



# Annual Conference Host Application

ASSOCIATION  
of CHRISTIAN  
LIBRARIANS\*

Please return completed form to:  
April McKinion, Conference  
mckiniona@acl.org | 937-766-2255 ext 102

## 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 2<sup>nd</sup> 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:

\_\_\_\_\_

Would your institution consider hosting the ACL Conference as an extension of supporting your library or would ACL be looked at like any other outside group using your campus?

\_\_\_\_\_

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 85-125 dorm rooms, approximately 25% double occupancy, and 75% 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): \_\_\_\_\_

Describe these accommodations and their cost: \_\_\_\_\_

Do you have laundry facilities in the dorm that our group could use?  yes  no  
Please share if they are coin or app operated and the cost: \_\_\_\_\_

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

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

Are the dorms available to attendees the night after our Conference programming would conclude?  
 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 gluten-free, 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.\*\*

## Facility Requirements—Meeting Facilities

Will you be able to provide four to six different class or seminar rooms that will accommodate 30-75 people during breakout sessions during our event?  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 100-150 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. \*\* Please, include campus map with application.\*\* \_\_\_\_\_  
\_\_\_\_\_

Do you have a suitable facility available for vendor exhibits, capable of housing 20 vendor exhibits with adequate display space? (usually 6' or 8' tables)  yes  no

Would this space accommodate 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

Can you provide easels, tablecloths, tables, and chairs for exhibits?  yes  no  
Please share costs associated with these items: \_\_\_\_\_

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.) \_\_\_\_\_

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 13 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: \_\_\_\_\_

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## 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, breaks, welcome reception, and the banquet, plus the registration fee charged by the ACL. Most recently conference

Single room rate (one person using room): \$ \_\_\_\_\_ (preferred by 75+% of ACL attendees post-COVID)

Double room rate (2 people sharing room): \$ \_\_\_\_\_

Breakfast rate: \$ \_\_\_\_\_ Lunch rate: \$ \_\_\_\_\_ Dinner rate: \$ \_\_\_\_\_

Full day rate if offered with discount: \$ \_\_\_\_\_

Do you offer a linen package?  yes  no Linen package rate: \$ \_\_\_\_\_

What is included in the linen package? \_\_\_\_\_

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.

Would the lunch and dinner rates be the same as listed below? \_\_\_\_\_

Do you allow food from outside to be brought in for special breaks? (ie. specialty donuts for a morning break, etc.) \_\_\_\_\_

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. Please include a catering menu with pricing for banquet options and beverage/snack breaks and a campus map. A sample contract or agreement is also very helpful.