

Dear potential LCC host,

Thanks for your interest in hosting the Language Creation Conference! The LCS was initially founded to help present and support the LCC, and we still consider it to be our top priority. It's nice (and convenient) to be able to communicate via the internet and share our work with each other, but nothing beats face-to-face interaction. I've been to the first four LCCs, and it's always the highlight of the year for me.

It might seem like a large task to host an LCC, but really the task can be broken down into what's *required* to host an LCC, and what's *preferred*. What we absolutely need for an LCC is a room that will seat 50 people that we can rent for two days (a Saturday and a Sunday), with, hopefully, a couple hours to set up on Friday. For the conference itself, we need a microphone for the speaker(s), and one for the audience (preferably wireless), and then a mixing board so we can use those mics. Everyone in attendance needs WIFI access, and we need to be able to stream the conference live on the internet. That's all we need to actually hold an LCC.

In addition to that, there are some other niceties that have been a mainstay of the LCC. We like to be able to provide lunch on each day of the conference, but if there were cheap food options nearby, that could probably serve. It would also be ideal to have a lounge-type area adjacent to the conference room. After each day of the conference, it's nice to have a space for everyone to get together and chat. In the past, we've done this at: a dorm room's common area; someone's house; a local restaurant that seated well over 20 at a single table; and several different local venues that hosted smaller groups. Potentially any area that will allow us to get together and chat in a group of 40 or so would work.

There are further technical preferences (for example, being able to use a miniDV camera to capture the talks in a higher quality format than a streaming service would allow), but that's basically all there is to it!

On the next page of this document is a checklist of some of what I've gone over, plus some other items to consider. If you're interested, you can use that checklist as a guide when you contact potential venues. When submitting a proposal for our consideration, it's always best (if possible) to include photos—or provide a website with photos—so we can get an idea of what the venue looks like, and how it would feel to host an LCC there.

If you have any questions, feel free to contact us at ics@conlang.org. Thanks for taking the time to read this, and we look forward to hearing from you!

Fiat Lingua!

David J. Peterson
LCS President

LCC Host Checklist

This is a short checklist of what a host needs to do and provide in order to host an LCC at their location. The LCS will provide anything not mentioned below. Also note that the LCS will either pay directly for all services detailed below, or reimburse the host.

Space/Room Requirements

- ☐ 50 person minimum capacity (required: chairs; wireless *and* wired internet access; outlets).
- ☐ White board, chalkboard or equivalent and podium.
- ☐ Space reservation (Friday evening, all day Saturday, all day Sunday).
- ☐ Technical Requirements (minimum requirements):
 - ☐ 2 wireless mic (provided / other source)
 - ☐ 1 projector (provided / other source)
 - ☐ 1 audio mixer (provided / other source)
 - ☐ 1 table for projector (provided / other source)
 - ☐ 1 MiniDV camcorder with tripod (provided / other source)
 - ☐ 1 large PA speaker (provided / other source)
 - ☐ 1 laptop and webcam (provided / other source)

Accommodation and Food

- ☐ List of cheap places to stay near the conference (include pricing and contact information).
- ☐ List of cheap restaurants in and around the conference (include several different types and the approximate cost of a meal).
- ☐ List of local coffee shops (within walking distance of the conference area).
- ☐ Obtain food permit (*if necessary*) to ensure that food can be served at the conference.
- ☐ Lunch for Saturday and Sunday during the conference:
 - ☐ Provide the LCS conference committee with local options for bulk lunches on both days (vegetarian friendly).
 - ☐ Once decided, arrange for purchase and pick-up.
 - ☐ Alternately: Arrangements for a catered meal both days.
- ☐ Conference snacks/beverages:
 - ☐ Provide the LCS conference committee with local options for bulk snacks that can be served in the morning on Saturday and Sunday and then throughout the day, as well as beverages (bottled water at a minimum).
 - ☐ Once decided, arrange for purchase and pick-up.
 - ☐ Alternately: Arrangements for catered snacks, coffee and water.
- ☐ Napkins, plates, cutlery, serving utensils (as needed).
- ☐ Knowledge of local office supplies store(s) in the area (for last minute items).

Accessibility

- ☐ Directions to and from airport, conference area, local hotels, local restaurants, and other locations as needed.
- ☐ Overview of public transportation options in area along with costs and other requirements.
- ☐ Work with LCS to ensure everyone has a means of conveyance to and from the airport.
- ☐ Local knowledge of points of interest to conlangers and travelers.

Don't Forget!

- ☐ Keep your receipts! The LCS will reimburse you for *all* conference-related expenditures.