



**Office of the Dean**

Eckstein Hall, 234A  
P.O. Box 1881  
Milwaukee, Wisconsin 53201-1881

414.288.1955  
joseph.kearney@marquette.edu  
law.marquette.edu

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Legal Writing Institute  
2018 Biennial Conference Site Selection Committee  
c/o Professor Samantha A. Moppett  
Suffolk University Law School  
120 Tremont Street  
Boston, Massachusetts 02108

Dear Members of the LWI 2018 Site Selection Committee:

Greetings from Milwaukee, Wisconsin, and, more specifically, Eckstein Hall, the home of Marquette University Law School. I write to express my enthusiastic support for Marquette Law School's application to host the Legal Writing Institute's 2018 Biennial Conference. Our extraordinary new law school building (opened in 2010) has plentiful facilities, and our enthusiastic faculty and staff are experienced and successful conference hosts. We will gladly provide complimentary use of these resources, including all of the building's venues and the services of technical and support staff, to help achieve the conference goals, not the least of which is to raise funds for the benefits that LWI provides to its many members.

To begin, Marquette Law School is committed to legal writing, as demonstrated in part by the leadership of our six full-time legal writing professors. In addition, we have used our distinguished Boden Professorship to host several national legal writing scholars for one-semester visitorships, including Robin Welford Slocum, Michael Smith, Mary Beth Beazley, and Linda Edwards. We have hosted several national legal writing conferences, including the Central States Legal Writing Conference in the fall of 2009 (even before Eckstein Hall), the Association of Legal Writing Directors Biennial Conference in the summer of 2013, the LWI One-Day Workshop in the winter of 2013, and LWI's inaugural Moot Court Conference this past fall.


Of these, the 2013 ALWD Conference was the largest, with approximately 175 attendees, but we as a law school routinely host much larger events. Indeed, our annual distinguished lectures (there are four) routinely draw more than 250 people, and in one week this past fall we had different conferences or gatherings from outside Marquette University on four different days, with *each* separate event drawing more than 200 people. This is the sort of outreach and convening that prompted the *Milwaukee Journal Sentinel* to dub us "[Milwaukee's public square](#)" shortly after the opening of Eckstein Hall.

To return to the 2013 ALWD conference, simply to give us some especially relevant focus here or a reasonable example given the subject matter: The site-related aspects of that conference were wholly planned and implemented by our legal writing faculty, event-planning staff, and technical and administrative support staff. Virtually all conference events were held in Eckstein Hall: these included registration; an opening reception with heavy hors d'oeuvres; two full days of conference sessions with breakfasts, snacks, and lunches; a plenary luncheon with a featured speaker; and a closing ice cream social. (The gala dinner and final evening's Summerfest outing were held offsite, but planned and facilitated by Marquette legal writing faculty.) Conference attendees stayed at nearby hotels, including the Hilton Downtown City Center and Doubletree, and at the very close Straz Tower, a Marquette University dormitory with air-conditioned rooms, private bathrooms, and complimentary Wi-Fi. Shuttles carried attendees between the hotels, dorm, and law school at key times. That conference was a thoroughly successful event. No less will be the standard if we are selected to host the LWI Biennial Conference in 2018.

Let there be no doubt, from my use of this example, that Eckstein Hall is capable of handling this even larger conference. In fact, we designed it to serve not only Marquette's students and faculty but also as a public gathering space for large local and national events. This LEED-certified building spans four stories and more than 125,000 useable square feet. It is centered around a large forum, capable of seating 250 for lunch, with overflow eating space in the adjacent café, outdoors on the café's patio, and on other floors. The conference's plenary session may be capable of being held in that central forum (where we host a number of events) but in all events can be presented in an auditorium on the Marquette University campus or at a local hotel or private club: all of these auditoriums of ample size are within a few blocks of Eckstein Hall. Marquette Law School will cover the full costs of all of these facilities (i.e., no cost to LWI even if we go to a local hotel for the plenary session). Finally, there are several hotels within a mile radius of Eckstein Hall, in addition to the possibility of the large dorm one block away.

