

**INTERNATIONAL ASSOCIATION FOR  
RESEARCH ON SERVICE-LEARNING AND COMMUNITY ENGAGEMENT**

**REQUEST FOR PROPOSALS  
CONFERENCE HOST FOR 2011 AND 2012 CONFERENCES**

Organizations and educational institutions committed to research on service-learning and community engagement are encouraged to submit proposals to serve as hosts for the 2011 and 2012 Annual Conferences of the International Association for Research on Service-Learning and Community Engagement (IARSLCE or “the Association”).

The mission of the Association is to support research on service-learning and community engagement. The Association conference serves as a vehicle for disseminating new knowledge, rewarding excellence in research, and facilitating communication among scholars. Researchers present findings from quantitative and qualitative research, share ideas derived from their work, and hear presentations by influential leaders in the field. The conference does not feature presentations of program descriptions or evaluation reports. However, practitioners and community partners are encouraged to attend the conference to participate in presentations of research on which they have collaborated and to gather useful empirical information that can be shared with their collaborators and used to shape program development and practice.

The conference attendees are faculty, graduate students, academic administrators, and practitioners. The participants are primarily US-based, but beginning with the 2006 conference, the international participation was expanded to include a number of registrants from Canada, the UK, Australia, New Zealand, South Africa, Taiwan and China. Anticipated attendance is 350-400 people attending sessions.

The conference is an annual event that began in 2001. Past conferences have been held in Berkeley, California (2001), Nashville, Tennessee (2002), Salt Lake City, Utah (2003), Greenville, South Carolina (2004), East Lansing, Michigan (2005), Portland, Oregon (2006), Tampa, Florida (2007), New Orleans, Louisiana (2008), and Ottawa, Ontario (2009).

The conference is the primary vehicle not only for disseminating new knowledge but also for generating revenue for the Association. At least 90 percent of the net profit generated from the conference (over and above \$12,000, and not including membership fees) is returned to the Association for future programs and initiatives. Up to 10 percent of the net profit is returned to the host institution.

The Association assumes all liability for the conference and articulates legal expectations of all parties in a memorandum of understanding (MOU). The Association encourages the hosting institution to take “ownership” of the conference, but will provide assistance and guidance,

within the parameters of the Association's mission and experience, through ongoing and regular communication.

**Proposals are due by FRIDAY, APRIL 30, 2010.** The IARSLCE Conference Oversight Committee will review and rank each component of the proposal. The selected site will establish a Memorandum of Understanding with the Association. The Conference Oversight Committee will make a recommendation to the Association Board for final approval in July 2010. Public announcements about the selected sites for the 2011 and 2012 conferences will be made on listservs, websites, and at the 2010 IARSLCE Conference in Indianapolis, Indiana.

## **PROPOSAL GUIDELINES**

The Association views the proposal as a tentative outline and "work-in-progress." The Conference Oversight Committee will assist potential hosts by answering questions and providing technical assistance prior to submission of the proposal and will offer continued guidance should the proposal be accepted.

The proposal criteria fall into four broad categories that will be rated by a review committee. The components of this RFP are intended to help interested institutions carefully consider their resources, expertise, and ability to host a mid-sized international conference. Proposals should address succinctly each of the following categories and subcategories:

### **1. SCHEDULING AND LOCATION**

#### **Scheduling**

The calendar window for the conference is October through early November. The conference historically has fallen over a weekend, i.e., Thursday-Sunday, Friday-Monday, or Saturday-Tuesday. The conference format generally comprises preconference workshops on Day 1, with the full conference Day 2 morning through Day 4 noon. Dates should be selected to avoid conflict with any other major educational conferences that draw similar audience and should not conflict with the beginning of the semester/quarter and/or any major religious or national holidays. Proposals should specify possible dates for the year for which the application is made (2011 or 2012).

#### **Location**

##### **a) Proximity to Airport and International Access**

The proposal must include information regarding proximity of the venue to a domestic and international airport. This includes ease of flight connections to and from the host city.

