

# Host the CWPA Annual Conference in Your Backyard!

The Council of Writing Program Administrators (CWPA) is soliciting proposals to host the CWPA Summer Conference, Workshop, and Institutes in **2024 and 2025**.

As regular attendees know, the CWPA Summer Conference, Workshop, and Institutes are sponsored by one or more institutions and hosted by local WPAs as well as faculty, students, and staff in their writing programs. This is an excellent opportunity to be active in CWPA, build working relationships with WPAs in your area, and showcase your academic institution and home area. It is also a great opportunity to bring business to your city, and to connect more to your community.

Professionally, hosting and organizing the CWPA summer conference is considered a large service to the profession that conference co-chairs could highlight in their applications for promotion, tenure, and/or post-tenure review. Local conference co-chairs have the opportunity to shape the conference experience for all participants. According to the recent changes in CWPA bylaws, conference co-chairs can run for the Vice President position.

## Recent Conference Sites

2015: Boise, ID  
2016: Raleigh, NC  
2017: Knoxville, TN  
2018: Sacramento, CA  
2019: Baltimore, MD  
2023: Reno, NV

Those interested in sponsoring a CWPA summer conference for 2024, 2025, or 2026 should submit a complete proposal using the recommended format below, no later than **September 30, 2023**. Submit as an email attachment to Dr. Lilian Mina ([lilian.mina@gmail.com](mailto:lilian.mina@gmail.com)), CWPA President, and Timothy Ponce ([ponce@uta.edu](mailto:ponce@uta.edu)), Interim Chair of the CWPA Conference Siting Committee.

We would like to encourage joint applications from multiple institutions in the same area in order to reduce the labor involved in conference hosting. Furthermore, and to continue CWPA's efforts to reduce conference attendance cost, we welcome applications to host the conference in other venues than hotels (e.g., university conference facilities, a local convention center).

Prior to completing a proposal, please consult the "CWPA's Conference Siting Best Practices Guidelines" document, included below and available in this Google Doc.

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## CWPA Summer Conference Site Proposal

If you are interested in hosting an upcoming CWPA Summer Conference, please prepare a proposal that includes the following information and that is developed in light of the “CWPA Conference Siting Best Practices Guidelines” document (see below).

### Contact Information

This conference involves several events and is best planned with teams of volunteers. We encourage multiple institutions to collaborate on hosting a conference. Examples of conference subcommittees include Accessibility, DEI, Local Area attractions, Hospitality, and Sponsors.

- ☐ Include names and contact information for all parties responsible for hosting any event.
- ☐ Be sure to indicate who will serve as local chair(s), i.e. the person(s) primarily responsible for coordinating all events with CWPA Vice President.

### Rank Order

Rank by number (1, 2, 3) your preferred year(s) for hosting the conference and note your preferred dates. The conference usually runs in the third week of July. Please avoid the July 4th weekend.

Example conference structure:

Conference: Sunday evening – Wednesday morning

Institutes: Wednesday morning and afternoon

Workshop: Wednesday afternoon - Saturday

Year	Your Preference for Hosting	Preferred Date
2024		

2025		
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## Event Management

Describe who will be responsible for fulfilling the duties of the local arrangements committee listed below. If more than one institution and/or committee is involved, please explain the distribution of responsibilities.

### Accommodations and Meeting Spaces

- ☐ Securing suitable meeting locations and rooms for the Workshop, Institutes, and Conference
- ☐ Arranging for an exhibitor space; serving as liaison with publishers
- ☐ Arranging for technology (computers, projectors, internet connections) and on-site technical support
- ☐ Securing housing options for all participants
- ☐ Arranging for a banquet (typically Friday evening)
- ☐ Arranging for a social event on Saturday night (e.g., a recreational or cultural event, a picnic), including transportation
- ☐ Arranging for meals throughout the week

### Guides and Information

- ☐ Providing a guide to local eateries, attractions, and transportation
- ☐ Preparing an Accessibility Guide
- ☐ Supporting copying and material needs for Workshop, Institute, CWPA President/Executive Board

