Annual Conference Host Application

ASSOCIATION of CHRISTIAN LIBRARIANS®

Please return completed form to:
Janelle Mazelin, Executive Director
mazelinj@acl.org OR 937-766-5499 (fax)

Applicant Information

Institution:_____ Date: _____

Address:_____
Street Address   *Apartment/Unit #*

_____
City   *State*   *Zip Code*

Phone: _____ Fax:_____

Host Librarian: _____ Email address: _____

Phone: _____ Fax:_____

If Host Librarian is not Library Director:

Is Director a member of ACL?   ☐ yes ☐ no

Is Director supportive of hosting an ACL Conference? ☐ yes ☐ no

Which year(s) are you interested in hosting?_____

Membership Information

Names of other ACL member(s) at your institution:

Name:_____ Name: _____

Name:_____ Name: _____

Name:_____ Name: _____

Name:_____ Name: _____

# of full-time library staff: _____ # of part-time library staff: _____

How many of your library staff have attended...
One ACL conf.?: _____   Two ACL conf.?: _____   Three or more ACL conf.?: _____

Host Institution Information

Please answer the following based on the year that you plan to host:

Will any of your key people be involved in new major responsibilities which would impact your library's ability to carry out hosting responsibilities? ☐ yes ☐ no

If yes, please explain:_____

Will any of your key people be working on graduate degrees which would impact your library's ability to carry out hosting responsibilities? ☐ yes ☐ no

If yes, please explain:_____

Is your campus available the week including the 2nd Tuesday of June? ☐ yes ☐ no

If no, is the following week available? _____

Does this week coincide with special activities in your area? ☐ yes ☐ no

If yes, please describe: _____

Will other conferences/camps/meetings take place on campus at the same time as the ACL Conference which would impact the conference experience for ACL attendees? ☐ yes ☐ no

If yes, please describe: _____

Is there anything about your institution that would make it especially attractive to the membership of the association (i.e. new library building, unique library holdings, local attractions)? Describe below:
_____

Does your institution have a Conference or Event Services Office? ☐ yes ☐ no

Name of contact:_____Phone number:_____

Is this person aware of your interest in hosting an ACL Conference? ☐ yes ☐ no

Did this person help complete this form? ☐ yes ☐ no

Local Area Information

What is the nearest major airport?_____

How far is it from campus? _____

Are there commercial transportation services available at the airport?   ☐ yes ☐ no

Please describe and estimate costs: _____

Are there nearby motels/hotels where attendees might stay?   ☐ yes ☐ no

Would these hotels be willing to offer a special conference rate?   ☐ yes ☐ no

Are these hotels within walking distance of the campus?   ☐ yes ☐ no

Are there restaurants within walking distance of campus?   ☐ yes ☐ no

Briefly describe any other information that you think would be of value:_____

_____

Facility Requirements—General Accommodations

When answering the following questions, please consider all buildings that will be used, including residence halls, meeting rooms, classrooms, etc.

Will you be able to give reasonable accommodations to persons with disabilities? ☐ yes ☐ no

Please describe? _____

Do you have wireless Internet available campus-wide that would be available using a guest login?
☐ yes ☐ no

Will your institution allow participants to log on to campus computers using guest log-ins?
☐ yes ☐ no

If so, will there be a set-up charge to make this possible? ☐ yes   ☐ no   If yes, indicate amount: _____

Indicate where air conditioning is available: ☐ residence halls   ☐ meeting rooms
☐ cafeteria   ☐ library   ☐ classrooms   ☐ other-please describe: _____

Are there other campus facilities which would be available to participants, such as gyms, exercise equipment, pool, etc.? Please describe:_____

What are the associated fees with the above facilities? _____

Facility Requirements—Residence Hall Facilities

Please describe the type of residence hall accommodations that you will make available for participants, including bathroom facilities (twin beds, bunk beds, suites, dorms, private baths, community bathrooms, distance from dining and meeting facilities, etc.). _____

_____

Do you have residence halls with elevators?   ☐ yes ☐ no

A typical conference requires about 130-150 rooms, approximately 1/3-1/2 double occupancy, and 1/2-2/3 single occupancy. Will there be a sufficient number of rooms to house participants?   ☐ yes ☐ no

Are there lounge facilities available for informal conversations, TV use, table games, etc? Briefly describe (including any costs associated with use): _____

_____

Will you be able to accommodate families with children anywhere on campus?   ☐ yes ☐ no

Describe these accommodations and their cost: _____

Will you be able to accommodate a non-participating spouse (room and board only)?   ☐ yes ☐ no

Are the dorms available to attendees the Sunday night prior to Conference?   ☐ yes ☐ no

Are the dorms available to attendees the Friday night after Conference?   ☐ yes ☐ no

Facility Requirements—Dining Facilities

Will you be able to provide a dining facility and staff that can serve all participants within a one-hour time period?   ☐ yes ☐ no

Are you able to accommodate a banquet served buffet style?   ☐ yes ☐ no

Are you able to provide tablecloths for the banquet?   ☐ yes ☐ no

Are you able to provide vegetarian and diabetic options for all meals?   ☐ yes ☐ no

Are meals available the Sunday prior to the conference?   ☐ yes ☐ no

Are coffee and refreshment break services available?   ☐ yes ☐ no

Please provide a current catering menu with pricing with completed application.

