

GEORGETOWN UNIVERSITY LAW CENTER

600 New Jersey Ave., N.W.

Washington D.C. 20001



LWI 2020 BIENNIAL CONFERENCE PROPOSAL

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LegalWriting
institute

Application to Host 2020 Biennial Conference of the Legal Writing Institute

If your proposal includes options for holding the conference at the school as well as some parts of the conference at a separate facility, please provide the relevant information for each facility. We encourage you to include photographs or diagrams of the relevant facilities.

1. Dates Requested:

Our preference would be to hold the conference July 15-18. We have confirmed availability of those dates with the Hyatt Regency at 400 New Jersey Ave., N.W. If these dates are not convenient for LWI, we are flexible in this regard and anticipate that nearby hotels, including the Hyatt, would be available on alternate dates.

2. Name of Proposed On-Site Coordinator: Jessica Wherry, Sonya Bonneau, and Susan McMahon

3. Facilities Available (please describe):

(a) Classroom or meeting room space sufficient to accommodate six to seven concurrent sessions, with 30-100 people participating in each session?

Yes ☒ No ☐

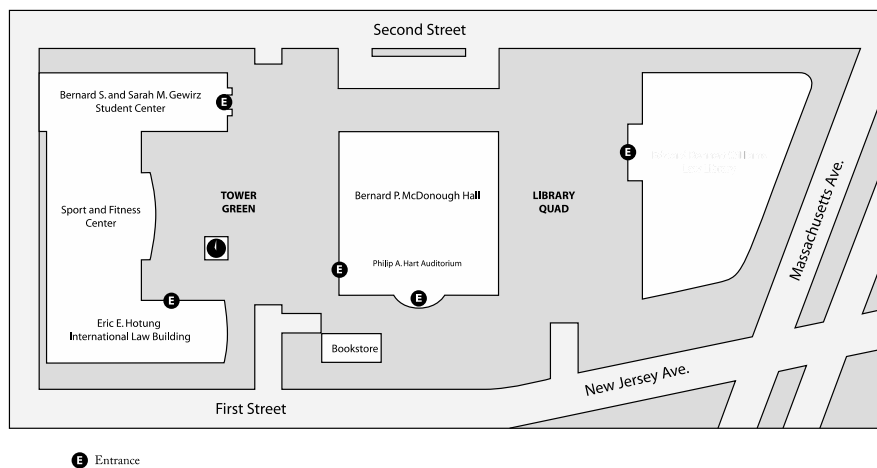
How Many of Each and Description:

We are the largest law school in the country and our classroom space accommodates over 1,500 J.D. students. We have a wealth of classrooms of all sizes available throughout our campus. Our state-of-the-art Hotung Building has two classrooms that can seat around seventy people, along with seven smaller seminar rooms. Our McDonough Building (separated from Hotung by a small green, as shown on the map below) has six classrooms that can seat up to 150 people, as well as eighteen smaller classrooms that seat anywhere from twelve to seventy-five people. The charts below specify the wide range of classroom sizes we will have available during the conference.



McDonough Classroom (seats 150)

GEORGETOWN UNIVERSITY LAW CENTER CAMPUS



E Entrance

GEORGETOWN LAW

McDonough Building

Room#	Room Type	Seats
109	Classroom	75
110	Classroom	75
140	Classroom	75
141	Classroom	75
156	Classroom	52
160	Classroom	54
164	Classroom	54
200	Classroom	75
201	Classroom	148
202	Classroom	148
203	Classroom	149
205	Classroom	150
206	Classroom	149
207	Classroom	148
220	Seminar/Conference	25
337	Seminar/Conference	25
342	Seminar/Conference	25
344	Seminar/Conference	24
347	Seminar/Conference	24
411	Seminar/Conference	28
425	Classroom	32
492	Seminar/Conference	24
520	Faculty Dining Room	75
587	Seminar/Conference	12
588	Seminar/Conference	24

Hotung Building

Room#	Room Type	Seats
G108	Mini Moot Court	15
G109	Gewirz Conference	16
G12	Gewirz 12th Floor	150
H1000	Classroom	73
H1008	Seminar/Conference	16
H2000	Classroom	65
H2001	Faculty Dining Room	48
H5013	Seminar/Conference	22
H5020	Seminar/Conference	24
H5021	Seminar/Conference	24
H5027	Seminar/Conference	16
H6005	Seminar/Conference	22
H6006	Seminar/Conference	22

(b) Classroom or meeting room space sufficient to accommodate 4-6 breakout sessions for the critiquing workshop?

