

Dear potential LCC host,

Thank you for your interest in hosting the 11<sup>th</sup> Language Creation Conference (LCC) in Spring or Summer 2025! 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. 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. Use that checklist as a guide when you contact potential venues and prepare your proposal. **Items listed with an asterisk (\*) are required of any location**, additional resources can be provided by the LCS

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 A/V recording and live streaming technology, the availability of nearby lodging at various price points, the ease and cost of transportation to the city in which the conference is to be held, and the availability of nearby and inexpensive dining options, including a recommendation for the Saturday night dinner.

Proposals to host LCC11 are **due November 15, 2024**. To submit your proposal to host LCC11, be sure to include:

- A cover letter introducing yourself and your connection to the conlang community as well as an overview of the proposed location (venue, city/town, other local attractions that visitors to your area may enjoy).
- Your proposal, which at minimum should: i. address the items indicated in the Host Checklist on the next page; ii. propose dates for the conference (Spring / Summer 2025); iii. Provide a tentative budget (room/equipment rental, any catering during the conference, tentative price per person for the Saturday dinner).
- Location description: Provide information about travel to/from the conference location (closest international airport, available transportation between the airport and conference venue, transportation around the city/town); about local accommodations available to attendees (include nearby options at multiple price points); and about any other amenities that set your proposed location apart or make it ideal to host LCC11.
- COVID-19 contingency: Because we cannot know what the evolving situation with COVID-19 will be in 2025 while selecting a venue for the conference, we need to have a contingency plan in place. LCC11 will be completely compliant with all local public-health guidelines and regional laws; if these conditions make it difficult or impossible for international travelers to attend, we may need to move the conference to a digital platform (e.g., Zoom/YouTube as was done for the digital LCC in 2021). Please indicate if any of the proposed plans/budget items would be non-refundable in this event or any other pertinent contingencies you would suggest.

If you have any questions, or to submit your proposal, email 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

**Important:** Though we have always had hybrid elements at our in-person conferences (video and audio recordings, livestream availability, etc.), it is our goal to move further toward a fully hybrid conference. For this reason, we would like to encourage the participation by presenters and attendees who are unable to attend in person via digital means, and we will make every effort to support our in-person and virtual participants equally. This entails some technical capability of our venue: the proposed venue must be able to support these technical needs.

- \*I have read and understand the LCS Code of Conduct: <https://conlang.org/language-creation-conference/code-of-conduct/>.

### Space/Room Requirements

- \*Space reservation able to accommodate at least 80 attendees (Friday evening, all day Saturday, all day Sunday).
- \*A foyer (or similar) space with posterboards or ability to display poster presentations and have intersession snack breaks.
- \*White board, chalkboard, or equivalent (e.g., document camera), and lectern.
- Technical Requirements (specify all that are available at the proposed venue—the LCS may be able to supply some of these resources)
  - Wireless or lapel mics
  - \*Digital projector (specify mounted in venue or portable)
  - \*PA system (specify mounted in venue or portable)
  - Audio mixer with connections for mics/PA system/live streaming
  - \*Live-stream computer with wired internet access
  - Local tech-support/professional recording and streaming services (availability, price, services)

### Local Volunteer Requirements

- \*At least two volunteers to run the live-stream and monitor on-line chat/ask questions on behalf of live-stream audience.
- \*At least two volunteers to help guide visitors/provide local information/answer questions.
- \*At least one volunteer knowledgeable of any venue systems (e.g., A/V, WiFi).

### Accommodation and Food

- \*List of affordable places to stay near the venue (include pricing and contact information).
- \*List of restaurants near the venue (include several different types and the price-points).
- \*List of local coffee shops (within walking distance of the venue).
- Lunch during the conference:
  - \*Provide a plan for lunch on Saturday and Sunday (any option should be able to accommodate various diets, e.g., vegetarian, gluten conscious).
- Conference snacks/beverages:
  - \*Provide a plan for 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).
- Pre-conference supper:
  - \*Provide a location for a social gathering and supper on Friday; any option should be able to accommodate various diets, e.g., vegetarian, gluten conscious and be conducive to conversation/socializing and must be able to accommodate up to 80 attendees.
- Saturday night supper:
  - \*Provide a location for a social gathering and supper on Saturday evening; any option should be able to accommodate various diets, e.g., vegetarian, gluten conscious and be conducive to conversation/socializing and must be able to accommodate up to 80 attendees.

### Accessibility

- \*Indicate accessibility of proposed venue (what measures are in place for wheelchair accessibility, blind navigation, etc.)