

ARLIS/NA-VRAF SEI Hosting Application, 2019

I. APPLICANT INFORMATION

Applicant Name:

Institution/Department:

Position:

Contact Information:

II. HOSTING DATES

1. Are you able to host SEI for one or two years? (Preference will be given to institutions committing to at least 2 years.)

2. Please indicate the year(s) you are available for hosting:

2020

2021

2022

2023

III. CLASSROOMS AND FACILITIES

Please describe what classrooms, facilities, and associated technical support are available, and associated costs for their use (Please note that all of these spaces do not need to be in the same building, though those in general proximity to each other will be given preference).

A. Lecture rooms (minimum capacity 50; digital projection, wireless access, and whiteboard or chalkboard required)

B. Computer accommodations (minimum capacity 45; computer lab and/or laptop connections for students to bring their own, plus the availability of laptops provided on loan or rental by institution. Please describe technical support available for connections.

C. Facilities for receptions and special events

D. Flexible spaces suitable for collaborative and unconference-style programming (typically, a large room that holds 50 chairs plus several adjacent breakout spaces)

E. Audio-visual staff support (for troubleshooting technical difficulties)

IV. INSTITUTIONAL STAFFING AND SPONSORSHIP

A. Besides the applicant, who will be involved in the planning, promotion, and implementation of SEI? Who signs the contracts for conferences? Please provide names, job titles, and contact information for the main participants and contacts.

B. Would the campus require liability insurance for the term of the workshop?

C. Are there opportunities for SEI to receive departmental or institutional sponsorship? (In the past, this has included funding for receptions and breaks, free or reduced classroom and lab rental fees, among other sponsorships. See Appendix 1 for more information)

V. ACCOMMODATIONS

A. Student dormitory housing (if more than one dormitory is identified, answer below for each)

Dormitory name:

Types of rooms available (single, double, suites, individual or shared restrooms, etc.):

Nightly rates:

How is dormitory registration and billing handled?

Proximity to proposed instructional facilities:

Check if available:

Dining facilities

Air-conditioned

In-room refrigerator

Computer lab access for guests

Wireless network access

B. Faculty Accommodations (a nice hotel or inn)

Hotel name:

Nightly rates (king or queen room):

Proximity to proposed instructional facilities:

Check if available:

Breakfast

Bar

Wireless network access

Business center

Workout facilities

VI. FOOD SERVICE

At past SEIs, we have required a range of food and dining options. These include access to on-campus facilities for breakfast and lunch; coffee breaks; receptions; box lunches; and restaurants near campus for special events and evening dining. Please describe the available food service and catering options and whether they offer: options for special dietary needs such as diabetic, gluten-free and vegetarian:

On campus (note proximity to SEI housing and instructional facilities when appropriate, and whether we are obligated to use campus catering services for on-campus events):

Off campus:

VII. CONFERENCE SERVICES

Does your institution have a conference services office? If so, what are our obligations for using their services?

Please include any literature describing the variety of and costs associated with conference services as an appendix to your application.

VIII. TRANSPORTATION

A. Air travel and ground transportation to campus

What is the nearest airport(s)?

Is it an international airport?

What travel is required from the airport to campus?

What are the estimated costs of travel between the airport and campus (include those for taxi, shuttle, public transportation, etc.)?

Is long distance train or bus service available to the vicinity? Is there a connection for travel to campus via taxi or public transportation?

Is there reliable and convenient public transportation for local travel during the workshop?

B. Driving to campus

Is parking available for guests in proximity to student housing and instructional facilities?

Are temporary permits available? What is the current cost?

VIIIIX. ADA COMPLIANCE AND NON-DISCRIMINATORY POLICIES

The Visual Resources Association Foundation (VRAF) and the Art Libraries Society of North America (ARLIS/NA) are dedicated to the principles of equality, diversity, and the free expression of ideas with a fundamental respect for the rights, dignity and value of all persons and are committed to providing a welcoming environment for everyone, regardless of gender, sexual orientation, gender identity, gender expression, disability, physical appearance, ethnicity, nationality, religion or other group identity.

Please provide your institution's policy statement concerning the protection and accommodation of all constituents, regardless of religious or gender identity, race, ethnicity, gender, creed, or disability.

Are the dormitories ADA compliant?

Are accessible parking spaces available in proximity to the proposed dorms and instructional facilities?

Are handicapped permits available?

Are shuttles or other services available to transport people with disabilities around campus?

Are bathroom facilities, classrooms, food venues, sidewalks, and computer screens accessible?

Are ASL interpreters available? If so, what are the hourly rates for interpreters? Does the campus provide this service or would we need to hire a private contractor?

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IX. ADDITIONAL COMMENTS

Please include any additional information that might be useful in the decision-making process for SEI hosting.