**2027 ALWD Conference Site Proposal Form**

**Host Institution:**

**Host City:**

**Person(s) completing this form (include name, title, email address, and phone number):**

Please address each of the site-selection criteria below, which the Conference Site Committee will use to determine which proposed sites to recommend to the ALWD Board and the ALWD Board will use to select the site. The Conference Site Committee and ALWD Board will view more favorably proposals that thoughtfully and thoroughly address the criteria, so use as many pages as you need.

**Site-selection criteria:**

1. Is the proposed site located in a community whose civic culture, leadership, and current events reflect ALWD’s values of equity, diversity, and inclusiveness, and that would be perceived by ALWD’s diverse membership as safe, accessible, and welcoming? “Community” relates primarily to the host institutions and the municipality or county in which it is located. The culture and leadership of the state and region in which the site is located may be less relevant.
2. Are the hotel/lodging accommodations designated for those attending the conference sufficient for the expected number of attendees; accessible to and comfortable for all; affordable; and convenient to the conference facilities?
3. What is the approximate nightly cost of a hotel room in a reserved block over the course of potential conference dates?
4. Is the proposed site one that would be reasonably easy to travel to, considering both logistics and expense, for ALWD’s geographically diverse membership?
5. Is the proposed site one which would experience anticipated seasonal weather occurrences or natural disasters?
6. Does the community in which the proposed site is located offer activities and attractions that would be appealing to ALWD members and friends and family who may accompany them to the conference?
7. Is the proposed site located in a community or region of the country different from the sites selected for recent and future ALWD Biennial Conferences, LWI Biennial Conferences, and AALS Annual meetings? These sites include Irvine; Washington, D.C.; Indianapolis; Phoenix; San Diego; Minneapolis; and San Francisco.
8. Do the proposed conference facilities provide adequate meeting rooms for plenary sessions, breakout sessions, committee meetings, vendor displays, and meals, taking into account the expected number of attendees, presenters, and vendors? “Adequate meeting rooms” encompasses the following: (1) the number and seating capacity of available rooms; (2) the availability of technology and media for presentations, video recording, and facilitating hybrid or online conferencing if necessary; (3) design and aesthetics; (4) accessibility; and (5) other factors relating to physical comfort.
9. Are there appropriate venues for holding the opening reception and the conference gala at or convenient to the conference facilities?
10. Are there capable and affordable caterers in the community who can offer a variety of cuisines and accommodate various food preferences and dietary restrictions in providing breakfasts, lunches, snacks, and drinks at the conference facilities?
11. Does the proposed host institution have adequate staff and resources that it is willing to commit to supporting and assisting with conference planning, registration, and operation of the conference events?
12. Will conference attendees have access to wi-fi internet throughout the conference facilities at no cost to the attendees?
13. Are both the conference facility and the hotel accessible to people with disabilities?
14. Has the proposed host institution hosted an ALWD Biennial Conference or previously applied but not yet been afforded the opportunity to host?
15. Are there any dates between May 31, 2027, and August 1, 2027, when the proposed host institution would not be able to host the Conference or there is a significant event in the host city that might adversely affect the availability or cost of travel or accommodations?
16. Is the host institution prepared to follow if necessary public health recommendations to prevent the spread of disease?

**Submission of Proposal:**

Please email the proposal to Amy Milligan, milligal@law.sc.edu, and include in the subject line “ALWD 2027 Site Proposal” and the name of the proposed host institution. The proposal must be received by (end of day) **Monday, March 3, 2025**.

**Notes:**

1. Should the Conference Site Selection Committee and/or the Board have questions or concerns about a proposal, including a proposed host institution’s community and/or responses to question 1, the Committee will direct those questions or concerns to the proposed host institution and provide the proposed host institution with an opportunity to respond.
2. Until the Board announces the selected site, each proposer must supplement its proposal to reflect new information relevant to any of the criteria, especially any events bearing on Site Selection criterion 1.