Yes ☒ X ☐ No ☐

As specified in the charts above, we have many seminar rooms available in either Hotung or McDonough, all of which are equipped with standard technology and whiteboards.



Hotung Seminar Room (seats 24)

(c) Auditorium (plenary session) space for 450-500 people? (Note: Conference attendance varies from biennial to biennial. In 2016, there were roughly 500 attendees.)

Yes___X___ No_____

If yes, location of auditorium:

Though the law school does not have a space this large, we have relationships with several hotels that are within a block of the law school, several of which have meeting spaces that can easily accommodate a plenary for up to 500 set theater (or auditorium) style, and for which we receive discount rates.

(d) Space in which to hold poster presentations? Yes___X___ No_____

We have several open spaces on campus that could accommodate posters, including the atrium or the first floor of McDonough Hall, as well as the lobby of the Hotung Sport & Fitness Center.

(e) Space in which groups or organizations can hold meetings during the conference?

Yes___X___ No_____

We have a number of small seminar rooms that can accommodate anywhere from 10 to 30 people.

(f) Exhibit space for vendors, approximately 10-15 tables? Yes__X__ No_____

The same spaces available for the posters are available for vendors, and there is enough space to have distinct areas for each. During past conferences, such as the Capital Area Legal Writing Conference in 2012, the vendors set up tables in the Hotung lobby, pictured below, which will be a heavily-traveled space during the conference.



(g) Wireless Internet access for conference participants and vendors?

Yes __X__ No _____

We have wireless guest access on campus.

(h) Facilities for serving breakfasts and snacks to 450-500 people?

Yes__X__ No_____

We have in-house catering that can accommodate large numbers of people. While there is no space that can seat 450-500 people at one time, we can set up tables in the Hotung lobby (pictured above) and atrium (pictured below), along with an outdoor patio. Such a setup could accommodate attendees on a rolling basis.



Sample Breakfast Menus	
The Quaker Breakfast <ul style="list-style-type: none"> • Freshly baked muffins, scones, and danish • Whole or sliced fresh fruit • Orange, cranberry, and apple juice • Freshly brewed regular coffee, decaf coffee, and hot water with assorted teas 	8.00/person +1.25/person for assorted yogurts
Good Morning Breakfast <ul style="list-style-type: none"> • Fluffy scrambled eggs • French toast or pancakes • Bacon and sausage • Breakfast potatoes with fresh parsley • Assorted fruit juices • Freshly brewed regular coffee, decaf coffee, and hot water with assorted teas 	10.00/person +2.25/person for whole or sliced fruit +1.50/person for assorted bakery items

Bagels <ul style="list-style-type: none"> • Assorted bagels, served with butter, jam, peanut butter, assorted cream cheeses • Assorted fruit juices • Freshly brewed regular coffee, decaf coffee, and hot water with assorted teas 	6.00/person
The Brunch Spectacular <ul style="list-style-type: none"> • Assorted muffins, scones, and bagels • Buttermilk biscuits • Scrambled eggs • Bacon and sausage • Vegetarian and meat lover's omelets • French toast • Sliced seasonal fruit • Assorted fruit juices • Freshly brewed regular coffee, decaf coffee, and hot water with assorted teas 	16.95/person +18.50/person for chef carved ham or house-roasted turkey breast

(i) Dining space for lunches for 450-500 people? Yes__X__ No_____

As noted above, there is no one space in the law school that can accommodate 500 people for a sit-down lunch, but tables could be set-up in the larger spaces of the law school. If LWI preferred a lunch space where all attendees could be seated together, nearby hotels would be available.