### Logistical Support

- ☐ Preparing registration materials and processing registration fees (or including an estimated budget proposal for a company to do this work)
- ☐ Providing a Web site with details about the Workshop, Institutes, and Conference (may be outsourced).
- ☐ Staffing the registration table
- ☐ Soliciting local sponsors/support, when possible

### Budget Tracking

- ☐ Negotiating contracts with hotels, universities, or other vendors
- ☐ Tracking expenditures and revenue

## Conference, Institutes, Workshop Site Description

Describe the proposed sites for the Conference, Institutes, and Workshop, including number and size of meeting spaces, costs, and means of transportation between sites. Be sure to note whether costs of meeting rooms are offset by hotel room reservations in the same facility. Estimate costs of food provided for group events. Include information about availability of technology, tech support, and any related costs.

### *Conference*

400-450 attendees. One room must hold 450. Depending on the site, there are anywhere from 12-15 concurrent sessions.

- ☐ Describe space for sessions, breaks, and meals.
- ☐ Estimate cost of food for the following group meals:
  - o Three breakfasts (buffet/open)
  - o Two lunches (plated or buffet)
  - o An opening reception (Thursday night; traditionally hors d'oeuvres and a no-host bar)

### *Institutes*

(Typically 3 concurrent institutes, limited to 25 participants each.)

- ☐ Describe space for meetings and breaks.
- ☐ Include cost of breakfast, lunch, and snacks.

### *Workshop*

Describe the space for meeting, breaks, and meals. If possible, two simultaneous workshops of 20 each should be accommodated.

- ☐ Estimate cost of food for the following group meals:
  - o Four breakfasts
  - o Three lunches

## Accommodations and Transportation

- ☐ Describe location and cost of proposed overnight accommodations for the Workshop (20-40 participants), Institutes (up to 75 participants) and Conference (up to 450 participants).
- ☐ Describe availability and average cost of transportation to the conference city as well as transportation from the airport to conference site and/or hotel(s) and transportation between sites.
- ☐ Include cost of parking at any site.

## Conference Locale

- ☐ Describe the appeal of the proposed conference city, including local attractions.
- ☐ Are there current or pending state, local, or campus policies that may inhibit the expression or limit the participation of constituencies, including members of the LGBT community, academics of color, or other constituencies? Please answer “Yes” or “No,” and explain.

## Institutional Support

- ☐ Describe the level of institutional support provided. Note types of sponsorship, including any institutional conference arrangers, and any in-kind contributions your institution(s) can provide, including personnel, financial support, Web hosting, publishing and photocopying services, etc.

*Please note that CWPA is not able to share a percentage of proceeds, beyond the cost of services, with sponsoring institutions, including conference centers.*

# CWPA Conference Siting Best Practices Guidelines

**Approved 2022**

The Council of Writing Program Administrators (CWPA) is a national association of writing professionals with interests in developing and directing writing programs. In support of this mission, the annual CWPA Conference provides an opportunity for writing program administrators and writing instructors to gather to share knowledge and experience. In conjunction with the conference, the CWPA leads a Workshop that provides an in-depth introduction to writing program administration for new or aspiring WPAs.

The CWPA also offers several day-long Institutes, providing professional development on topics of interest to writing program administrators. To meet these goals, the following best practices should be considered when choosing sites for the CWPA Workshop, Conference, and Institutes:

## Maximize Opportunities for Participation

- ❑ Consider affordability of travel and lodging in the proposed city (large cities can have more affordable plane fare but more expensive hotel costs, smaller cities the reverse)
- ❑ Consider access to and cost of technology at conference site. Provide alternatives if warranted.
- ❑ Consider proximity of meeting locations and lodging; provide or identify options for travel between sites
- ❑ Consider availability of food, including cost and variety, within walking distance of conference site
- ❑ Consider access to cultural and recreational amenities near the conference site

## Ensure Smooth Operations

- ❑ Identify a local arrangements chair and committee of sufficient size and with adequate institutional support to meet the following responsibilities:
  - o Securing suitable meeting locations and rooms for the Workshop,
    - Institutes, and Conference
  - o Securing housing for all participants
  - o Arranging for a banquet
  - o Arranging for a social event on Saturday night (e.g., a recreational or cultural event, a picnic)
  - o Arranging for meals throughout the week
  - o Staffing the registration table
  - o Preparing registration materials and processing registration fees
  - o Developing conference signage, including signage directing conference participants to events and or hard-to-find conference rooms, and signage thanking conference sponsors.
- ❑ Identify resources for developing and maintaining the conference website and providing other conference advertising, to be coordinated with the President of CWPA.
- ❑ Work with CWPA to coordinate exhibit area.