Will you be able to provide six to eight different class or seminar rooms that will accommodate 30-75 people during breakout sessions Tuesday–Thursday? ☐ yes ☐ no
What would be the price range per room/per day?_____

At approximately three other time slots, there will also be breakout sessions or smaller group sessions, seating 10-80 people. Can you accommodate for these sessions? ☐ yes ☐ no
What would be the price range per room/per day?_____

Are these rooms located in the same building? ☐ yes ☐ no

If not, what is the approximate walking time between various buildings? _____

Will you be able to provide a room that accommodates 200-250 people for plenary sessions?
☐ yes ☐ no

Describe this room briefly:_____ Cost: _____

Please explain, e.g. how many classrooms are in one building, distance from auditorium to breakout rooms, distance from dorms to cafeteria and meeting rooms, etc. Attach campus map if possible.

_____

_____

Are you able to provide one or two meeting rooms on Monday for a whole day or half day Pre-conference? These rooms need to accomodate up to 50 people. ☐ yes ☐ no
Cost for room use: _____

Do you have a suitable facility available for vendor exhibits, capable of housing 20 vendor exhibits with adequate display space? (usually 8' x 8' booth spaces) ☐ yes ☐ no

Would this space accomodate electrical and internet connections for 15-20 of the exhibitors?
☐ yes ☐ no

The vendor area would need to be very close to the other buildings used for the general sessions and/or breakout sessions, preferably somewhere that breaks could also be held. Is this possible?
☐ yes ☐ no
Cost for using vendor space from 8 am-4:40 pm?_____

Is there space available in this same vicinity for 8-12 Poster Sessions? ☐ yes ☐ no

Is there a supply company in the area that rents tablecloths, tables, chairs, and booths for exhibits?
☐ yes ☐ no

Would you be able to supply a lockable work room for the ACL staff to use during the week that is in close proximity to the workshop spaces? ☐ yes ☐ no

Facility Requirements—Equipment Needs

For this section, please consider the areas that will be used for meetings and breakout sessions:

In the large meeting room / auditorium, please check which equipment is available:
☐ Computer projection ☐ Internet access
☐ Public address system (multiple microphones, lapel mics) ☐ Piano

What type of audio-visual equipment will your institution be able to provide?
☐ DVD players ☐ Monitors and/or projectors ☐ Public address systems
☐ Computer projectors

What equipment is standard in the classrooms / breakout rooms? (e.g. number of rooms with computer and computer projector, number of rooms with internet access, etc.)_____

Are any computer lab facilities available for "hands-on" sessions? ☐ yes ☐ no

Are there any fees associated with the use of a computer lab? What is the fee schedule? _____

Will there be trouble-shooters easily available during hours programming is conducted? ☐ yes ☐ no

What are the related charges for having trouble-shooters available? _____

Will there be rental or operator/assistance charges for any equipment? If so, please describe: _____

Facility Requirements—ACL Board Accommodation

The Board of Directors and officers (about 15 people) arrive on campus Thursday evening and meet Friday morning through Sunday evening, prior to conference, and at other times during the week. The Association pays room and board costs for those persons for the extra days. They require lodging and meals during this time. Also, a meeting room is required that can be locked, has convenient access to rest rooms, and can have snacks served in it. This room would need easy access before and after business hours, even if the rest of the building was closed.

Are you able to accommodate this situation? Please explain:_____

_____

_____

_____

Facility Requirements—Costs and Fees

Conference costs are typically quoted to participants as a package with room (including bed linens, pillows, towel package—at least two of each size towel & washcloth), meals, five breaks, welcome reception, and the banquet, plus the registration fee charged by the ACL. The normal package begins with dinner on Monday night and ends with a banquet Thursday evening. Please estimate the following costs for this package using current fees; we will expect normal inflation.

Single room rate: $ _____   Double room rate: $ _____

Breakfast rate: $ _____   Lunch rate: $ _____   Dinner rate: $ _____

Reception rate: $ _____   Banquet rate: $ _____

Morning break rate: $ _____   Afternoon break rate: $ _____

Do you offer a linen package? ☐ yes ☐ no   Linen package rate: $ _____

What is included in the linen package? _____

Many institutions offer a package rate for conference attendees, (often a lower price than just adding the above items together. Please provide the package rates below, if applicable:

Single Package Rate (on-campus): $ _____   Double Package Rate (on-campus): $ _____

Several attendees may choose to stay off-campus and would just need meals on campus. The meal package for off-campus attendees typically includes all meals EXCEPT breakfasts.
What is the off-campus meal package cost? _____

Are there any other fees likely to be incurred by such a conference group not yet listed above? _____

Will your institution be able to guarantee costs one year in advance? ☐ yes   ☐ no

If not, what can you guarantee? _____

What is your schedule for, and information about, deposits, advance payments, deadlines for final room scheduling, etc. Describe below: _____

Please list any other pertinent information about your ability to work with the ACL in hosting a conference:

Please attach any additional information that you wish to be considered with your application. A sample contract or agreement is also very helpful.