

Dear potential host,

Thank you for your interest in hosting the next Language Creation Conference (LCC)! The Language Creation Society (LCS) was initially founded to help present and support the LCC, and we still consider it to be our top priority. It's great to communicate via the internet and share our work with each other, but nothing beats face-to-face interaction. The LCC is a biennial event held over a weekend in the late Spring or early Summer. Each LCC is held on a Saturday and Sunday, with a Friday evening pre-conference get-together and a celebratory dinner on Saturday night.

It might seem like a large task to host an LCC, but the task can be broken down into what's *required* to host an LCC, and what's *preferred*. On the next page of this document is a checklist of items to consider. If you're interested, you can use that checklist as a guide when you contact potential venues, and prepare your proposal. The checklist is a general guide to help you organize your proposal, not everything listed there is an absolute requirement for having your proposal considered. For example: We require consideration of lunch options on the Saturday and Sunday of the conference. We suggest options for bulk purchasing or catered lunches. However, neither of these options may be feasible: In such an instance, the proposal should clearly outline a plan for allowing attendees to get lunch such as directions to near-by food vendors along with general prices and brief descriptions of types of food available (the options should be close enough to the venue to allow attendees to get lunch and return to the venue in a reasonable amount of time). Typically, the LCS will cover the costs of the Saturday evening celebratory dinner; other breaks can be proposed as either conference-sponsored or up to the individual attendee to pay for based on budget. The officers of the LCS are also here to help, and may be able to put you in touch with previous LCC hosts to offer additional insight on the process.

When submitting a proposal for our consideration, it's always best to include photos—or provide a website with photos—so that we can get an idea of what the venue looks like, and how it would feel to host an LCC there. The most important factors that are used to evaluate the proposals are: the suitability of the venue (including any A/V, recording, and live streaming technology), the availability of nearby lodging at various price points, the ease and cost of transportation to (and within) the city in which the conference is to be held, and the availability of nearby, inexpensive, dining options—including a recommendation for the Saturday night dinner. If you, as a potential host, have access to financial grants that could help offset the costs associated with an LCC, that would be an asset, but is not a requirement to apply; these should not be personal funds, as the LCS does not want any host to be out-of-pocket for conference organization—to that end, hosts are asked to save any receipts so that the LCS can reimburse them for any conference-related expenses.

The LCS makes every effort to ensure that our conferences are safe, respectful, and inclusive. As such, we adhere to a Code of Conduct, which is enforced at the LCC. Hosts should be familiar with this policy, and help to make participants feel respected and welcome. The Code of Conduct policy is available at: <https://conlang.org/language-creation-conference/lcc7/code-of-conduct/>

If you have any questions, feel free to contact us at [info@conlang.org](mailto:info@conlang.org). Thank you for taking the time to read this, and we look forward to hearing from you!

*Fiat Lingua!*

## LCC Host Checklist

### Space/Room Requirements

- ☐ 75-person, minimum capacity
  - ☐ Internet access (a dedicated or wired source for live-stream device(s) is preferred).
  - ☐ Mobility access for members with mobility restrictions (e.g., wheelchairs)
  - ☐ Several electrical outlets
  - ☐ White board/chalkboard or equivalent and podium
- ☐ Space reservation (all day Saturday, all day Sunday)
  - ☐ Technical Requirements (minimum requirements):
    - ☐ Wireless mic (2 preferred)
    - ☐ Projector and sound system
    - ☐ Computer system (with all necessary connections)
    - ☐ A live-stream device and backup recording equipment is preferred, but not necessary (the LCS will provide live-streaming and recording equipment if not easily accessible to the host)

### Accommodation and Food

- ☐ A list of near-by accommodations (with prices, and any conference-negotiated rates, if applicable)
- ☐ A list of near-by restaurants (include several different types and the approximate cost of a meal)
- ☐ A list of coffee shops (within walking distance of the conference area)
- ☐ Any permits needed for hosting a conference or serving food (if applicable)
- ☐ A location suitable for all attendees to meet and converse on Friday evening
- ☐ Lunch for Saturday and Sunday during the conference:
  - ☐ Provide local options for bulk lunches on both days (include vegetarian options)
  - ☐ Once decided, arrange for purchase and pick-up
  - ☐ Alternately: Arrange for a catered meal both days or provide a plan for attendees to purchase their own lunches both days (i.e., directions and general prices).
- ☐ Conference snacks/beverages:
  - ☐ Provide 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: Arrange for catered snacks, coffee/tea, and water
  - ☐ Napkins, plates, cutlery, serving utensils (as needed)
- ☐ A location to host the conference dinner Saturday evening (keep in mind, not all of our members are of legal drinking age, so the location—as with the Friday night meet ‘n’ greet—should be accessible to minors)

### Accessibility

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

### Submitting a Proposal

- ☐ Introduce yourself and briefly describe your experience with conference or event planning
- ☐ Introduce the proposed location and dates for the conference (also discuss relevant local attractions that would make the proposed location an idea place for members to visit outside of the conference)
- ☐ Describe the venue (include information on all of the above requirements and any additional amenities that will add to the conference)
- ☐ Provide a proposed budget for the conference (there is no need to include registration costs for attendees, these are set by the LCS)
- ☐ Include photos and/or links to websites for the venue, and the local area more generally

### Don't Forget!

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