Sample Lunch Menus	
Gourmet Boxed Lunch Selection <ul style="list-style-type: none"> • Smoked turkey sandwich • Smoked ham wrap • Vegan wrap • Chicken garden salad—gluten free option • Vegetarian pasta salad • Potato chips • Whole fruit • Freshly baked vegan cookies 	14.50/person

<p>Gourmet Sandwich Selection</p> <ul style="list-style-type: none"> • House garden salad with herbed vinaigrette and ranch dressing • Smoked turkey club wrap • Chicken salad sandwich • Italian hoagie • Grilled portobello sandwich • Assorted potato chips • Fresh baked vegan cookies 	<p>12.50/person</p>
<p>Custom Lunch Buffet</p> <ul style="list-style-type: none"> • Spinach salad—spinach tossed with fresh raspberries, thinly sliced red onions and mushrooms; offered with blue chees crumbles, sliced almonds, and a raspberry vinaigrette • Rolls and butter • Herb marinated grilled chicken • Grilled swordfish topped with a spicy pineapple chutney • Rosemary potato wedges • Grilled seasonable vegetables • Individual fruit topped cheesecake 	<p>24.99/person</p>
<p>Custom Lunch Buffet</p> <ul style="list-style-type: none"> • Mediterranean salad—mixed greens with artichoke hearts, cucumbers, green beans, roasted red peppers and Kalamata olives offered with herbed vinaigrette dressing • Rolls and butter • Slow roasted pork loin served with tangy lingonberry sauce • Eggplant rollatini topped with a roasted red pepper sauce • Brown rice pilaf • Steamed haricot verts • Assorted dessert bars • Grilled swordfish topped with a spicy pineapple chutney • Rosemary potato wedges • Grilled seasonable vegetables • Individual fruit topped cheesecake 	<p>23.99/person</p>
<p>Custom Lunch Buffet</p> <ul style="list-style-type: none"> • House garden salad with balsamic vinaigrette dressing • Penne pasta tossed with sautéed vegetables, caramelized onions and crumbled gorgonzola cheese 	<p>13.99/person</p>

- **Marinated and grilled chicken**
- **Roasted seasonable vegetable medley**
- **Fresh baked rolls with butter**
- **Assorted freshly baked cookies**

(j) Access to photocopiers for “emergency” copying during the conference?

Yes___X___ No_____

(k) Are meeting spaces air-conditioned? Yes___X___ No_____

4. Housing

(a) Are low-cost dormitory facilities (approximately 100 rooms) available at or near the conference site?

Yes_____ No___X___

We generally do not have dorm rooms available at Georgetown Law during the summer, but we could investigate lower-cost hotel options that are a short drive or Metro ride from campus.

If so, are the dormitory facilities air-conditioned?

Yes_____ No_____

(b) Describe generally the number and size of hotels within an easy (ten minute or less) walk of the conference site:

There are at least four hotels within a five-minute walk from the Law Center, and the Hyatt is almost across the street.

Hotel	Capacity	Location
Hyatt Regency Capitol Hill	836 rooms, large meeting space	400 New Jersey, Avenue, N.W.
Liaison Capitol Hill	343 rooms, large meeting space	415 New Jersey Avenue, N.W.
Hotel George	139 rooms	15 E Street, N.W
Phoenix Park Hotel	149 rooms	520 N. Capitol St N.W

(c) Are the housing facilities available on all dates that you requested in Question 1?

Yes. The closest and largest hotel, the Hyatt, would be available for a rate of \$209 per night on our preferred dates (July 15-18).

5. Will your institution be able to arrange for meals/catering service for the conference (including vegetarian, vegan, and gluten-free options, and accommodations for special needs)?

Yes__X__ No_____

6. Is the host institution located near a major airport?

Yes__X__ No_____

If yes, how far from the airport is the host institution?

There are several major airports nearby, and flights tend to be inexpensive because D.C. is major city served by a multitude of airlines. For example, a non-stop roundtrip flight on Delta Airlines from Los Angeles to Washington Reagan National (July 19th to July 23rd, 2017) was \$366 as of March 27th. Even less expensive fares can often be found on the airlines serving the farther-out airports, Dulles or BWI.

5.5 miles to Washington Reagan National Airport

30 miles to Washington Dulles International Airport

45 miles from Baltimore-Washington Airport

7. Approximately how much will attendees need to pay for ground transportation from the airport to the school and housing facilities?

