CCSC:Southeastern Conference Host Proposal
Information & Application Forms for Potential Hosts

Thank you for your interest in hosting the Southeastern Conference of the Consortium for Computing in Small Colleges (CCSC). The following pages contain all the information that you should need to complete the proposal process.

Several pieces of basic information are required to propose a conference. You must identify the key personnel who will be organizing the conference, provide background information on conference facilities and resources (making sure that they are available for the first or second weekend in November), develop a tentative budget, and demonstrate institutional support for the hosting of the conference. It is recommended that your proposal must be submitted in time for the conference steering committee to make its decision at the conference held three years prior to the conference for which you are applying to be the host. It <u>must</u> be submitted at least two years prior to the conference.

General requirements:
You may wish to consider this brief list of basic requirements prior to completing the formal proposal:

- Upon approval of an application, the Conference Chair becomes a member of the CCSC:SE Steering Committee. The Conference Chair or a representative from the Chair's institution must attend the fall and spring meetings of the committee, beginning with the spring meeting a year and a half prior to the conference to be hosted. (The fall meeting is held in November at the annual conference. The spring meeting is usually held in conjunction with SIGCSE.)
- A high quality Web site for the conference must be developed and published at least six months prior to the conference.
- Your institution must be able to provide:
  - room for three sessions to run concurrently, of which one or two may be tutorials or workshops requiring the use of computers by the participants
  - a large lecture hall for the keynote address (100-150 attendees)
  - adequate space for vendor displays and breaks/refreshments between sessions (it is preferable for these to be close together or even combined)
  - a large dining facility for the conference banquet and conference luncheon (either or both may be held off campus as well)
  - a computer laboratory with at least 25 computers to be used for the programming contest, and a large room nearby to be used for a work room
  - space for conference registration and check-in
  - the ability to process some conference-related charges through its finance office
- Opportunities for local sponsorship in the form of prizes, vendors, etc. is desired.

Submit the following by September 1, at least two and preferably three years prior to the proposed date. (If an acceptable proposal is received three years prior, the Committee may not wait for further proposals.):
- completed copy of the enclosed cover sheet identifying the Conference Chair(s) and including a signature indicating the support of your chief academic officer
- a brief resume/vita for the Conference Chair(s)
- completed copy of the enclosed Application Form outlining facilities and resources
- a preliminary budget (use the template to be provided by the CCSC:SE Steering Committee)

Please send your completed proposal to:
> Kevin Treu
> CCSC:SE Steering Committee Chair
> Dept. of Computer Science
> Furman University
> Greenville, SC 29613

Additional information on CCSC and the regional conferences that it sponsors can be found at *http://www.ccsc.org/*

Decision Criteria

The CCSC:SE Steering Committee chooses conference sites based on a number of factors:

Timing
- two conference days (Friday and Saturday), with workshops Friday morning, concurrent sessions Friday afternoon and Saturday morning, programming contest Saturday morning, presenter's luncheon Friday afternoon, conference banquet Friday evening and conference luncheon Saturday afternoon; in addition, time and space is required for the biannual meeting of the CCSC:SE Steering Committee, and may also be required for the biannual meeting of the CCSC Board of Directors
- dates should be in November, with preference given to the first and second weekends (and care taken to avoid cross scheduling with special events such as Homecoming)

Location
- geographic distribution with regard to recent conferences
- ease of travel into and out of the location by land (and air when the CCSC Board will be meeting concurrently with the conference)
- number of potential conference attendees in the region
- activities of interest in the area outside of the conference

Facilities
- appropriate and adequate space for exhibits and meetings (see the previous page for more details)
- layout of buildings (within walking distance of each other, if not in one building or adjacent buildings)
- computing resources for the development and hosting of the conference Web site
- proximity of adequate and appropriate hotel facilities to the location of the conference; reasonable cost to attendees, with a variety of housing rate options

Human Resources
- a Conference Chair who is well-established and stable in his or her career
- adequate support personnel for the Conference Chair
- Web site designer(s)
- local volunteer support sufficient to carry out the local activities
- ideas for interesting, engaging keynote and banquet speakers

Proposer's Preliminary Responsibilities

- Ensure that adequate time and support are available for the key conference positions, especially general, program and local arrangement chairs.
- Secure the support of your institution.
- Make preliminary contact with the required on-campus facilities directors and local hotels to "pencil in" proposed dates.
- Check the city and/or college calendar for any preceding/concurrent/following events that could affect housing and/or meeting space availability.
- Secure the cooperation or cosponsorship of local or regional groups/corporations.
- Draft a preliminary budget (using a template available from the CCSC:SE Steering Committee).
- Ensure the prompt completion and submission of the proposal materials.