I hope that all of this demonstrates that Marquette Law School is committed to hosting a successful and memorable LWI Biennial Conference in 2018. We are ready, willing, and able to comply with the "Policies and Procedures for LWI Biennial Conferences." And we plan to create an exceptional and positive experience for the Legal Writing Institute and its members. If it would be helpful, we would be willing to cover the costs of a visit out here by members of the selection committee. For while I am careful in my statements—otherwise I would not be about to begin my thirteenth year as dean of Marquette Law School—and simply have no doubt that the experience here would be exceptional, I appreciate that you may want to determine the matter for yourselves. In all events, thank you for your consideration, and please contact me with any questions.

Sincerely,



Joseph D. Kearney  
*Dean and Professor of Law*



LegalWriting  
institute



## **Application to Host the 2018 Biennial Conference of the Legal Writing Institute**

Marquette Law School is honored to submit this proposal to host the 2018 Biennial Conference of the Legal Writing Institute. On-site coordinators and experienced conference hosts Susan Bay and Alison Julien look forward to helping create a conference experience that allows the national legal writing community the opportunity to share ideas and friendship during a few summer days in Milwaukee. Marquette Law School Dean Joe Kearney is enthusiastically committed to this goal, so much so that he will not only provide access to all Marquette venues free of charge, but he will also fund the use of any offsite space needed for plenary events *and* the use of shuttle service between the law school and hotels/dorms and to an offsite gala. Our hope is that Marquette's willingness to cover these essential conference costs will help LWI to continue to provide outstanding services and programs to its members.

## 1. Dates Requested:

We have confirmed that necessary venues (including Marquette Law School and University space, dorms, and hotels) are generally available for conference events from Wednesday, June 27 through Sunday, July 29, 2018. However, some dates during this time are more or less desirable than others.

Generally, the law school holds summer school classes from Monday–Thursday, but this will be at most a minor inconvenience as only a few classes are held during the day (1–2 classes from about 7:30–9:30 and 1–2 classes over the lunch hour), and the law school administration is happy to relocate those classes to smaller classrooms in the law school, if necessary, so that the large classrooms are available for the conference. Nonetheless, **we can provide full access to the entire law school building if LWI chooses to begin the conference on a Thursday evening and run programming from Friday through Sunday.**

A few *less desirable* dates are as follows:

- a. Wednesday, June 27–Sunday, July 1

The law school is available on these dates, but Summerfest, “The World’s Largest Music Festival,” also takes place at this time near Marquette in downtown Milwaukee. Therefore, housing will not likely be readily available and rates are likely to be higher.

- b. Saturday, July 21–Wednesday, July 25

Northwestern Mutual Life Insurance Company holds a citywide conference in Milwaukee every summer, which will run from Saturday, July 21 through Wednesday, July 25 in 2018. So although the law school is available on these dates, hotels and dorms are *not* available from July 21–July 25. Further, because the NML conference attendees will be leaving on Wednesday, July 25, a July 25 start date for the LWI conference may not be ideal because attendees who want to arrive a day early may have difficulty finding a hotel room on Tuesday, July 24.

One of the hotel agents, however, indicated that hotels are likely to provide the best rates immediately after the NML conference, from July 25–29 because they will be trying to fill rooms during that week. So, particularly good dates to hold the LWI Conference may be from Thursday, July 26 through Sunday, July 29.

## 2. Name of Proposed On-site Coordinators: Susan Bay and Alison Julien

Both Susan and Alison have extensive conference planning experience. Susan and Alison were the site coordinators for the ALWD Biennial Conference held at Marquette in the summer of 2013, which hosted approximately 175 attendees. As such, they performed all site-related conference planning tasks, including securing hotels and dorms; handling conference registration; arranging catering for the opening reception and all lunches and snacks; coordinating rooms for all conference



programs; arranging for shuttle transportation between the hotels, dorm, and law school and to and from all offsite events; planning and facilitating all special events, including a gala dinner, Summerfest outing, and ice cream social; coordinating vendor and sponsor contributions and space; etc.

