



Frequently Asked Questions **Submitting a Proposal to Host the CRSEA Annual Conference**

How many people typically attend the conference?

There tends to be no less than 200 people, and no more than 300 people who attend the CRSEA annual meeting, with an average of about 225 – 250 conference attendees each year.

What would be a ballpark figure for reserving a room block at the hotel?

This is variable based on the different hotels that are close to the proposed conference host site. The primary host institution usually negotiates the room block. The goal is to secure lodging within walking distance of primary conference activities. In the past, primary host institutions have made more economical options, such as university dormitories, available for conference attendees in addition to traditional hotel choices.

Conference start and end times?

Each year, the Critical Race Studies in Education Association annual conference meets beginning the Wednesday following Memorial Day in May (preconference), Thursday of that week (Day 1 of general conference), and Friday of that week (Day 2 of general conference). Start and end times for the conference are also variable. Generally, the preconference opening session begins at noon on Wednesday, while the opening session on Day 1 begins no later than 9am and ends no later than 6pm. There are receptions on Thurs and Friday immediately following the final sessions on each day. There is also possibly a reception on Wednesday following the preconference that depends on external sponsorships.

How much does it cost to host a CRSEA conference?

Conference may cost anywhere between \$15,000 - \$25,000 depending on the host site. Most of these costs are conference facilities and catering, which a primary host institution can secure at reduced/discounted rates if they cannot have the costs waived altogether. The primary host institution should be prepared to:

- Book facility space to host conference activities
 - Open space for registration and general registration and information (Wednesday through Friday)
 - 10 rooms for concurrent breakout sessions, conference headquarters, business meeting location, and hospitality (6 on Wednesday, and 10 on Thursday and Friday)
 - Large auditorium for opening session, closing session, and plenary sessions (Wednesday through Friday)
 - 1 Conference Room for CRSEA Leadership Planning (Tuesday)
 - 1 Conference Room for CRSEA Transition Meeting (Saturday)

- Provide catering for four meal times
 - Continental breakfast on Thursday and Friday
 - Lunch on Thursday and Friday



- Derrick Bell Legacy Awards Reception on Friday (**NOTE:** This tends to be at least partially funded by Taylor & Francis (not more than \$1500.00. This support augments costs incurred by the primary host institution. This is usually more of a dinner buffet, and less of an hors d'oeuvres type of reception arrangement)

Primary host institution team responsibilities for the conference planning?

Primary Host institution team which includes institutional partner representatives should designate one person that may serve on either the conference planning or program committees. The primary host institution team should also have one person who is working on the ground to coordinate site-specific conference details such as:

- Procuring hotel room blocks
- Coordinating sign language services (**NOTE:** Costs for this can be negotiated, though it is preferable that host site covers costs)
- Transportation if necessary to the conference meeting locations from hotels that are more than a half-mile from conference activities

Primary host institution will not have to plan the program or general conference logistics (e.g. registration, hospitality etc.)

What does site selection criteria include?

There are numerous variables that impact the choice of a host site for the CRSEA annual meeting. The leadership of CRSEA selects a host institution based primarily on evidence that the proposal can be reasonably executed. The more *guaranteed* material resources documented in the proposal earmarked to support hosting the conference, the more favorable a host location proposal may be for selection by the CRSEA executive team. CRSEA leadership will also consider the proposed location of the conference to ensure a equitable rotation of host sites from year to year. Moreover, the team will consider the affordability of the proposed conference location for our members—many of whom tend to be graduate students. The leadership may also take into consideration the history of CRSEA's relationship with the host institution. In other words, we want to be sensitive to hosting the conference at universities that have long supported, and will continue to support, the Association.

What are the benefits of hosting the CRSEA annual meeting?

Hosting the CRSEA annual meeting is an extraordinarily beneficial opportunity for all those involved. Foremost, hosting is a great way to bring national and international attention to the primary host institution's commitment to issues of equity, inclusion, and racial justice in education. Other benefits include:

- 15 complimentary undergraduate student registrations for pre conference and main conference participation
- At least 5 complimentary conference registrations
- 2 complimentary invited conference sessions that the host institution can design and coordinate
- Inside Front, Inside Back, or Back Cover Color Ad Space in Conference Program