**2019 CCCC Summer Conference Application Form**

**Proposals should include:**

1. A completed application addressing all questions outlined below.
2. A communication plan describing how organizers will promote the conference in their region (see below).
3. A detailed budget explaining how funds will be used.

###### **Application Information**

Proposals for CCCC Summer Conferences should include the following information in a document of no more than 6 double-spaced (11- or 12-point font) pages. Conference organizers must be members of CCCC at the time of proposal and when the Summer Conference takes place. **Please submit final proposals as a single document in PDF format to** **cccc@ncte.org** **by Friday, September 14, 2018**.

**Section 1: Conference logistics and focus**

Name/affiliation of conference organizer(s):

Location of proposed conference:

Proposed theme or foci, if any:

Proposed structure for presentations (e.g., panels/roundtables; think tanks; flash/TED-style talks; mix; etc.):

How will you use locally-available infrastructure (e.g., institutionally located conference services, department/college/university colleagues or staff, on-campus registration services, etc.) for your conference?

Will your institution provide financial or other assistance for your conference? Y/N

If yes, please describe:

Who will constitute the local arrangements committee? If more than one institution and/or committee is involved, please explain the distribution of responsibilities\*:

Please provide a description of the accommodations and proposed meeting spaces. In your description, address how you will:

* secure suitable meeting location/rooms for presentations (including size and capacity of available rooms)
* arrange for technology (computers, projectors, internet connections) and onsite technical support
* secure housing options for all participants
* provide a guide to local eateries, attractions, and transportation
* provide a website with details about the conference
* staff the registration table

How do you anticipate handling conference registration?

\_\_\_My institution will process conference registration

\_\_\_I will need CCCC/NCTE to process conference registration

Please also address whether you will provide food and, if so, what meals or breaks and how you will accommodate dietary requests.

Please describe accommodations currently available or that you can make to ensure that the venue and event will be accessible to those with sensory, mobility, or communication impairments:

Are there state, local, or campus policies in place that may inhibit the expression or limit participation of constituencies, including members of the LGBT community? Y/N

If yes, please describe how you will ensure that these constituencies will not be inhibited by these policies:

Note that all proposals should be attentive to the CCCC Convention Siting Guiding Principles:

*In principle, CCCC will work to change state or local policies in host convention cities that diverge from established CCCC positions or otherwise threaten the safety or well-being of our membership. We will do so by consulting closely with local groups who share our principles and arranging activities and opportunities for members to support those who are disadvantaged by offensive policies or otherwise to use their presence in the offending state as a vehicle for nonviolent protest. We will vigorously communicate the methods of support and/or protest to the media, convention and tourist bureaus, and local and state government officials, with the avowed purpose of provoking policy change or supporting current policies threatened by hostile change. In general, we will follow this strategy of engagement rather than abrogating or cancelling contracts for future conventions as a method of protesting existing or future legislation.*

\*Note that regional organizers are responsible for coordinating housing registration if your conference is using on-site housing.

**Section 2: Communications Plan**

In your region, who is likely to be interested in presenting at/attending your conference, and why?

In what ways will the conference attract a diverse group of participants?

What kind of outreach activities will you use to attract a diverse group of participants?

Where will the webpage for your conference be hosted?

CCCC can provide a limited number of services to support your meeting. Please indicate which, if any, of the following you are likely to need.

\_\_\_Regional mailing labels

\_\_\_Emails to regional members. Please indicate the number of emails anticipated (1-3, 4-6, 7-9, 10 or more)

\_\_\_Flyer produced and mailed by CCCC/NCTE. Note that this will incur additional cost and will be deducted from the $6,000 support provided to the local site.

\_\_\_\_Other (please describe)

What assistance do you most anticipate needing to mount a successful conference?