In addition, Susan and Alison co-chaired the Vendor-Sponsor Committee for the LWI 2014 Biennial Conference in Philadelphia. And Susan co-chaired the Registration Committee for that Conference. Alison's conference planning experience is even broader and deeper: she chaired the planning committee for the Central States Legal Writing Conference in 2009 when Marquette hosted that conference, she was the Conference Co-Chair and the Program Committee Co-Chair for the 2010 LWI Biennial Conference, she was a member of the Planning Committee for the 2011 Applied Legal Storytelling Conference, she was a member of the Site Committee for the 2012 LWI Biennial Conference, and she was, and is, the Chair of the Site Selection Committee for the 2014, 2016, and 2018 LWI Biennial Conferences.

### **3. Facilities Available (please describe):**

**a) Classroom or meeting room space sufficient to accommodate six to seven concurrent sessions, with 30–70 people participating in each session?**

Yes   X  

No       



**Room 144 (Appellate Courtroom)**



**Room 444 (Sample Large Classroom)**

How Many of Each and Description:

Room	Seating Capacity	Location
144 (Appellate Courtroom)	185	Law School, first floor
155	40	Law School, first floor
226	30 (has computers at each seat)	Law School, second floor
246	85	Law School, second floor
263	50	Law School, second floor
267	72	Law School, second floor
346 (Trial Courtroom)	43	Law School, third floor
357	32	Law School, third floor
363	50	Law School, third floor
367	88	Law School, third floor
444	105	Law School, fourth floor
Room 433 is flexible space that can be set as one room or two and in classroom or theater seating	30-160	Law School, fourth floor
433 AB: One Large Space	70 (classroom seating) 160 (theater seating)	
Separate Rooms 433A	30 (classroom seating) 75 (theater seating)	
433 B	40 (classroom seating) 85 (theater seating)	
If not needed as a presentation room, this space could serve as the poster presentation space or as seating for meals.		

**b) Classroom or meeting room space sufficient to accommodate 4–6 breakout sessions for the critiquing workshop**

Yes\_X\_\_\_\_

No\_\_\_\_\_



Room 255 (Sample Seminar Room)



Room 355 (Sample Seminar Room)

In addition to the classrooms noted below, the law school has a number of small study rooms that could be used for this purpose.

Room	Seating Capacity	Location
140	6	Law School, first floor
151	10	Law School, first floor
185	12	Law School, first floor
204 (seminar room)	16	Law School, second floor
242	6	Law School, second floor
255 (seminar room)	20	Law School, second floor
304 (seminar room)	16	Law School, third floor
332	6	Law School, third floor
334	10	Law School, third floor
338	6	Law School, third floor
340	8	Law School, third floor
344	8	Law School, third floor
346A	6	Law School, third floor
346B	5	Law School, third floor
355 (seminar room)	20	Law School, third floor
406	8	Law School, fourth floor
432	22	Law School, fourth floor
455 (seminar room)	16	Law School, fourth floor
446	8	Law School, fourth floor

**c) Auditorium space for 450–500 people?**

Yes\_\_X\_\_ No\_\_\_\_\_

If yes, location of auditorium:

Though the law school does not have a space this large, depending on which hotels are selected for the conference, it may be possible to hold the plenary in one of the hotel ballrooms. As stated above, Marquette Law School will pay any costs associated with using offsite space for this purpose.

Large spaces are also available very near the law school in Marquette University buildings. Specifically, we could use one of the ballrooms at the student union, which would be similar to a hotel ballroom. There are also two large theaters at Marquette: (1) the Varsity Theater (seats 1050), and (2) the Weasler Auditorium (seats 499).



