Annual Meeting of Law School Diversity Professionals
Call for host proposal

Interested in hosting the annual meeting?
The planning committee of the Annual Meeting of Law School Diversity Professionals is pleased to accept applications from ABA accredited law schools to host future conferences. The conference is held each spring and is the only conference of its kind.

Our purpose is to bring together law school diversity professionals in a think-tank environment to foster conversations and promote a system of networking, information sharing, and resource sharing among colleagues in the profession. At each yearly meeting, the central goals are to develop best practices for law school diversity professionals and other professional colleagues for the advancement of matriculation, mentoring, retention, and support of minority and diversity students and graduates of U.S. law schools.

Benefits of Hosting
Hosting the Annual Meeting of Law School Diversity Professionals allows diversity leaders at a particular law school to serve the goals of equality in legal education and showcase their institution's commitment to diversity leadership in the profession. Other benefits include, but are not limited to the following:

- Institutions contribute to the tradition of hosting this highly visible and well regarded diversity conference.

- Preparing for the conference serves as a professional development activity for diversity professionals at your institution. All staff who help plan the conference gain experience with proposal review and program development, creating websites, marketing, budgeting, and project management.

- Hosts can begin participating in a relevant professional organization.

- Hosts network with other diversity professionals nationwide.

- The conference can be highlighted on your website to serve as a potential recruiting opportunity for your law school programs.

- Conference workshops, roundtables, presentations, and networking bring new ideas to the host institution and diversity program.

- Hosts shape the direction of the conference through the theme, the program, securing speakers, and conference activities.

Getting Started

Use the application guide to tell us about your institution and your plans for hosting the conference.

Submit an electronic copy to any member of the planning committee listed below. Preferably, applications should be received by **October 15th**, 18 months in advance of the desired hosting date, though the planning committee may solicit/consider later applications.

The planning committee is happy to provide feedback and assistance during the application process. For questions about hosting the conference or about the application process, please contact any member of the planning committee listed below.

Planning Committee - Annual Meeting of Law School Diversity Professionals

Michele Allison-Davis, Loyola University New Orleans College of Law, maldavis@loyno.edu

Marion Cloete, California Western School of Law, mcloete@cwsl.edu

Darrell Davis, Hamline University School of Law, ddavis07@hamline.edu

Mary Ferguson, Michigan State University College of Law, fergusma@law.msu.edu

Michele Hayes, University of Maryland School of Law, mhayes@law.maryland.edu

Katrin Hussmann, University of Maryland School of Law, khussmann@law.maryland.edu

Yolanda D. Ingram, The University of Memphis Law School, yingram@memphis.edu

Eric Kniskern, Widener University School of Law, emkniskern@widener.edu

Jimmi Nicholson, The Ohio State University Moritz College of Law, Nicholson.104@osu.edu

Sharon VanLeer, William Mitchell College of Law, Sharon.vanleer@wmitchell.edu

ANNUAL MEETING OF LAW SCHOOL DIVERSITY PROFESSIONALS

HOST APPLICATION GUIDE

Please submit the following:

1. **A cover page with:**

   The title **"Proposal to host Annual Meeting of Law School Diversity Professionals [year]"**

   The name and location (city and state) of the applying institution

   The name of the host school representative

2. **An official description of your institution (limit one page with optional photograph)**

3. **An "Overview" including the following:**

   An introduction listing the reasons why your institution would serve as an ideal site for the conference, e.g. strengths of the institution; experience hosting large groups or conferences; location; etc.

   A brief description of your past diversity programming or initiatives. (Feel free to attach an article, report or brochures describing these programs).

   Names of representative/s from your school who have attended a previous Annual Meeting of Law School Diversity Professionals. Please indicate year/s of attendance.

4. **A description of conference venues. Please indicate your ability to provide for 50-80 participants:**

   A lecture hall with internet and audiovisual support;

   Space for snack and display tables close to the lecture hall;

Cocktail reception space with audio support and registration space outside the reception;

Dining space for breakfast with audio support and registration space close by;

Dining hall for dinner (or off campus venue for private dinner) with audio support;

Wheelchair access to all event spaces; and

Adequate bathrooms close to all event spaces.

5. **Accommodations**

Please list at least two possible accommodations sites for lodging conference professionals. Include web links if possible. Include approximate nightly rates (with university discounts or group rates) if available.

6. **Access and transport**

List major area airport/s including information of interest (e.g. hub airport), average number of connections from most major cities, and distance from conference location.

Also briefly list available public transport options for getting around and getting to and from the airport/s.

7. **Geography and recreation**

Please provide a brief description of the geography and surroundings of your location and the campus setting;

Please give us some information about nearby recreation, sights to see, dining and entertainment in the area. Web links suffice if available.

8. **Institutional Support**

Please provide a brief, signed statement of support from the dean of the law school.

Please provide a signed statement from the lead host representative indicating commitment to lead the location planning team, and confirming that the requisite institutional support (IT, web support, and staff hours) is available for the planning and execution of the conference.

9. Budget and Sponsorship

Please indicate whether you will be able to manage the conference budget, including (i) processing credit card payments for registration; (ii) paying for conference expenditures from a dedicated account; and (iii) providing regular budget reports.

Historically, some costs associated with the annual meeting have been donated by the host school. These costs include conference call fees, some marketing materials and promotional giveaways. Please let us know if you anticipate any difficulty with covering these minimal costs.

Once completed, please submit this proposal, along with any necessary supporting materials to any member of the planning committee:

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Thank for your interest in hosting the Annual Meeting of Law School Diversity Professionals!