**CPTSC Conference Site Proposal Template**

(created 1/4/2024)

**INTRODUCTION**

Here, you can just list who is proposing to host this conference and where it would be held.

**BUDGET**

CPTSC can provide a more detailed former budget upon request, if you would like ideas about items that are typically on one. We have provided a table below with some typical items, but you do not have to use them all: for example, if your venue does not charge separately for technology and rooms.

The following will also be added by CPTSC when we consider the budget for the conference:

· Abstracts

· Name tags

· Foam boards for posters

· Awards

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Qty** | **Cost** | **Total** |
| Rooms |  |  |  |
| Technology |  |  |  |
| Staffing: e.g., security, food, IT |  |  |  |
| Coffee/food |  |  |  |
| Reception food/drinks |  |  |  |
| Other (specify): |  |  |  |
| Other (specify): |  |  |  |
| Other (specify): |  |  |  |
|  |  | **GRAND TOTAL** |  |

If you have additional notes we should consider in the budget, let us know here (e.g., if your department can sponsor an item on this list, or if some of the costs might change):

**SCHEDULING**

*Religious Holidays*

Here is a typical list for the fall, but some holidays shift, so you might need to add one or two:

· Rosh Hashanah:

· Navaratri:

· Yom Kippur:

· Sukkot:

· Shemini Atzert & Simchat Torah:

· Diwali:

*Comparable Conferences*

· Association of Business Communication:

· ACM-SIGDOC:

· ATTW:

· IEEE ProComm:

· STC:

*Local Events*

**LOCATION**

This is a description of your location/area.

**ACCESS/TRANSPORTATION**

*Airports*

*Buses*

*Rental Car*

*Ground Transportation*

*Parking*

*Accessibility*

(Accessibility for excursions and the conference overall: e.g., onsite support (ASL) if needed… )

**LODGING**

This section usually has three things:

1. What would be the conference hotel, and what are some other options that people might consider?
2. What does it take to reserve a room block (e.g., a minimum number of rooms or nights)?
3. What are the rates for the conference hotel?

**REGISTRATION**

Please discuss how the registration will be handled: hours it will be open, who will staff it, and where it might be?

**FOOD**

This section usually has two things:

1. What food will be available during the conference (e.g., coffee or breakfast)?
2. What are some local/nearby food options for conference attendees?

**WEBSITE**

Please discuss how the conference website will be handled: who will maintain it, and when might it become available?

**PROGRAM**

Explain here how the program will be printed/shared/produced.

**TEAM**

Explain who will be the local site coordinators for the conference.

**CONTRACTS**

Include any contracts or preliminary contacts that you might have for the site.

**SATURDAY EXCURSIONS**

*Outdoor*

*Indoor*