**Varsity Theater**

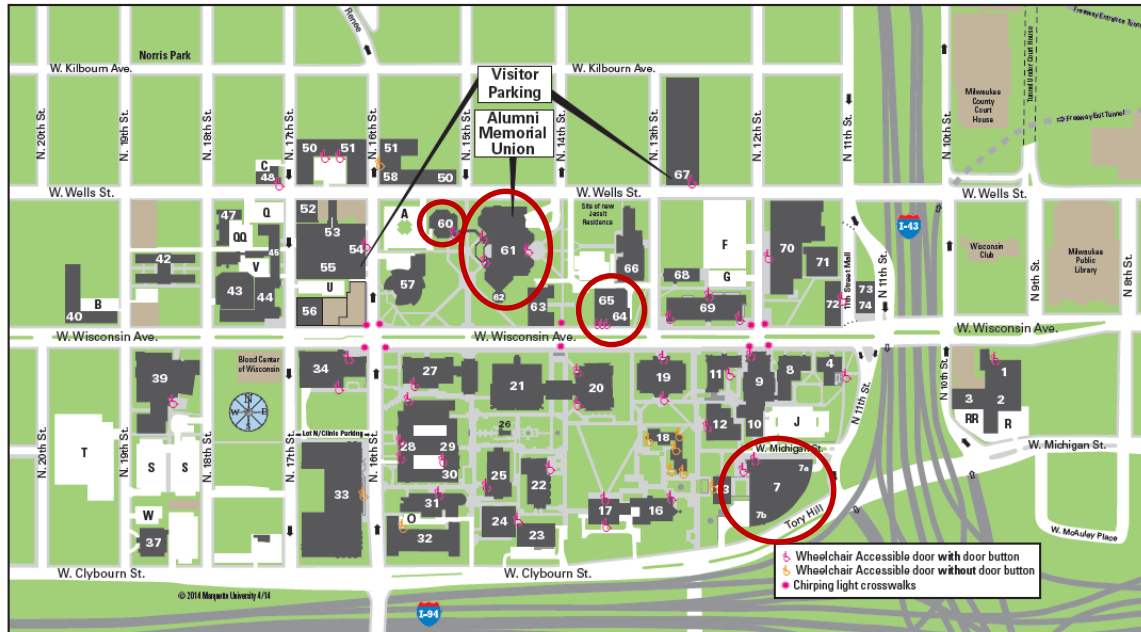


**Weasler Auditorium**



On the map below, the law school is number 7 in the lower right corner, the student union is number 61, the Weasler auditorium is number 60, and the Varsity Theater is number 65.

## Marquette University Campus Map



d) Space in which to hold poster presentations? Yes ☒ No ☐

There are many spaces in the law school that would work well for poster presentations, including the following:

- Gallery space outside the law school's fourth floor conference center:



Fourth Floor Gallery Space

- The Reading Room (this space could also possibly be used for the critiquing workshop or for quiet prep space for presenters):



**Reading Room**

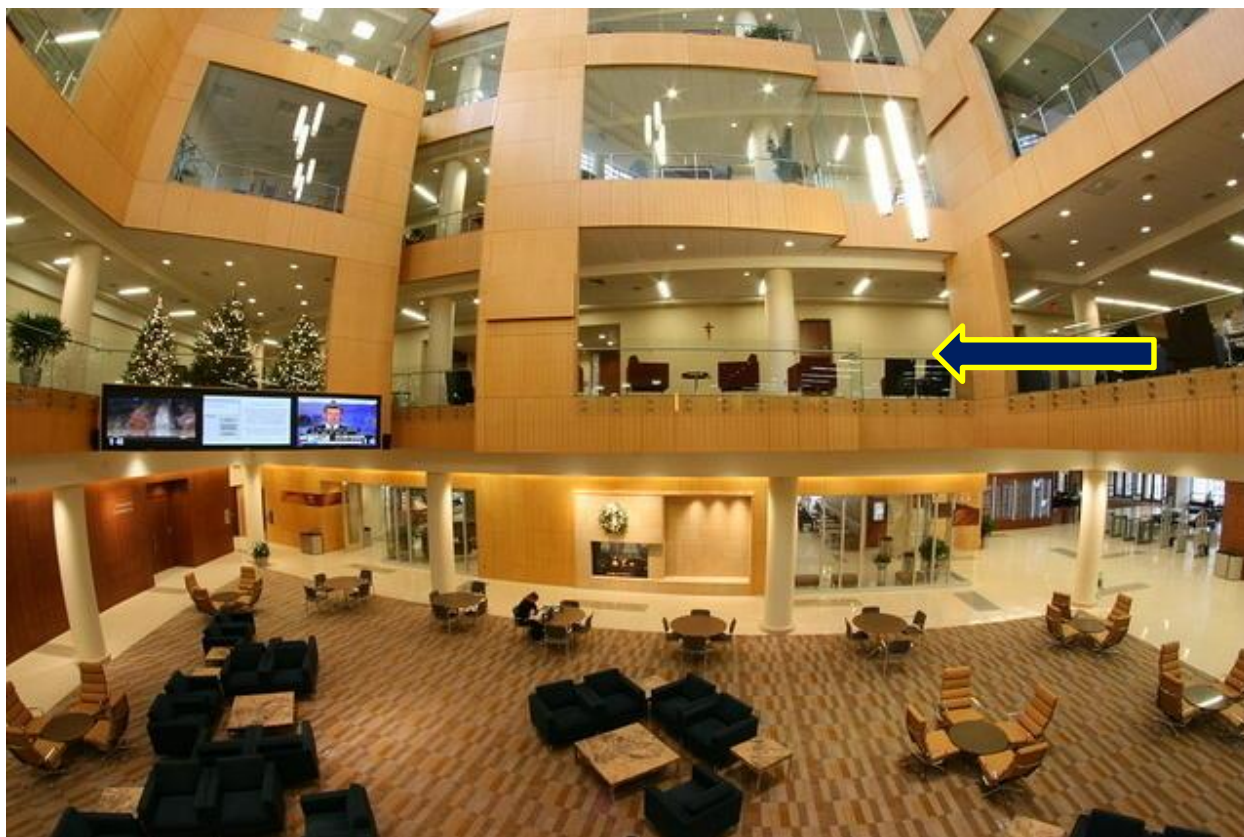
**e) Space in which groups or organizations can hold meetings during the conference?**