\$15 from Reagan by cab, about \$2.50 by Metro. There are also car services, e.g., Uber and Lyft, which are often less expensive than a taxi.

From both Dulles and BWI, there are buses, trains, shared ride services, taxis, and rental cars. From Dulles, the Silver Line Bus connects to the Metro, which will likely cost under \$10. Trains from BWI to Union Station cost approximately \$7.

8. What attractions are available in your area where social events might be arranged during the conference? Please describe.

D.C. is a world-class city with a plethora of museums, historical sites, and other venues appropriate for a large social gathering. Here are just a handful of possibilities:

- a. National Portrait Gallery



The Portrait Gallery is housed in a National Historic Landmark building, in Penn Quarter, which is within walking distance of the law school. The museum has a variety of options for special events, including an indoor courtyard with soaring ceilings.

b. Newseum



The Newseum, a museum that “promotes, explains and defends free expression and the five freedoms of the First Amendment,” is another popular special events site in D.C. The space has a terrace that overlooks the U.S. Capitol, as well as room for a standing or seated reception indoors. It is also within walking distance of the law school.

c. Lincoln’s Cottage



Lincoln's Cottage is a unique D.C. historical site. The spot was President Lincoln's getaway from downtown D.C., and he wrote the Emancipation Proclamation here. A standing or seated reception could take place on the lawn of the site and could be combined with tours of the cottage.

This is just a handful of options among literally hundreds of choices for a large social gathering. The on-site coordinators and Georgetown special events staff would be happy to work with LWI to find the perfect location for an event of this size.

In addition, D.C. has numerous options for smaller outings, such as tours of the U.S. Capitol, which is within a few blocks of the law school; nighttime walking tours of the monuments on the National Mall; baseball games at Nationals Park; and the Smithsonian museums, including the National Gallery of Art, the Air and Space Museum, the Museum of American History, and the new National Museum of African-American History and Culture, all of which offer free admission.

To top it off, D.C. was named the 2016 Restaurant City of the Year by Bon Appetit magazine. We have everything from Michelin-starred restaurants (Minibar and Fiola, to name just two, are within walking distance of the law school) to highly-acclaimed inexpensive establishments, such as DCity Smokehouse (BBQ), Daikaya (ramen and Japanese izakaya), and Ben's Chili Bowl (chili and half-smokes). Foodies and non-foodies alike will find the perfect restaurant for informal, end-of-the-day meetups.

9. Is the host institution or other facility handicapped/disability accessible and does it meet ADA standards? Yes ☒ No ☐

10. Do the presentation rooms at your institution have the necessary audiovisual/computer equipment needed for a conference?

☒ Document Camera ☒ DVD

☒ Computer/LCD capabilities ☒ Internet Connections

☒ Chalkboard/Whiteboard ☒ Skype (or other similar service)

☒ Audio (ability to transmit sound during A/V presentations)

11. Will your school or the site where you propose to hold the conference be able to provide at least three full-time technical support people from registration through the closing reception?

Yes__X__ No_____

12. Does your institution have liability insurance coverage for such a conference or the capability to obtain such insurance? Yes__X__ No_____

Description: A copy of a certificate of insurance is attached.

13. Will your school be able to provide sufficient mailroom services and storage for materials sent by vendors and presenters? Yes__X__ No_____

Storage options are available but our mailroom services are limited in the summer. The conference hotels could likely accommodate any additional mail and storage needs.

14. Are you willing to pursue the possibility of your school's law review or journal publishing a symposium issue based on the conference? Yes__X__ No_____

If so, have you been able to make any initial inquiries in this regard?

No, but we are happy to pursue this possibility once the appropriate editorial staff is in place.

Please e-mail the completed application to both 2020 Site Selection Committee co-chairs Profs. Bob Brain (bob.brain@lls.edu) and Iselin Gambert (igambert@law.gwu.edu). In your e-mail, use the subject line: Host school application for LWI 2020.

All applications must be submitted on or before April 1, 2017.

For more information about hosting the Legal Writing Institute Biennial Conference, see the attached "Policies and Procedures for LWI Biennial Conferences," or contact 2020 Site Selection Committee co-chairs Profs. Bob Brain (bob.brain@lls.edu) and Iselin Gambert (igambert@law.gwu.edu).