

Local Host of an ISP meeting

BEFORE COMMITTING TO HOST A CONFERENCE

- Check programs for previous conferences to get an idea about meeting rooms required: how many, how large, how close together?
- Speak with campus housing and academic office to find out the availability of:
 - Inexpensive campus housing for the conference
 - Rooms for sessions and plenaries (please negotiate to have these provided gratis)
- Coordinate with NASSP Exec Board about the dates for the conference
- Draft a budget (judging by previous budgets + local costs)
- If costs may exceed probable registration fees, develop:
 - Plan A: Identify potential sponsors within and outside the university.
 - Plan B: Reduce costs if sponsors cannot be found.
 - Plan C: Withdraw the offer to host, if it is not financially viable.

1 YEAR IN ADVANCE OF CONFERENCE:

- Speak with campus housing and academic office to find out the availability of:
 - Inexpensive campus housing for the conference
 - Rooms for sessions and plenaries (please negotiate to have these provided gratis)
- Coordinate with NASSP Exec Board about the dates for the conference
- Determine dates and announce event
 - Inquire with campus offices to identify potential conflicts with other on-campus events
- Confirm with campus offices to secure venue and lodging

DETAILS OF PLANNING

NASSP MEMBERSHIP

Presenters must join the North American Society for Social Philosophy.

HOUSING

Hotel: Local hosts generally try to arrange a block of rooms at a local hotel. Please do not sign a contract however as we cannot guarantee that they will be filled. Instead, work with the hotel to get a reasonable rate and then just provide the information for potential conference attendees. It would be helpful if the local host also indicated how far the hotel was from the conference site, whether public transportation was available, and any other details.

Residence Halls: NASSP tries to keep the costs low for attendees. We traditionally offer campus housing that is cheaper (sometimes significantly cheaper) than the hotel rate. Please

check with your campus conference services about how to arrange this. Anticipate approximately 60 guests staying on campus in some combination of rooms.

REGISTRATION

- Determine cost of registration with Executive Board of NASSP
- Consider: cost of food provided during breaks and any conference related expenses
- Determine how much to charge each participant who will attend the banquet and include that on the registration form (as a separate charge)
- The Philosophy Documentation Center has been handling our registration electronic collection and printing name badges since 2014. They may also be able to help with housing or banquet registration
 - Cost per person for the PDC service is approximately \$6 for registration and name badges; or \$15 for additional registration services such as housing.
 - Pam Swope at the PDC will propose a price and create the electronic form.

MEALS

Please provide information on local eateries within walking distance. Include campus eateries and their hours of operation during the conference as well as restaurants. Some price spread is desirable (e.g., include the \$ deli as well as the \$\$\$ restaurant). This information may be provided on the webpage prior to the conference or on a restaurant guide handout provided at registration.

TRAVEL

Provide information on airports, airport shuttles, trains, and local transportation. Usually, campuses have this information readily available on a single website for campus visitors. A link to that website is sufficient. If a dedicated airport shuttle is to be used, provide information for reservations and cost.

INTERNET or WIFI

If a campus network is available to guests during the conference, please provide any sign-on information. A sign at registration is sufficient.

CAMPUS PARKING

Please provide information for attendees who will bring cars. If parking passes must be obtained, please provide the contact information in advance or distribute passes at registration.

TECHNOLOGY

Determine available technology and whether additional technology will be required. It is hoped that the rooms wherein sessions will be held are all equipped for projection. We recommend that

presenters who plan to use Power Point should bring supplemental paper handouts in case of technological difficulty.

INFORMATION PAGE

Please provide any additional information that might be useful for an attendee. Any additional information the local host needs may be obtained through a google form.

CHILDCARE

NASSP cannot provide childcare directly, but we try to help by suggesting care.com or providing some financial assistance. For liability purposes, please do not arrange any childcare yourself and do not enlist students to care for children.

8 TO 6 MONTHS IN ADVANCE

(BY APPROXIMATELY JANUARY-MARCH OF THE HOST YEAR)

- Finalize all arrangements for registration and housing
- Plan lunch venue for Executive Committee lunch; the local host typically organizes and pays for this lunch.
- Determine cost of campus housing and understand completely the process for attendees to sign up for campus housing.
- Arrange rooms at local hotel (We recommend not reserving a block as unused rooms are charged to the society. Instead, try to negotiate a good deal without reserving the block.)
- Compile travel directions
- Provide registration, travel, and local information to webmaster
- Ensure that the PDC form is ready to go live
- Work with Program committee and webmaster to advertise the availability of housing and registration forms