Yes ☒ No ☐

**f) Exhibit space for vendors, approximately 10–15 tables?** Yes ☒ No ☐

Description:

During past conferences (CALI and ALWD), the vendors set up tables on the second floor in space outside the classrooms, which is open to the forum below. That space is heavily traveled and quite visible, so the vendors had plenty of access to attendees during breaks and between sessions, as you can see from the photo below (the arrow marks the vendor space):



**Arrow indicates second floor space for vendors.**

**g) Access to Internet for vendors?** Yes X No \_\_\_\_\_

Description:

The law school will provide access codes to vendors so that they can use the law school wireless Internet at no cost throughout the building.

**h) Access to computers for conference participants to access email?**

Yes X No \_\_\_\_\_

Description:

There are 5 terminals located in the library on the first floor of the building. There are also computer kiosks located on other floors of the building.

**i) Wireless Internet access for conference participants?** Yes X No \_\_\_\_\_

Description:

As noted above, the law school will provide access codes to all attendees so that they have free Wireless Internet access available throughout the building.



**j) Facilities for serving breakfasts and snacks to 450–500 people?**

Yes   X   No       

**Description:**

There is no one room in the law school that will accommodate seating for 450–500 people, but the Zilber Forum can be set with tables that will seat 240, and there is overflow space in the café, which is next to the forum. Outside the café is an outdoor patio that will be available, weather permitting. The law school is willing to erect a tent to provide outdoor seating beyond that available on the patio. If Room 433 is not needed for presentations or posters, that room can be set to seat 120, and there is overflow space into the Gallery behind that room.



**Zilber Forum**



**Café**



**Outdoor Patio**

**k) Dining space for lunches for 450–500 people?** Yes ☒ No ☐

Description (e.g. number of seats available for sit-down lunch vs. description of space for box lunches):

As noted above, there is no space in the law school for a sit down lunch to accommodate 450–500 people, but the Zilber forum has seating for 240, and Room 433 can seat 120 if that space is not needed for presentations. The café will also be available, and there is outdoor space, weather permitting.

**l) Access to photocopiers for “emergency” copying during the conference?**

Yes ☒ No ☐

**m) Are meeting spaces air-conditioned?** Yes ☒ No ☐

#### **4. Housing**

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

Yes ☒ No ☐

**If so, are the dormitory facilities air-conditioned?**

Yes ☒ No ☐

Straz Tower is about a block from the law school (see map below) and two blocks from the Doubletree and the Hilton (the likely conference hotels). Straz has 172 rooms; at least 100 are



available on the dates noted in question 1. Currently, single room rates are \$ 51.25, double room rates are \$74, triple room rates are \$83, and quad room rates are \$92.25. Parking is available at a rate of \$6/day.

