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?

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

Conference Dates and Logistics

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

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.):

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?**

Thank you for your application!