



LegalWriting
institute

We Write: LWI Scholarship Retreat Program

Program Guidelines:

Goal of the program:

Short term: Provide a fixed space and dedicated time for legal writing professors to retreat from their regular professional and personal commitments to devote themselves to focused and intensive scholarly writing.

Long term: Help participants develop their own habits of scholarly writing and promote an active community of scholars who might then organize independent and spin-off retreats with small groups of writers.

Who: Legal writing professors (full-time faculty teaching legal writing at any law school)

What: 4 day, 3 night writing retreat

Where: Various reserved homes that sleep 6 to 8 adults with sufficient private writing space

When: Law-school-break times, most likely in early December, early May, and late July.

How: LWI will provide funding for lodgings; participants will pay for their own transportation and food

Facilitating the Retreat:

The Discipline Building Working Group (DBWG) is responsible for the administration of the program. After DBWG has determined the date of a retreat, a member of DBWG will serve as coordinator or designate a coordinator for each retreat. That coordinator will research and reserve the retreat site with reimbursement for the lodging from LWI.

The coordinator will:

- Work with the LWI website coordinator to post an announcement for the retreat (as well as post the announcement on the LWI listserv) and coordinate a sign up attendance procedure for the retreat (see below for attendance procedure)
- Coordinate meals and clean up for the retreat (see below for meals and clean up duties procedure)
- Schedule and invite participants to participate in advance preparation activities such as conference calls, webinars or videos.
- Coordinate one conference call with the retreat participants at least two weeks prior to the retreat to discuss logistics, goals, and policies
- Create a shared drive (i.e. Google Drive) to communicate with participants on logistics such as travel from the airport to the retreat place and meal/clean up planning

- Be at the retreat as a participant and encourage a quiet and productive writing atmosphere

Attendance Procedure:

- The coordinator will work with the LWI website coordinator to host a live sign up sheet for interested professors to sign up at a specific date/time at least 6 weeks before the retreat date
- By signing up, the professor acknowledges that the professor is committed to attend the retreat and will secure transportation (e.g., air fare) by a certain date and submit proof of transportation by a certain date to the website (approximately one week after the sign up)
- The coordinator will communicate with the first top 6 or 8 registrants and direct them to secure transportation and submit proof by the required date to confirm their registration
- Once the desired number of registrants have submitted the requisite proof of attendance, the coordinator will close the registration sign up and communicate with those that have confirmed attendance that they are participants and communicate with those on the list that will not be participating that the registration is closed
- After the first retreat, priority will be given to participants who have NOT previously attended a We Write retreat

Meals & Clean Up Procedure:

- The coordinator will use a shared drive (e.g., Google Drive) for a sign up for meals and clean up
- The coordinator will schedule groups of 2 participants to plan, cook, and clean for each meal
- The coordinator will request that the groups plan the meals at least two weeks prior to the retreat and list the grocery items needed
- The coordinator will facilitate grocery items to be delivered to the retreat location and use a money transfer app (e.g., Venmo) to share expenses between the participants

Responsibilities of the Retreat Participants:

- Secure own transportation to and from retreat site; send confirmation of transportation plans to coordinator by designated deadline
- Attend conference call with coordinator
- Participate in Meals and Clean Up as scheduled by the coordinator
- Dedicate the retreat as focused writing time as outlined in the We Write preparation materials.