Rooms in Straz Tower are furnished with extra-long twin beds, dressers, desks, and chairs. Bed and bath linens, an alarm clock/radio, and complimentary Wireless Internet is also provided. Rooms on the 17<sup>th</sup> floor are furnished with a television and micro-fridge. A charge of \$10 is added to the basic room rate for these amenities. A limited number of wheelchair accessible rooms with roll-in showers are available on floors 10 through 17.

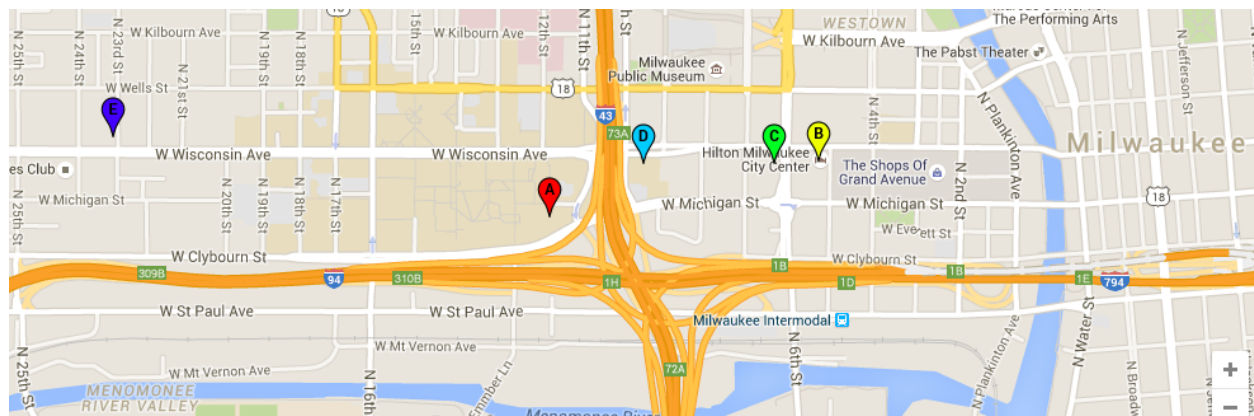
Other building amenities include secured 24-hour front desk service, a coin-operated laundry, vending machines, irons/ironing boards, a computer lab with internet access, micro-fridge units for common use, and a gathering space to watch television or enjoy a game of pool or foosball.

In addition, for a nominal fee, guests may use the Rec Plex fitness center featuring a 25-yard lap pool, suspended jogging track, two gyms, free weight room, fitness center, golf practice area, racquetball courts, saunas, whirlpools, and steam rooms.

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

Hotel	Capacity	Location	Cost (estimate)
Hilton Downtown City Center	600 rooms	.4 miles from the law school	\$179
Doubletree Hotel	243 rooms	.4 miles from the law school	\$165–175
Ambassador Hotel	173 rooms	.9 miles from the law school. Provides complimentary shuttle service (14 person shuttle), includes continental breakfast and free parking	Room rates start at \$129 and increase depending on room type

On the map below, the law school is located at point A, the Hilton Downtown City Center is at B, the DoubleTree is at C, Straz Tower (dorm) is at D, and the Ambassador is at E.



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

(Please note that in any contact with a nearby hotel, you must disclose that Memorable Meetings will be the agent of record for booking rooms, if your site is selected):

Yes.

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

Yes ☒ No ☐

Marquette's catering service has a number of options for breakfasts and snacks. A few of those options are listed below. Carol Dufek, one of our event planners, indicated that Marquette catering has accommodated a variety of dining needs, such as vegetarian, vegan, gluten-free, and lactose-free meals. More information about catering is available here:

<https://marquette.sodexomyway.com/catering/>

For the options listed below, charges include set up with linens on the buffet tables and china service. Coffee and hot tea are included in the prices for the breakfast buffets.

