Proposal to Host the CALICO Conference

If there is a conference services office on your campus which would be involved in the planning and execution of the conference, please involve them in this proposal also. They will have quite a lot of this information already, saving you some time.

CALICO holds its conferences in the spring or summer of the year for five days, typically Tuesday through Saturday. What dates are you proposing?

Year:

Month:

Days:

If you are able to host an alternate year or time of year, please give that information also.

Year:

Month:

Days:

**Workshops (Pre- and Post-conference)**

CALICO typically offers workshops the first two days of the conference and frequently the final day. These workshops are hands-on, taking place in computer labs on campus.

Can you provide three computer labs which would be available at least from 8 a.m. to 5 p.m. on Tuesday, Wednesday, and Saturday of the conference?

# Computer Labs

Name (or Bldg. & Room #):

Platform(s):

# of stations:

Installed software & operating system(s):

Name (or Bldg. & Room #):

Platform(s):

# of stations:

Installed software & operating system(s):

Name (or Bldg. & Room #):

Platform(s):

# of stations:

Installed software & operating system(s):

If more than 3 are/would be available, please supply the same information for them.

Can workshop software be installed on the lab computers? Yes No

If yes, is there an additional set-up technician or staffing fee? Please list for each lab.

Is there a fee for using the labs? If so, what is it (daily, hourly)?

# Large Exhibit/Plenary/Banquet Rooms

CALICO also typically has around 10 vendors with booths during Thursday and Friday of the conference. The booths have so far been 8’ X 10’ each. With the current conference schedule, the opening plenary and keynote speech takes place late afternoon/early evening of Wednesday and we like to have a group dinner on the Friday night.

Do you have a ballroom (or equivalent) for vendor exhibits? Yes No

Is this room in close proximity to presentation rooms? Yes No

If yes,

Name (or Bldg. & Room #):

Capacity/style (approx. width, length, and ceiling height in sq ft.):

Is there a rental charge? Rate:

Does room have Internet capability? Yes No

Do you have a large room, auditorium or ballroom for the plenary & banquet (must be a separate room from exhibits)?

Yes No

If yes,

Name (or Bldg. & Room #):

Capacity/style (400/rounds):

Does room have Internet capability Yes No

Is there a rental charge? Rate:

# Presentation Rooms

Presentations normally take place for two or three days of the conference, Thursday and Friday, sometimes Wednesday or Saturday also. Presentations can take place in classrooms, student center meeting rooms, etc. We would like for them to be centralized as much as possible (and close to the vendors would be ideal). We usually have 6 concurrent sessions each hour, but having 7 (or even 8) rooms available would be ideal. We also would **prefer rooms that seat 50 or more**.

1) Name/Bldg/Room#:

Capacity:

Charge/Rate:

2) Name/Bldg./Room#:

Capacity:

Charge/Rate:

3) Name/Bldg./Room#:

Capacity:

Charge/Rate:

4) Name/Bldg./Room#:

Capacity

Charge/Rate:

5) Name/Bldg./Room#:

Capacity:

Charge/Rate:

6) Name/Bldg./Room#:

Capacity:

Charge/Rate:

7) Name/Bldg./Room#:

Capacity:

Charge/Rate:

Will these rooms be exclusively available for the conference from Wednesday afternoon through Saturday afternoon? Yes No

If no, can these rooms be accessed during late evening/early morning for software installation and testing?

Yes No

Do these rooms have Internet connections? Yes No

Do these rooms contain Macs? Yes No

Do these rooms contain Windows computers? Yes No

Do these rooms contain screens and data projectors? Yes No

What other equipment is in these rooms? (for example: overhead projection with an ELMO)

If there is a separate/additional charge (beyond the room rental rate) for using any equipment in the rooms or having technical support, what is it?

# Equipment

If the presentation rooms do not have computers, projectors, etc., can the following equipment be provided or rented locally?

PC & Mac in each presentation room? Yes No

Data projector and screen in each presentation room? Yes No

What charges would apply for available equipment?

# Lodging

Ideally we would like to be able to offer inexpensive on-campus housing and off-campus housing to attendees. Our pick-up rate for on-campus housing is usually, on the busiest night, no more than 150, for off-campus housing usually no more than 250 (keep in mind that this is an average and numbers can always change from year to year).

Will on-campus housing be available to attendees? Yes No

If yes, what are room rates?

Single:

Double:

What off-campus housing is available within walking distance (5-10 minutes walk without crossing major roadways or other hazards)?

1) Name:

Phone Number:

Address:

2) Name:

Phone Number:

Address:

# Registration/Storage

Registration is typically set up on Monday before conference activities start or very early and then “open for business” Tuesday morning, the first preconference workshop day. This area need not be elaborate.

Do you have an area close to main conference activities (by presentations or exhibit area) in which to set up tables for registration? Yes No

Is electricity and internet available in this area? Yes No

What charges would apply?

Is a lockable storage area available close by? Yes No

# Technology Showcase

This event typically takes place on Thursday evening of the conference and is where non-commercial tech developers may demonstrate their software/websites, etc. There are usually no more than 20 demonstrators (simultaneously) and we schedule 2 or 3 hours in which attendees may wander around to each demonstrator’s “station” and view and discuss with the demonstrator. We also typically schedule a reception during or following the Showcase.

Can one of the large spaces requested earlier for a group meal function work for this space? Yes No

Can a dual platform computer lab be provided for this function? Yes No

If yes,

Name/Bldg./Room#:

Capacity/Stations:

If no, may a large open space (maybe the same as the plenary or banquet) be used instead?

# Catering/Meals

During the two preconference workshop days, will there be a food court (or equivalent) open on campus for lunch?` Yes No

If not, are there restaurants in easy walking distance? Yes No

Do you have an in-house catering service or access to an outside catering service for food functions?

Yes No

If yes, please supply a catering guide including prices or let us know where one can be found (if web-based). Our catering needs will include Breakfast and Afternoon Breaks, a full-service Luncheon, full-service Banquet, and a reception (including alcohol service). If any of this cannot be provided, please let us know.

# Travel

Is there a major/international airport serving your city directly? Yes No

If no, where is closest airport and how far away from campus?

Where:

Miles:

Is a shuttle service available on campus for airport arrivals? Yes No

If no, is there transportation (other than car rental) available from this location to yours? Yes No

Approx. cost:

# Miscellaneous

Will registration, vendor exhibits, and presentations take place/be set up in areas which can be secured/locked (at night, between functions, etc.)? Yes No

If no, can security be obtained through the institution? Yes No

Can tech support be available throughout the conference in case of problems/networking/connection issues? Yes No

**Note:** CALICO requests that the host institution supply space/rooms, equipment, and technology support as much as possible but does not expect/require cash payments by or from the host institution. CALICO pays for catering and all other such services. Any special deals that can be arranged by the host institution are, of course, highly appreciated. Also, if there is any extra information you would like us to be aware of concerning your institution or region, feel free to include it. Any questions (and this form) should be sent to: Esther Horn, CALICO, 214 Centennial Hall, 601 University Drive, San Marcos, TX 78666 or [info@calico.org](mailto:info@calico.org).

Thank you!