CWPA relies on the revenue it generates from conference registration, so be aware that some conference sites require organizations to share conference registration fees.

## Choose Locations that Support Diversity

- ☐ Vary geographical and institutional locations for conferences, when possible.
- ☐ Choose venues (hotels and surrounding area) that welcome cultural diversity, for example by making available gender-neutral restrooms and accommodating food preferences.
- ☐ Be aware of state and local laws or policies of the hosting institution or conference facilities that may inhibit free expression or limit participation of all constituencies, including members of the LGBT community.
- ☐ The siting committee will give preference to those sites whose regional legislations, hosting institutional policies, and conference hotel policies do not infringe upon the rights of CWPA members based on race, creed, gender, sexual orientation, socioeconomic status, gender identification.

## Ensure Accessibility

- ☐ Consider accessibility of all sites related to the workshop, institutes, conference, hotel accommodations, and social activities for those with sensory, mobility, or communication impairments.
- ☐ Ask venues for information about accessibility. Local arrangements committees should do site visits to identify any accessibility problems that need to be addressed (for example, building layouts that could be challenging for those using wheelchairs or with visual impairments.)
- ☐ Make accessibility information available on the CWPA Conference website at time of registration, including information about transportation to the conference site and surrounding area.
- ☐ Provide space on registration form to request accommodations.
- ☐ Offer tips on making conference presentations more accessible.
- ☐ Consult relevant sources for making conferences accessible, such as [Composition Access](#) and [Disability Rhetoric](#) (includes an example of a CCCCs 2013 Accessibility Guide).

## Support Fair Labor Practices

- ☐ Agreements with hotels and other vendors should, when possible, support fair and ethical labor practices.
- ☐ When possible, do business with a union hotel. Unite Here's online Union Hotel Guide will identify the nearest union hotels in the site city. (See the [Union Hotel Guide app](#) for iPhone).
- ☐ Avoid hotels involved in labor disputes or under boycotts. If there are no union hotels in the site's area, the Union Hotel Guide can alert consumers to area hotels involved in labor disputes or under boycotts due to exploitative labor practices.
- ☐ Negotiate a contract that includes a force majeure clause that releases the CWPA in the event of a labor dispute or strike. The non- $\pi$ -profit Informed Meetings Exchange (INMEX) specializes in this kind of negotiation.

- ☐ Consider contacting an INMEX meeting planner who will select suitable hotels, negotiate competitive rates, and make all arrangements at no cost to CWPA or its members. For more information, visit the INMEX website and contact Christine Busiek, CMP, Director, Meeting and Event Planning, 314-302-7392, [cbusiek@inmex.org](mailto:cbusiek@inmex.org).

## Support Sustainable Environmental Practices

- ☐ Select hotels and conference venues that demonstrate sustainable environmental practices such as recycling, reuse of linens, and so on.
- ☐ Attempt to use compostable paper products when single use items (cups, plates, etc.) must be used.
- ☐ Provide options for participants to engage in sustainable practices (places to refill water bottles, recycling bins clearly marked in high traffic conference areas, etc.).

## Conference Siting and Unforeseen Circumstances

While our organization is committed to social justice, diversity, and inclusiveness, canceling a conference due to problematic legislation or local issues that arise after a conference has been sited could potentially be devastating to the organization. We therefore,

- a) attempt to foresee and consider potential issues in advance of scheduling, and
- b) find ways to respond when such policies arise after we have committed to a site. In order to help us to do so, CWPA has adopted NCTE's Guiding Principles for Conference Siting and Hostile Legislation.

For more information, please [click here](#) to be taken to the NCTE website.

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