

Call for Proposals to Host International Writing Centers Association Conference

Recruiting hosts for these conferences:

Spring 2010

Fall 2011

Spring 2013

*Proposals are due to the chair of Conferences & Institutes by February 2, 2009
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Compose a letter of intent directed to the IWCA Board specifying the information requested below. The attached model provides additional details as included in the last successful proposal—Las Vegas 2008.

OVERVIEW: Conference year, dates, city

PLACE: Site, venue, housing—include capacity expectations

PERSONNEL: Sponsoring regional, proposed partnerships (see footnote about joint sponsorship with NCPTW), support team personnel with institutional affiliations and description of commitments from local campuses

PROGRAM: Program overview, including theme, speakers, special panels or program features and local social events

PRICE: Total event costs, registration costs, scholarship process, expected profit

We urge you to review dates of conflicting conferences, and to consider the costs and ease of attending; with travel budgets in jeopardy, we will be interested to see proposals that include options for our members (especially international members) in attending or accessing the conference electronically. A non-U.S. venue is also attractive to the committee.

NB: The IWCA has chosen to offer its fall conference in conjunction with the National Conference on Peer Tutoring in Writing. However, NCPTW participation is not automatic; proposers for Fall 2011 must negotiate directly with NCPTW to craft an appealing proposal.

MODEL PROPOSAL FOR HOSTING IWCA CONFERENCE

OVERVIEW:

[Sample] The board members of the Rocky Mountain, Southern California, and Northern California regions are pleased to submit a preliminary budget and letter of intent to sponsor the 2008 IWCA/NCPTW conference in Las Vegas, Nevada. Our proposed date is October 30-November 1, 2008 at the Alexis Park Resort Hotel.

PLACE:

- Location of conference site, accessibility of host city from different regions, accessibility of conference site from nearby airports, overview of property.
- Conference venue—description of presentation rooms, amenities and services, number and variety of rooms, capacity for plenary sessions, food service options.
- Housing, description of hotel, rooms, capacity, cost, proximity to conference venue, on-site restaurants, amenities. (Scouting report details welcome.)
- Dining options, proximity, cost, variety, transportation.

[Sample scouting report] “I toured the dining area while the breakfast buffet was still out and it is the kind of variety and service you expect in a good Vegas hotel. We dined there for lunch, and the food is comparable to the hotel dining we found onsite in MN. Close by eating venues include the Hard Rock Hotel and Café, Sushi, Indian, Hoffbrau House, and a pharmacy for misc. needs. Final analysis: Rooms: excellent; Dining: Good, Conference rooms: fine.”

PERSONNEL:

- Describe details of regional support and probability of recruiting volunteers.
- Identify key members of the support team: include name, institutional affiliation, and a brief statement of qualifications/experience.

Suggested chairs and subcommittees:

General Chair:

Site Chair: Sub-Committees: Food, Transportation, Site Liaison, AV and special equipment, venue wireless or Ethernet connections, Session moderators

Plenary Speakers Chair:

Vendor Exhibits and Sponsorships Chair:

Program Chair and Co-Chair: Subcommittees: Pre-conference workshops, Scholar to Scholar poster sessions, SIGS

Registration Chair: Subcommittees: Name Tags, Packets, Staffing Registration table

Scholarship Chair:

Local & Social Events Chair:

Outreach Chair: (podcasts, video conferencing, blogging—participation options for those who can't attend)

PROGRAM:

Preliminary ideas for theme, speakers, unique program features; include ideas for social events/activities

PRICE:

Summarize known aspects of the total conference costs, anticipated revenues, IWCA seed money required, expected profit*, proposed fee structure for participants (students/professionals) Consider how a fee structure could also include a discount for IWCA members in order to encourage membership enrollment.

*Hosts should build into the conference budget a minimum profit of \$8600, to be paid to the IWCA. If IWCA seed money is requested, that should be repaid in addition to the minimum profit.