##### **b) Travel Affordability**

The proposal must include a current estimated range of airfare costs from the geographical corners of the United States, Canada, and Mexico to the host city and estimated international costs for various cities from an array of continents at the time the proposal is developed. (The review committee recognizes the variance and instability of airfares, but seeks your best estimate.) This information can be provided in a table format.

c) Venue

The proposal should describe any on-site capability to host (e.g., a conference center or hotel on campus), so that these can be considered along with other hotel sites. The Association has contracted with ConferenceDirect to develop and manage hotel contracts for the conference. ConferenceDirect is a third party meeting-planning organization that will assist with and oversee the site selection and hotel negotiation process. ConferenceDirect has developed a detailed RFP to go the hotel community. The local conference committee should refrain from contacting hotels directly, as the Association needs to have only one primary point of contact for the hotels. Once ConferenceDirect has narrowed down the selection and has specific facilities to consider or select, the Conference Oversight Committee will work with representatives of the host institution to select the best venue for the meeting. Their choice will be submitted to the IARSLCE Board Chair for approval. The decision process may include a site visit to potential venues by a representative of the Conference Oversight Committee along with the host representative.

d) Public Transportation and/or Walking Proximity

The proposal should describe public transportation options to and from the airport as well as within the city for after-conference activities. Mass transit fares and estimated taxi fares should be included. A description of the walking area and distances of sites/activities from the venue should be included.

e) City Attractions

In addition to professional development, conference attendees enjoy a variety of attractions in the host city. The proposal should provide a brief description of attractions and unique features within the city that would appeal to conference attendees.

f) Optional Tours and Activities (concerts, sports, museums, etc.)

While the focus of the conference is on research, the proposal will be strengthened with a brief description of possible optional tours or activities available to attendees or that the hosting institution would be willing to coordinate. These might include concerts, sporting events, or museums. Some previous conferences have offered visits to or organized service activities at community sites.

## **2. INSTITUTIONAL CAPACITY**

### **Infrastructure Support**

The proposal must demonstrate adequate infrastructure support for advertising, creating website content, and financial management of conference fees/costs.

### **Staffing**

The proposal should include a list and description of critical staff, including a conference chair/faculty lead (main contact person/coordinator), clerical assistance, and student resources. Institutions should be creative in considering how to staff the conference through the use of students, service-learning classes, other regional partner institutions, and state/regional Campus Compact staff or members. Please note that the host institution is not responsible for the

conference attendee registration process; the IARSLCE Administrative Home oversees online registration.

The Conference Oversight Committee will carefully consider the research and educational background and experience of the conference chair. The conference chair should have a record of research on service-learning and/or community engagement and be someone who can provide substantial leadership and coordination of the conference. The conference chair is expected to be a member of IARSLCE and to have attended at least two previous conferences to have gained insight as to formats and audience.

### **Presidential/Administration Support and Participation**

A letter from the president of the institution must be included in the proposal appendix. The letter should clearly articulate the role and participation of the president and/or other administrators in terms of a welcoming address, hosting a conference reception, and providing in-kind and/or financial resources that may include support of graduate students to assist in the planning and logistical coordination of the conference.

### **Publicity and Outreach**

The proposal must describe how the host institution will publicize the conference and coordinate outreach to presenters, participants, sponsors, students, and community partners.

### **Demonstrated History of Coordinating/Hosting Conferences**

The proposal should include a brief description of previous relevant conferences that have been hosted by the institution. The information should clearly articulate how this previous experience will be useful for the IARSLCE conference. This should include the name(s) of conference, the number of attendees, name/list of the venue (hotel, ballrooms, meeting rooms), and costs.

### **In-kind and/or Fiscal Support/Sponsorships**

The proposal must include a description of in-kind and/or fiscal contributions on the part of the host institution. This should include a tentative plan for fundraising, soliciting, and securing sponsorships from various local funding agencies or organizations. The IARSLCE Fundraising Committee will collaborate with the host institution in soliciting conference sponsorships.

The host institution is expected to organize and pay for the President's reception at the conference.

## **3. EXPERIENCE AND LEADERSHIP IN SERVICE-LEARNING AND COMMUNITY ENGAGEMENT**

### **Evidence of Service-Learning and Community Engagement Programming and Research**

The proposal should provide evidence of the applying institution's programs for service-learning and community engagement, as well as research in these areas by members of the institution. A brief description of an organized center, service-learning courses, and/or community engagement initiatives should be included in the narrative.

### **Participation by Institutional Representatives in Past Research Conferences**

The proposal should include a list of faculty, students, administrators, staff, and community partners from the institution who have participated in, presented at, or attended previous service-learning and community engagement research conferences.

