



Guidelines & Criteria for Hosting NALSAP's Annual Conference

NALSAP OVERVIEW

The National Association of Law Student Affairs Professionals (NALSAP) serves as the professional home for those who support law students by providing leadership, professional development, and student affairs resources. Formed in March 2016, NALSAP is a 501(c)(6) nonprofit organization.

CONFERENCE OVERVIEW

NALSAP's Annual Conference provides a professional meeting place for law school student affairs officers to network, discuss and learn best practices, develop innovative student affairs initiatives, and grow professionally. The conference is a two-and-a-half-day event featuring an agenda selected by a committee of law school student affairs professionals who evaluate proposals submitted by our membership and other professionals. Plenary and concurrent conference sessions highlight innovative programming ideas, hot topics and national trends, and practical tools and information. The conference also includes a NALSAP business meeting, and a networking mixer for conference attendees.

CONFERENCE ATTENDEES

The Conference draws a national audience with attendees from across the United States and Canada. The audience is primarily comprised of law school student affairs professionals, such as Deans of Students or Directors of Student Affairs, but also includes law school professionals working in academic affairs, academic and bar support, admissions, alumni relations, career development, diversity, fundraising and development, and faculty.

HOST'S ROLE

The host is an integral part in the preparation and success of each conference. The host law school would typically provide:

- Adequate meeting spaces for all conference events and meals
- Support with navigating your school's event process (e.g., working with facilities and A/V)
- Suggestions and advice concerning local suppliers, destinations, and potential speakers
- Assistance with addressing any ADA accessibility matters
- Some level of local staff support during the conference dates
- Because of the host's unique knowledge of local and regional resources, the host law school is asked to commit to having a representative serve on the conference committee.

BENEFITS FOR THE HOST LAW SCHOOL

There are many tangible and intangible benefits to being the host law school, including:

- Complimentary conference registration for all law school employees
- Complimentary full-page color advertisement in conference booklet
- Welcome poster advertising host law school
- Law school name included on conference website and all printed conference materials
- Acknowledgement as a Host-level sponsor in conference booklet
- Opportunity for representative to give remarks during the opening plenary session or meal
- Increased visibility and the opportunity to showcase your law school and community
- Reduced travel expenses for attendees from your law school and the surrounding region

NALSAP's CRITERIA FOR CONFERENCE LOCATION

Law schools to be considered for NALSAP's 2019 Annual Conference must:

- Be accredited by the American Bar Association, and
- Be reasonably accessible and affordable from most major metropolitan areas in the U.S.

In addition, the selection process will also take into account the following criteria:

- Cost to NALSAP (e.g., rental fees/fee waivers)
- Suitability of space (plenary and concurrent sessions, meals, reception, etc.)
- Cost and availability of services (e.g., catering, A/V, etc.)
- Proximity to hotels (easy access and affordability)
- Convenient access to popular area attractions and dining
- Availability to host on either [two pre-selected dates]
- Availability of local staff support
- Ease of working with venue

TIMELINE

Call for Applications for 2019 Host	Applications Due	NALSAP Board Selects & Confirms Site	Site Selection Announced
March 1, 2018	April 1, 2018	May 2018	June 28-30, 2018

APPLICATION PROCESS

To apply to become the host law school for the 2019 NALSAP Annual Conference, please complete the application form on the following page and submit it by April 1, 2018, via email to nalsapconference@gmail.com. The NALSAP President Elect selects the conference site subject to approval by the Board of Directors. In addition to reviewing applications, the President Elect may reach out for further discussion with potential hosts during the selection process. The 2019 host law school will be announced during the 2018 Annual Conference in Indianapolis, Indiana. Please direct any questions to Rebekah Grodsky at nalsapconference@gmail.com.



NALSAP Annual Conference Host Law School Application

School name: NALSAP region:	West Midwest South Northeast
Primary contact person: Title: Phone: Email:	
Please indicate which date(s) your law school would be able to host the Conference:	[Date option 1] [Date option 2]
Please describe the classroom and other spaces available for: (a) plenary sessions [200 people] (b) concurrent sessions [20-60 people] (c) meals [200 people] (d) attendee lounge [area w/coffee, etc.] (e) conference committee workspace (f) reception space [200 people] (g) vendor fair	
Are there fees associated with using the space? Is the school willing to cover or waive fees as part of their sponsorship?	
What audio/visual capabilities and support are available?	
Is catering available? Is it an exclusive contract with a specific caterer?	
What is the closest airport to your law school? How far away is the airport from your school?	
Do you have one or more hotels in mind for possible host hotels? Are they within	

walking distance (preferred) or is there a shuttle available from campus?	
What are the parking or public transportation options?	
Why would someone be excited to visit your area?	
What level of local support staff from your school do you anticipate would be available to help during the conference?	
Do you have any other comments or questions for us?	