What the Host Institution Can Expect from CCSC

- Handbook including items to complete, timelines and guidelines for budget and expenses.
- Guidelines for Web site content.
- Handling of finances and registration.
- On-line list of preregistered attendees finalized on the Tuesday before the conference.
- Production and delivery of proceedings. (The local committee is responsible for returning the excess proceedings to the CCSC conference coordinator.)
- Nation-wide publicity of the conference. (Local publicity is the responsibility of the local conference committee.)
- Mailing list access and maintenance.

CCSC:Southeastern Conference Host Proposal
Cover Sheet

College _____

City _____

Proposed Dates _____

Conference Chair: _____ Phone: _____

Title: _____ Fax: _____

Address: _____ E-mail: _____

_____

_____

Signature _____

Co-Chair: _____ Phone: _____

Title: _____ Fax: _____

Address: _____ E-mail: _____

_____

_____

Signature _____

Chief Academic Officer: _____

Signature _____

Proposal submitted by: _____ Date: _____

CCSC:Southeastern Conference Host Proposal
Application Form

It is understood that all of these questions cannot be answered with complete certainty at this time. Please answer all of the questions as accurately as possible, indicating where you are making speculations.

Name: _____ Affiliation: _____
College proposed: _____ Location: _____
Year of proposed conference: _____

Please name and describe the room in which the keynote address will be held. Can it accommodate 100-150 attendees? Is projection/presentation equipment available?

In which building(s) will the sessions take place? Please describe the basic layout. Is there adequate handicap access?

How many rooms are available for concurrent sessions? What is the seating capacity of each?

Please describe the available multimedia capabilities (projection/presentation equipment) for each room.

Is a computer laboratory available for workshop/tutorial sessions (including one on Friday morning of the conference)? Please describe its layout.

Please describe the space that will be used for vendor/exhibitor displays. Where is this space in relation to the session rooms?

Please describe the space that will be used for refreshments/breaks between sessions. Where is this space in relation to the session rooms and vendor area?

Please describe the space that will be used for conference registration.

Will computers be made available for electronic mail access for conference attendees? If so, where?

Please describe the laboratory in which the programming contest will be held. How many computers does it have? How are they laid out? What kind of computer are they?

What operating system(s) is available in the lab? Which programming language environments? Is there a local file server for storage of shared files?

Is there a large room in close proximity to the programming contest lab to be used for a work room? (It cannot have computers in it.)

What kind of volunteer support can you expect in terms of running both the conference and the programming contest? Please describe how you will recruit volunteers and how many you can expect to have.

Where will the Friday afternoon presenter's luncheon be held? Please describe this location.

Where will the conference banquet be held? Please describe this location.

Where will the conference luncheon be held? Please describe this location.

Will a vegetarian option be available for all meals?

The local ACM student chapter has traditionally hosted a Friday evening pizza party for programming contest participants concurrent with the conference banquet. Will your institution be able to host such an event? If so, please describe the location.

Please identify some potential candidates for keynote and banquet speakers. How confident are you that their services can be acquired?

Is a large (up to 20 people) conference/meeting room available for the biannual meetings of the CCSC:SE Steering Committee and CCSC Board of Directors? Where is this room?

Please describe your plan for the development of the conference Web site. Who will be doing this work? Where will the site be hosted?

Please identify any local businesses or organizations that may be contacted to participate as vendors/exhibitors, or as donors of prizes for programming contest winners and other promotions?

Will you be able to open a budget line through the finance office of your institution through which expenses for the conference incurred at the college, or small expenses incurred by the local committee can be run?

Does your institution have the ability to do the bulk mailing of the calls for papers and participation for the conference?

Please list the most likely candidates for conference hotels, along with their basic rates. How far are these from the conference location? Is any on-campus housing available?

If transportation is necessary between the conference site and the hotel, are facilities (i.e., vans and drivers) available to provide it?

How close is the airport to the conference site and hotels? Is a shuttle service available? (This will primarily be used to decide if the CCSC Board meeting will be held at the conference.)

Please identify other institutions in the vicinity of yours from which conference presenters and attendees might be recruited. Comment in general on the ability of your site to draw participants.

Please describe briefly any ideas that you may have for recruitment of presenters and attendees.

At the most recent spring meeting of the CCSC Board of Directors, a basic budget for CCSC:SE was approved. Please contact the current CCSC:SE Steering Committee chair for a copy of this budget. Use it to draft a preliminary budget for the conference at your site and attach it to this application. (**Note:** The Steering Committee Chair will provide budget figures for the non-local expenses -- preparation of call and program, postage, committee expenses, etc. You will only be responsible for budgeting for the expenses that will be spent at your site.)