



Host Application Guide

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(*Required) Please complete this form and submit a scanned copy with application packet.

We propose to host the Annual Meeting of Law School Diversity Professionals in _____

Name of law school

Website address

Location (physical address)

Name of host/lead school representative **

Title of host/Lead school representative

List names and year/s of attendance of representative/s from your institution who have attended past Annual Meeting/s of Law School Diversity Professionals

** The person who would lead local planning efforts and serve as the main point of contact for conference logistics.

Annual Meeting of Law School Diversity Professionals

Description of Conference Venues

(*Required) Please complete this form and submit a scanned copy with application packet.

Please answer Yes or No to the items below. A *NO* response to any of these questions will not automatically disqualify your application from consideration. All serious inquiries will be considered fully. **Are you able to provide the following for up to 100 participants?**

A lecture hall with internet and audiovisual support

YES / NO

Space for snack and display tables close to the lecture hall

YES / NO

Reception space with audio support and registration space outside the reception

YES / NO

Dining space for meals with audio support and registration space close by

YES / NO

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

YES / NO

Wheelchair access to all event spaces

YES / NO

Adequate restroom facilities with wheelchair access

YES / NO

Annual Meeting of Law School Diversity Professionals

Dean's Statement of Support

(*Required) Please complete this form and submit a scanned copy with application packet.

I, _____,
(Dean's Name)

Dean of _____
(Law School)

Hereby confirm my approval to host the Annual Meeting of Law School Diversity Professionals on our campus in 20__ __.

Our lead representative in charge of local planning, the main contact for the planning committee of the Annual Meeting of Law School Diversity Professionals, will be:

(Name of Lead Representative)

(Title of Lead Representative)

Dean's Signature

Date

Annual Meeting of Law School Diversity Professionals

Chief Financial Officer's (CFO) Statement of Support

(*Required) Please complete this form and submit a scanned copy with application packet.

I, _____,
(CFO's Name)

CFO of _____
(Law School)

Hereby confirm my agreement to provide finance administration in support of the law school's commitment to host the Annual Meeting of Law School Diversity Professionals on our campus in 20__ __.

I also agree to provide our institution's W-9 form with tax identification information to the Conference Lead Representative for distribution to conference registrants or supporters as requested.

Our department's representative in charge of local finance administration, the main contact for the planning committee of the Annual Meeting of Law School Diversity Professionals, will be:

(Name of Finance Department Representative)

(Title of Finance Department Representative)

CFO's Signature Date

Annual Meeting of Law School Diversity Professionals

Lead Representative Statement of Support

(*Required) Please complete this form and submit a scanned copy with application packet.

I, _____, _____,
(First Name) (Last Name)

(Title)

at _____
(Law School)

Hereby confirm my ability and commitment to lead local planning efforts in collaboration with the planning committee of the 20 __ __ Annual Meeting of Law School Diversity Professionals.

I further confirm that the requisite institutional support is available for the planning and execution of the conference. Accordingly, we are able to provide the following:

IT and web support YES / NO

Adequate staff to support the planning and execution of the conference YES / NO

Processing credit card payments and registration YES / NO

Processing vendor payments for conference expenditures YES / NO

Providing regular budget reports YES / NO

We understand that historically some costs associated with the annual meeting have been donated by the host school. We are able to provide:

Conference call fees YES / NO

Some marketing materials and promotional giveaways YES / NO

Additional incidental low cost items as needed YES / NO

Please note: a *NO* response to any of the above will not automatically disqualify your institution from consideration. All serious inquiries will be considered fully.

Lead Representative's Signature

Date

Annual Meeting of Law School Diversity Professionals

Submission Instructions

Once completed, please submit this proposal by email to **both**:

Jino P. Ray, Howard University School of Law jino.ray@law.howard.edu

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

Thank you!