**2027 ALWD Conference Fact Sheet**

**Conference City**

* The host institution should be located in a community that is perceived by ALWD’s diverse membership as safe, accessible, and welcoming. The civic culture, leadership, and current events in the community should reflect ALWD’s values of equity, diversity, and inclusiveness. “Community” relates primarily to the host institution and the municipality or county in which it is located. The culture and leadership of the state and region in which the host institution is located may be less relevant.
* Many attendees bring friends and family members to the conference. Having a variety of other activities and attractions in the area—nature, culture, history, food, shopping, entertainment—is a plus.

**Facilities**

* Room requirements:
* Plenary sessions require a room that seats 200 people, the estimate of the largest attendance.
* For concurrent sessions, four to five classrooms, seating 30 to 40 people, are needed.
* For meetings and workshops, rooms of various sizes, both during the conference and in the days before and after the conference, may also be needed.
* Rooms that can be fully darkened during video presentations.
* Adequate technology needed for presenting media, recording video, and facilitating hybrid or online conference if necessary.
* Typical schedule:

Day 0 9:00 am-5:00 pm Leadership Academy

Day 1 9:00 am-5:00 pm Leadership Academy; 9:00 am-1:00 pm Innovative Teaching Workshop; 12:00 pm–6:00 pm registration; 2:00 pm–5:00 pm concurrent sessions; 5:00 pm–7:00 pm opening reception.

Day 2 8:00 am–9:00 am registration & continental breakfast; 9:00 am–12:00 pm concurrent sessions with a break for snacks; 12:00 pm–1:30 pm lunch with keynote address or plenary session; 1:30 pm–4:30 pm concurrent sessions with a break for snacks; 5:00 pm–9:00 pm pre-dinner activity & gala dinner.

Day 3 8:00 am–9:00 am continental breakfast; 9:00 am–12:00 pm concurrent sessions with a break for snacks; 12:00 pm–1:30 pm lunch with business meeting and committee reports, awards, or speaker; 1:30 pm–5:00 pm concurrent sessions with a break for snacks and closing remarks.

* The host institution must be able to supply storage space for pre-shipped materials from presenters and speakers.
* Breakfasts, snacks, and lunches must be on site at the conference facility; the opening reception and gala dinner may be off site at hotels or other facilities.
* The conference facility must be accessible for people with disabilities, including all classrooms, meeting rooms, and common areas that will be used by attendees. The location for the gala dinner should also be accessible.
* The conference facility must have adequate space for vendor displays, computers, and other equipment.
* The conference facility must offer free wi-fi internet access for presenters and attendees.
* The conference facility must provide a safe, locked room reserved for storing presenters’ computers and any associated hardware during the conference.
* A hotel (or hotels) convenient to the conference facility is important to accommodate individuals, including but not limited to, those who may need to return to the hotel more frequently than others. “Convenient” can include a hotel within easy walking distance or easily reached by other means of transportation. The hotel or 2-3 hotels together must be able to reserve a block of at least 150 rooms for the duration of the conference. Any hotel designated for conference attendees should also be accessible for people with disabilities. The hotel or hotels should also have a refund or cancellation policy if the conference cannot go forward as planned due to external circumstances.

**Staff**

**In General**

* Conference hosting involves many tasks. If the host institution has conference-hosting staff, they should be available to assist the Conference Committee with such tasks as scheduling rooms, handling catering and other food issues, and taking care of other administrative tasks. If the host institution does not have conference-hosting staff, other staff should be available to assist with these tasks.
* The host institution will also need to allow secretarial staff, computer technicians, maintenance, security staff, and others to give sufficient time to the conference.

**Technology**

* One or more people who understand high-tech hardware, understand what is available and functioning in the facility, and act as a liaison to the conference planners and high-tech presenters must be available on site during all conference sessions.
* Staff members must be available for pre-presentation practice sessions for presenters held the day before any high-tech sessions.
* Technical support staff must be on call during the presentations.

**Planning & Flexibility**

* Identify any dates when the conference facility or convenient hotels might not be available (the conference is typically held in July). Summer school schedules, bar review classes, conferences, conventions, sporting events, and any number of other summer events at the host institution or in the host city might conflict with hosting on certain dates.
* Be amenable to hosting a fully online conference or a hybrid conference if necessary.

**ALWD Diversity Policy**

ALWD recognizes the historical inequalities that pervade the legal profession and the legal academy and affirms its commitment to contributing to a legal writing discipline that is equitable and inclusive. ALWD further recognizes that increasing diversity brings added intellectual, scholarly, cultural, social, and economic benefits to the academic and lawyering communities. ALWD, therefore, encourages proposals by faculty from, and institutions associated with, historically underrepresented and marginalized groups and from those who have not, for example, hosted a conference in the past.