Breakfast Buffets	
<b>The Classic Continental:</b> Seasonal sliced fresh fruit tray Baker's choice of two: breakfast breads, coffee cake, muffins, or danish Butter, cream cheese, and assorted jellies Chilled orange and cranberry juice	\$ 8.20/person
<b>The Healthy Start:</b> Seasonal sliced fresh fruit tray Yogurt parfaits made with berries and granola Balanced Way breakfast bars Chilled orange juice	\$7.50/person

<b>Marquette Breakfast Buffet:</b> Seasonal sliced fresh fruit tray Baker's choice of two: mini croissants, muffins, breakfast breads, coffee cake, danish Hashbrowns or O'Brien potatoes Choose Two: Crispy bacon, pork sausage links, turkey link sausage Choose one: spinach pesto scrambled eggs, scrambled eggs with cheddar, or western scrambled eggs Choose one: pancakes or traditional french toast with maple syrup and butter Chilled orange juice	\$10.50/person
<b>Ala Carte Selections</b>	
Assorted freshly baked muffins	\$1.50/each
Assorted bagels with cream cheese	\$16/dozen
Individual assorted yogurts	\$1.50/each
Steel cut oatmeal with raisins, brown sugar, and milk	\$2.00/person
Smoked salmon platter with red onion, capers, cream cheese, dill, and crostini	\$4.00/person
Freshly brewed coffee	\$18.35/gallon
<b>Snacks</b>	
Assorted cookies	\$9.25/dozen
Gardettos or cheddar cheese guppies	\$9.25/pound
Multi-grain bars and granola bars	\$1.50/each
Dessert station: Choice of four: assorted mini cupcakes, mini red velvet cake, mini carrot cake, mini cheesecake, lemon bars, raspberry bars, chocolate mousse cups, mini salted caramel cookies, or seasonal fresh fruit	\$6.00/person

Marquette's catering department also provides a number of options for lunch. Buffet prices include delivery, set up with linens, and china service. Seated lunches, buffets, or box lunches are available. Representative examples are included below so that the committee has some sense of the pricing.

<b>Boxed lunches</b>	
<b>Salads</b> (served with roll and butter and gourmet cookie or brownie) Caesar salad (option of adding grilled chicken breast or Portobello mushrooms), cobb salad, Greek salad, southwest chicken salad, antipasto salad, Trio-salad combo (tossed greens topped with three of the following: chicken salad, egg salad, tuna salad, hummus, or ham salad)	\$10.50-12.00/person
<b>Sandwiches</b> (served with seasonal fresh fruit salad or pasta salad, bag of chips, and gourmet cookie) The deli; turkey and sharp cheddar; twisted beef and horseradish wrap; grilled Tuscan chicken breast; honey BBQ chicken sandwich; lighter chicken Caesar wrap; hummus, avocado and roasted vegetable wrap; portobello rustico	\$9.50-9.75/person
<b>Lunch Buffets</b>	
<b>Old Fashioned BBQ</b> Seasonal Fresh Fruit Salad and Country Potato Salad Roasted Vegetable Bow Tie Pasta Salad Cornbread and Butter Ranch-Style Baked Beans	\$14.95/person

Barbequed Chicken and Barbequed Beef Brisket Hot Apple Crisp, Peach Cobbler, or Cookies Iced Tea or Lemonade	
<b>The Trio Buffet</b> Choice of two side salads: country potato salad, sweet potato salad with pecans, garden bow tie pasta, market house salad with homemade croutons and balsamic vinaigrette, or seasonal fresh fruit salad Assorted individual bags of chips Assorted sandwich platter to include choice of three sandwiches: spicy Italian baguette, Greek vegetable wrap, smoked turkey breast and brie, roast beef and cheddar, grilled Tuscan chicken breast Assorted bars Lemonade or iced tea	\$17.50/person
<b>Build your Own Buffet</b> Salad (choose one): market house salad, Caesar salad Dinner rolls Entrees: Chicken marsala, lemon parmesan chicken with white wine chive sauce, braised beef Sicilian, caramelized onion meatloaf, burgundy braised beef tips, mustard herb pork loin, broiled salmon with dill butter, cornmeal tilapia with cilantro cream sauce, vegetarian lasagna, stuffed peppers with herbed tomato sauce Accompaniments (choose one): oven herbed roasted potatoes, garlic mashed potatoes, white rice, rice pilaf, white rice blend (choose one): fresh roasted vegetable medley, lemon garlic broccoli, sautéed zucchini, glazed carrots, green beans, seasonal vegetables Desserts (choose two): chocolate layer cake, carrot cake, lemon cream cake, apple crisp, brownies, gourmet cookies, mini cheesecakes Beverages (choose one): canned soft drinks, freshly brewed ice tea or lemonade Coffee and hot tea	\$18.65/person (one entrée) \$21.80/person (two entrées) \$24.95/person (three entrées)
<b>Served Luncheons (All served luncheons include a choice of salad or starter, two accompaniments, breads with butter, and choice of dessert. Beverages include iced water and coffee service. Iced or hot tea and milk are available on request.)</b>	
Grilled chicken with bruschetta topping	\$22.50/guest
Pan-seared pork tenderloin with apples & onions	\$28.50/guest
Seafood and spinach lasagna with roasted red pepper coulis	\$27.00/guest
Chevre, orzo and basil stuffed Portobello	\$21.50/guest

