



## Policies and Procedures for LWI Biennial Conferences

The Legal Writing Institute (LWI) is currently looking for a site for the 2022 Biennial Conference. For several conference cycles, from 2010 until 2016 LWI held this conference at a conference hotel in a large city or resort area. For a number of reasons, including an interest in providing variety and reducing conference costs, LWI chose to return to a law school for the 2018 conference and again for the 2020 conference. For 2022, the LWI Board of Directors is open to a number of different site options but will begin the 2022 selection process with this call for proposals first from a law school or consortium of law schools. The reason for starting with proposals from schools is that the revenue from the biennial conferences funds LWI's budget for two years, and conferences held at law schools typically generate more revenue. If the Board does not receive viable law school options, it will consider holding the 2022 conference at a hotel again. At this juncture, if your law school is interested in hosting or joining with neighboring schools to host the 2022 conference, please read the following information and submit a proposal no later than April 1, 2019.

### 1. Conference Site Selection

#### a. Factors Taken into Consideration During the Selection Process

The LWI Board of Directors will take the following factors into account in selecting a site for the 2022 LWI Biennial Conference:

- the site must be large enough to accommodate at least 450-500 people for meals and breakout sessions, and should have easy access to a meeting room that seats approximately 450-500 people for one or more plenary session(s). This room could be an auditorium on campus, a meeting room at a nearby hotel, or similar facility;
- the host school must be willing to provide facilities at no or minimal cost to LWI;
- the location should have a variety of housing options, including low-cost housing;
- the location must be near a major airport;
- the facility must be accessible to conference participants with disabilities;
- the site must be conducive to community building among LWI members; and
- the host school ideally will have had some experience hosting another comparable conference, such as a regional LWI conference or a Clinical or ASP conference.

#### b. No Meeting Planner in Advance of Site Selection

In the recent past, prior to selecting the conference site, LWI has contracted with Memorable Meetings to identify conference hotels with appropriate meeting space or to negotiate guest room rates with those hotels or both. The terms of the contract required all schools

submitting proposals to delegate to Memorable Meetings all inquiries and negotiations with nearby hotels regarding costs, availability, and dates.

For the 2018 and next year's 2020 conferences the LWI Board decided not to contract with Memorable Meetings in advance. For the 2020 conference Georgetown is working directly with the conference hotel. Thus for the 2022 conference, the LWI Board has decided that it will do the same thing and not contract with Memorable Meetings before this initial site selection process concludes. Nonetheless, working with Memorable Meetings is still an option for the 2022 conference. If and once a law school site is chosen, the host school may choose to negotiate and reserve hotel space on its own. If the host school prefers, LWI will contract with Memorable Meetings to negotiate and reserve hotel space on the host school's behalf.

## **2. Budgets for Biennial Conferences**

### **a. Estimated Costs**

A proposal for a law school-based conference shall include an estimate of the cost (if any) of the following: technology support; support staff services; meals; signage; and any off-site space not provided by the law school but needed for plenary sessions or other conference business.

### **b. Detailed Budget Upon Acceptance of Proposal**

After a proposal is accepted and a law school or consortium of schools is designated as the site of a biennial conference, the conference chair(s) will submit a detailed budget request to the LWI Board of Directors at least nine months in advance of the conference. The detailed budget should provide specific costs for the items estimated in the previous paragraph. The LWI Board of Directors will then consider all sources of revenue and expenses not associated with the site, and, after consultation with the site committee, establish the registration fee.

### **c. Allocation of Expenses**

Host schools should realize that the biennial conferences are LWI's primary fundraising activity, that LWI is a non-profit organization, and that without the income generated by the biennial conferences, LWI would be unable to produce its journal or other publications or to support the increasing number of related conferences and programs or to offer scholarships to deserving members. Thus, LWI expects to and must earn money from the biennial conference. Host schools should therefore be careful to propose reasonable expenses for meals and other site-related expenses, consistent with producing a high-quality conference.

### **d. Registration Fee**

The registration fees generated are expected to cover the following conference expenses:

- compensation for the support staff at the host school or schools if compensation is needed; ideally the host school or schools would provide these services free of charge;
- meals;
- social events;

- reasonable facilities use fees (set-up, security, cleaning, and technology costs, if any); and
- transportation to and from hotel and conference site or conference site and event locations.

The host school or schools agree to pay for the following:

- communication and administrative costs, such as telephone, fax, photocopying and temporary use of office space [Note: Photocopying of presentation handouts is the responsibility of the presenter/contributor];
- terminals or wireless Internet access so participants can check email; and
- audio-visual equipment and technical assistance needed before and during presentations.

LWI will be responsible for the following:

- conference website and publicity;
- conference registration and receipt of all registration fees; and
- scheduling of all rooms needed for the programming.

LWI does not pay a percentage of the gross profits of the conference to the host school or schools for overhead.

### **3. Families of Conference Participants**

Friends and family of conference participants can purchase individual tickets for the social events that are part of the biennial conference. In selecting and arranging for social events that are part of the biennial conference, the site committee should consider whether a given social event will or will not be appropriate for young family members of conference participants and whether the transportation arrangements allow for children.

LWI does not provide day care at biennial conferences.

## Guidelines for Hosting a Biennial Conference

Following is a list of responsibilities that a host school may be asked to undertake when hosting an LWI Biennial Conference. While most of these items do not need to be part of your application, you should be prepared to address these items if your school or consortium of schools is selected:

**1. Pre-Conference Planning** (Approximately 180 hours of work involved): Before the conference, the host school or consortium of schools will need to

- contract for special event tickets, facilities, and transportation;
- reserve rooms at the host school or schools and other facilities;
- arrange for additional housekeeping services at host facility or facilities;
- select menus and contract for meals;
- select host-school giveaways (if any);
- arrange for technology to support the conference and its presentations;
- store and distribute packages and boxes from participants, presenters, and vendors; and
- set up a registration desk

**2. Technology**

**A. Staffing:** The host school or consortium of schools will need to provide

- a sufficient number of technicians available from 3:00 to 8:00 p.m. on the registration day to help presenters prepare for their presentations;
- a sufficient number of technicians available from 7:00 a.m. to 6:00 p.m. throughout the conference; and
- sufficient technology support personnel on call to resolve technical issues that may arise during the conference. Based on past conferences, LWI recommends at least two technicians for support.

**B. Technology:** Almost all presenters use some type of technology, and requests for presentation rooms with both audio and visual capacity have increased at recent conferences. Future conference sites should have the following technology in each presentation room:

- overhead projector or document reader;
- ability to supply DVD players for any presentations that need them;
- technology to project PowerPoint and other computer presentations, including audio; and
- live connections to the Internet, with the ability to play audio clips.

**3. Food:** The host school or consortium of schools must provide

- menus with vegetarian, vegan, gluten-free, and other special needs options; and
- water, coffee, and soft drinks available (ideally all day).

**4. Facilities:** The facilities of the host school or consortium of schools should include

- an auditorium or eating facility that seats at least 450-500 participants;
- one convenient and easily accessible room for vendor presentations;
  
- meeting rooms for committees;
- space for breakfasts, breaks, etc.;
- 4-6 small rooms for the Critiquing Workshop breakout sections; and
- A safe storage area for participants to stow their luggage if they have checked out but want to attend more presentations that day.

For more information about hosting the Legal Writing Institute Biennial Conference, you may contact the 2022 Site Selection Committee co-chairs Profs. Bob Brain ([bob.brain@lls.edu](mailto:bob.brain@lls.edu)) and Anne Ralph ([ralph.52@osu.edu](mailto:ralph.52@osu.edu)).