### **Identification of the Program Chair**

The proposal should identify the individual who will serve as the host institution's conference chair and his/her experience and/or scholarship on service-learning and community engagement. This individual should have relevant research experience in service-learning and/or community engagement. A vita of the conference chair must be included with the application.

### **Capacity to Organize/Coordinate Transportation for Optional Events**

In the past, conference attendees have appreciated tours of campuses, community engagement centers, community-based projects, service activities, and other sites of interest. While not a requirement, the proposal is enhanced if it articulates the capacity to organize and coordinate transportation for optional service activities and/or tours of these or other relevant sites of scholarly interest. A list of possible tours/activities should be included. The narrative should include the availability and estimated cost of transportation and which conference staff would spearhead the operations.

### **Commitment to Editing the Conference Proceedings**

The proposal must include a commitment by the conference host to be responsible for online publication of the *Conference Proceedings*, which will include abstracts of the papers presented at the conference. The proposal narrative must include a brief description of the host's experience in writing/editing/publishing scholarly work.

### **Partnerships for International Service-Learning and/or Community Engagement**

While not a requirement, the proposal will be enhanced if the narrative includes evidence of international partnerships for service-learning or community engagement. This could include a description of relevant courses, collaborative research efforts with colleagues in other countries, technical support, or consultation activities. The Association is committed to facilitating international partnerships.

## **4. CONFERENCE VISION**

### **Theme**

The proposal should include a tentative theme that reflects emerging research interests and issues within the fields of service-learning and community engagement. A brief description and rationale for the theme should be provided. The theme should be original, creative, and provocative. The Conference Oversight Committee will work with the host institution to finalize the theme.

### **Tentative Keynote Topics and Speakers**

The proposal should demonstrate that thought has been given to tentative keynote topics and speakers who can address the conference theme in a variety of contexts and ways. This could include policy makers, researchers, and other scholars who have played a key role in the research on service-learning and community engagement.

### **Innovative Formats and Strands**

The proposal must provide a description of the formats that will be utilized. This should include consideration of innovative approaches for presentations, discussions, and dialogue. Topical strands (e.g., international, K-12, theory, etc.) should be identified, listed, and briefly described. Formats may include, but are not limited to, paper presentations, panels, roundtables, and poster sessions.

### **Involvement of Emerging Scholars, Students, and Community Partners**

The proposal must articulate methods to invite and include emerging scholars as well as graduate and undergraduate students and community partners who have been involved in the research on service-learning and community engagement.

### **Planning and Printing Program**

The proposal must describe how the conference program will be organized and coordinated, as well as the estimated cost of printing the program. The Association will post the program on its website.

### **Reviewing Presentation Proposals**

The proposal should describe the process for identifying, recruiting, and coordinating the activities of approximately 30 to 40 reviewers for presentation proposals. The description should include selection criteria and/or rating systems, the review/selection process, and how applicants will be notified as to the status of their submissions. (Usually the previous year's conference host shares a list of reviewers and an evaluation rubric that the host may use or adapt.)

## **PROPOSAL FORMAT**

The **proposal narrative** should include headings for each of the categories and sub-categories, above, and should

- a) use 12-point font,
- b) have one-inch margins,
- c) include page numbers,
- d) be single spaced, and
- e) be limited to 15 pages.

### **Appendices to Proposal**

- Letter of support and commitment from institution's or organization's president
- Curriculum vitae of conference chair
- Description/biography of support staff
- Travel/tourism materials

**PROPOSALS ARE DUE BY 5:00 P.M. CENTRAL TIME, FRIDAY, APRIL 30, 2010**

Proposals must be submitted using one of the following delivery methods (e-mail is preferred):

By e-mail:

Please send to Barbara Moely (moely@tulane.edu) **and** to the Association office (info@researchslce.org). Include "2011 IARSLCE Conference" or "2012 IARSLCE Conference" in the subject line.

By mail or express:

Barbara E. Moely  
Conference Oversight Committee Chair  
Center for Public Service, 327 Gibson Hall  
Tulane University  
6823 St. Charles Avenue  
New Orleans, LA 70118

All proposals submitted by mail must include an electronic version submitted on CD.

Direct any questions about this Call or your proposal to Barbara Moely, Chair of the IARSLCE Conference Oversight Committee, at [moely@tulane.edu](mailto:moely@tulane.edu).