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

Yes   X   No       

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

The airport is just under 10 miles from Marquette University Law School and the nearby hotels.

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

Current airport shuttle prices are \$15/one way or \$29/round trip.

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

The Milwaukee Art Museum has collected and preserved over 30,000 works of art and welcomes over 400,000 visitors a year as a source of inspiration and education. The 341,000-square-foot museum includes the Quadracci Pavilion, created by Spanish architect Santiago Calatrava. The museum provides beautiful event spaces that allow for breathtaking Lake Michigan views, making it an ideal space for celebrations, special events, and meetings.



Milwaukee Art Museum



The Harley-Davidson Museum exhibits more than 450 motorcycles and artifacts, dating back to Serial Number One, the oldest known Harley-Davidson motorcycle. Participants can learn stories of extraordinary products, people, history, and Harley-Davidson culture. The Museum and its surrounding waterfront campus provide a perfect backdrop for gatherings of 20 to 15,000. Interior spaces nod to Harley-Davidson's industrial heritage and its design legacy, right down to the doodles in every room by Motor Company Chief Stylist Willie G. Davidson. Greenly lush outdoor spaces bounded by downtown Milwaukee and the Menomonee Valley seamlessly extend the Museum experience beyond its walls.



Harley-Davidson Museum

Discovery World is a science and technology center with over 120,000-square feet of interactive exhibits, an aquarium, learning labs, and more. Situated on Milwaukee's lakefront with event sites surrounded by the blue skies and blue waters of Lake Michigan, along with the lights and excitement of downtown Milwaukee, it's also the perfect venue for a special event. Available special event areas include the Pilot House, with a 360-degree view of downtown Milwaukee, all of the Discovery World Exhibits, the Reiman Aquarium, tented events in Posner Park, the Lakeview Promenade, and the Rotary Outdoor Amphitheater.



Discovery World

Miller Park, the home of the Milwaukee Brewers baseball team, offers the opportunity to watch a great ball game, at special event facilities that are sure to make any special event a home run.



Miller Park

The Milwaukee Public Museum offers visitors the chance to learn about over 4.5 million specimens and travel to Africa, Asia, Europe, the Arctic, South and Middle America, the Pacific Islands, a Costa Rican Rainforest, and the turn-of-the-century Streets of Old Milwaukee. Visitors can see the world's largest-known dinosaur skull and stroll amid free-flying butterflies from around the world. The Museum is the perfect space for all types of corporate events, as attendees can walk among dinosaurs, discover the mysteries of Egyptian mummies, or stroll through the Streets of Old Milwaukee while they dine and mingle at the Museum. Dinner tables and serving areas are set amongst the exhibits to provide a relaxing and interactive atmosphere.



Milwaukee Public Museum

9. Is the host institution or other facility handicapped/disability accessible and does it meet NHDA standards? Yes X No \_\_\_\_\_

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

Yes. All presentation rooms have all of the following technology.

<u>X</u>	Document Camera	<u>X</u>	DVD
<u>X</u>	Computer/LCD capabilities	<u>X</u>	Internet Connections
<u>X</u>	Chalkboard/Whiteboard	<u>X</u>	Skype (or other similar service)
<u>X</u>	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:

The law school has commercial general liability insurance in the aggregate amount of \$4,000,000.

13. Will your school be able to provide sufficient mailroom services and storage for materials sent by vendors and presenters? Yes X No \_\_\_\_\_

Thank you for the opportunity to propose Marquette Law School as the host of the 2018 Biennial Conference of the Legal Writing Institute!

Susan Bay

Alison Julien