting, breaks, and meals. Describe possible Sunday evening social event/activity and Wednesday dinner/outing, including transportation and estimated cost of both. Estimate cost of food for the following group meals:

Four breakfasts

Three lunches

The opening social event (Sunday) and closing dinner/outing (Wednesday).

Institutes (typically 3 concurrent institutes, limited to 25 participants each) Describe space for meetings and breaks. Include cost of breakfast, lunch, and snacks.

Conference (400-450 attendees. One room must hold 450. Depending on the site, there are anywhere from 12-15 concurrent sessions.) Describe space for sessions, breaks, and meals.

Estimate cost of food for the following group meals:

Three breakfasts (buffet/open)

Two lunches (plated or buffet)

One dinner banquet (traditionally Friday night)

An opening reception (Thursday night; traditionally hors d'oeuvres and a no-host bar)

Accommodations and Transportation

Describe location and cost of proposed overnight accommodations for the Workshop (20-40 participants), Institutes (up to 75 participants) and Conference (up to 350 participants). Describe availability and average cost of transportation to the conference city as well as transportation from the airport to conference site and/or hotel(s) and transportation between sites. Include cost of parking at any site.

Conference Locale

Describe the appeal of the proposed conference city, including local attractions. Describe possible Saturday evening social events, including estimated cost and transportation logistics.

Institutional Support

Describe the level of institutional support provided. Note types of sponsorship, including any institutional conference arrangers, and any in-kind contributions your institution(s) can provide, including personnel, financial support, Web hosting, publishing and photocopying services, etc. CWPA is not able to share a percentage of proceeds, beyond the cost of services, with sponsoring institutions, including conference centers.

CWPA Conference Siting Best Practices

Approved June 2014

The Council of Writing Program Administrators (CWPA) is a national association of writing professionals with interests in developing and directing writing programs. In support of this mission, the annual CWPA Conference provides an opportunity for writing program administrators and writing instructors to gather to share knowledge and experience. In conjunction with the conference, the CWPA leads a Workshop that provides an in-depth introduction to writing program administration for new or aspiring WPAs. The CWPA also offers several day-long institutes, providing professional development on topics of interest to writing program administrators. To meet these goals, the following best practices should be considered when choosing sites for the CWPA Workshop, Conference, and Institutes:

Maximize Opportunities for Participation

- Consider affordability of travel and lodging in the proposed city (large cities can have more affordable plane fare but more expensive hotel costs, smaller cities the reverse)
- Consider access to and cost of technology at conference site. Provide alternatives if warranted.
- Consider proximity of meeting locations and lodging; provide or identify options for travel between sites
- Consider availability of food, including cost and variety, within walking distance of conference site
- Consider access to cultural and recreational amenities near the conference site

Ensure Smooth Operations

- Identify a local arrangements chair and committee of sufficient size and with adequate institutional support to meet the following responsibilities:
 - securing suitable meeting locations and rooms for the Workshop, Institutes, and Conference
 - securing housing for all participants
 - arranging for a banquet
 - arranging for a social event on Saturday night (e.g., a recreational or cultural event, a picnic)
 - arranging for meals throughout the week
 - staffing the registration table
 - preparing registration materials and processing registration fees
 - developing conference signage, including signage directing conference participants to events and or hard to find conference rooms, and signage thanking conference sponsors.
- Identify resources for developing and maintaining the conference website and providing other conference advertising, to be coordinated with the President of CWPA.
- Work with CWPA to coordinate exhibit area.
- CWPA relies on the revenue it generates from conference registration so be aware that some conference sites require organizations to share conference registration fees.

Choose Locations that Support Diversity

- Vary geographical and institutional locations for conferences, when possible.
- Choose venues (hotels and surrounding area) that welcome cultural diversity, for example by making available gender-neutral restrooms and accommodating food preferences.

- Be aware of state and local laws or policies of the hosting institution or conference facilities that may inhibit free expression or limit participation of all constituencies, including members of the LGBT community.
- The siting committee will give preference to those sites whose regional legislations, hosting institutional policies, and conference hotel policies do not infringe upon the rights of CWPA members based on race, creed, gender, sexual orientation, socioeconomic status, gender identification.

Ensure Accessibility

- Consider accessibility of all sites related to the workshop, institutes, conference, hotel accommodations, and social activities for those with sensory, mobility, or communication impairments.
- Ask venues for information about accessibility. Local arrangements committees should do site visits to identify any accessibility problems that need to be addressed (for example, building layouts that could be challenging for those using wheelchairs or with visual impairments.)
- Make accessibility information available on the CWPA Conference website at time of registration, including information about transportation to the conference site and surrounding area.
- Provide space on registration form to request accommodations.
- Offer tips on making conference presentations more accessible.
- Consult relevant sources for making conferences accessible such as <http://composingaccess.net/> and <http://disabilityrhetoric.com/access/> (with an example of a CCCCs 2013 Accessibility Guide)

Support Fair Labor Practices

- Agreements with hotels and other vendors should, when possible, support fair and ethical labor practices.
- When possible, do business with a union hotel. Unite Here's online Union Hotel Guide will identify the nearest union hotels in the site city. (The Union Hotel Guide app for iPhone can be downloaded at <http://www.unitehere.org/>).
- Avoid hotels involved in labor disputes or under boycotts. If there are no union hotels in the site's area, the Union Hotel Guide can alert consumers to area hotels involved in labor disputes or under boycotts due to exploitative labor practices.
- Negotiate a contract that includes a *force majeure* clause that releases the CWPA in the event of a labor dispute or strike. The non-profit Informed Meetings Exchange (INMEX) specializes in this kind of negotiation.
- Consider contacting an INMEX meeting planner who will select suitable hotels, negotiate competitive rates, and make all arrangements at no cost to CWPA or its members. For more information visit the INMEX website and contact Christine Busiek, CMP, Director, Meeting and Event Planning, [314-302-7392](tel:314-302-7392), cbusiek@inmex.org.

Support Sustainable Environmental Practices

- Select hotels and conference venues that demonstrate sustainable environmental practices such as recycling, reuse of linens, and so on.