

## **NCLR Host Application Procedures and Form**

If your journal is interested in hosting the 2018 National Conference of Law Reviews, please submit this completed form. If you need additional information, please contact Michelle Jacobs, NCLR President, at [nclrlaw@gmail.com](mailto:nclrlaw@gmail.com).

Each journal that submits an application will be invited to give a 10-minute presentation to the General Assembly of the 2017 National Conference of Law Reviews in Jacksonville, Florida. AV may be arranged by contacting Florida Coastal, School of Law. Each school may, but is not required, to provide a small give away to the conference participants. The giveaway should not exceed \$3.00 per person. In addition to this giveaway, each school may give each conference participant a flyer, program, or other written information about the school's bid to host. The journal selected as host will become an ex-officio member of the Executive Board. At least one representative of the school must attend the Executive Board meeting at the 2017 Annual Conference.

**Please e-mail the completed form to Michelle Jacobs at [nclrlaw@gmail.com](mailto:nclrlaw@gmail.com)  
2018 NCLR Host Application**

School name:

Name of sponsoring journal(s):

Mailing address for journal(s):

Phone number, fax number, and e-mail address for journal(s):

Name, title, and contact information (including home and school phone numbers and emails) of editor who will be presenting the bid at NCLR 2017:

Name, title, and contact information for the 2015-2016 NCLR contact person at the school:

In what city do you plan to hold the conference?

On what dates do you plan to hold the conference? [The conference typically is held the third week in March; the range of dates for the conference date is contained in the NCLR constitution.]

In what types of facilities (school, hotel, conference center, etc.) do you plan to hold the conference? Please indicate whether this facility is able to hold up to 450 people for events. Please describe how many break-out rooms will be available and how many people each break-out room will hold.

What options are available for the host hotel? What do you anticipate the room rate(s) would be?

Please describe any special programming you envision, beyond the traditional training sessions. If you have developed a theme, please describe that as well.

Please describe your thoughts about possible keynote speakers and other possible featured speakers

Please describe two or three possible planned excursions.

Does your journal regularly host a live symposium? If so, please describe a few past programs.

Does your school regularly host professional conferences? If so, please provide a few examples of recent conferences.

Has your editorial or executive board passed a formal resolution supporting your journal hosting the conference? If so, please attach the resolution.

Has your dean formally endorsed your journal hosting the conference? If yes, please attach a letter or other document signed by your dean that demonstrates his or her support.

Please explain why your school is the best choice to host the NCLR 2017. Include information about your journal, your school, your geographic location, and your ability to host a well-run, successful conference.