



IATUL Hosting Application for Annual Conference

Host Information

1. Name of University (and Partner if applying as a group):

2. Short description of University and Library. Tell us why your institution wants to host this event:

3. Location of University Library (Country, City, etc.):

4. Proposed location of conference, if different from above (and please explain why proposed site is different):

5. Capacity of library to host (staff and volunteers, ability to support registration logistics, securing sponsorships):

6. If you've previously hosted, what year(s) did you host?

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7. Contact Info for Applicant(s) (University Librarian/Dean of Libraries/Executive Director/or equivalent):

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Conference Dates and Logistics

- 1. Proposed Dates of Conference (Please check against local events and library-related events):**

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- 2. Attractions of City/Location (Describe why your intended location is great! Food options, entertainment scene, museums and cultural attractions, scenery, available day trips, etc.):**

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3. Potential Meeting Venues (Hotels, Libraries, etc.) for Hosting: Describe your options for hosting the meeting, may include estimated or average costs for conference rooms or meeting space, hotel rates, etc. Include catering minimums if available.

Examples: HOTEL EXAMPLE ONE 120 S. Main Street, Mainsville, USA URL of hotel
Contracted Conference Room Rate:
\$159 / night, single or double occupancy (April 5-9, 19-23, or 26-30, 2020) \$179 / night, single or double occupancy (April 12-16, 2020)
Food and Beverage Minimum: \$30,000 for length of conference
Meeting Space Rentals: Cost waived as long as food & beverage minimum met

NATIONAL LIBRARY or OTHER SPACE

Beautiful just renovated national library with auditorium seating with a capacity of 200 with projectors and computers for presentations, free WiFi, 7 breakout rooms, coffee shop in basement, no fee for meeting. Can bring in catered food from approved vendors.

4. Travel to the Venue and around the city: Describe the travel options for international and national travelers to the host city. Airports and airlines flying in, trains, etc. as well as ease of getting from airports to hotel/location of venue and housing. Describe transportation options within the city.

5. Any final information or comments you would like to make on your ability or interest in hosting an IATUL Annual Conference?

Please affirm that you have reviewed the [IATUL values statement](#) and that you believe you are able to create a conference program and experience for attendees that aligns with those values.

yes no

The IATUL board welcomes a conversation if you would like to discuss any aspects of the requirements of hosting.