



*Consortium Institute
Summer 2017*

For the past eight years, the Consortium board has hosted a **summer planning retreat** at different campuses across the U.S. As a benefit to the retreat site, we have also hosted a **day-long summer institute for higher education professionals**. We would like to take the retreat and institute to a new location where it can benefit our members. Would you like to bring the Consortium board to your campus? Read on for more information about the institute and retreat. At the end of this document are a series of questions that will help us decide where we will visit. Please return this form by **Friday, December 16, 2016**.

Institute Description

The Consortium of Higher Education LGBT Resource Professionals offers a unique educational opportunity to higher education professionals. At our day-long institute, professionals are invited to connect with colleagues across the region, discuss emerging trends in lesbian, gay, bisexual, transgender, and queer (LGBTQ) student services, and share knowledge and struggles regarding specific campus policies. Faculty for the institute are Consortium board members, local Consortium members, and other regional experts.

Participants will discuss trends in LGBTQ student services, develop collaborative structures for networking, engage in critical discussions about policies, and define strategies for sustainable campus partnerships. It is aimed at higher education professionals, administrators, and graduate students who are seeking to better serve LGBTQ campus communities.

*on environments so that
students, faculty,
equity in every respect.*

www.lgbtcampus.org
280 Madison Avenue Ste. 912
New York, NY 10016-0801

Partnership Description

Cost sharing

One of the benefits of leading the institute is that it helps the Consortium offset the costs of the institute. By charging a small amount (between \$25 and \$60) to institute participants, we can help the Consortium maintain financial solvency. These funds go into supporting the travel costs of board members.

When our host institution shares costs with us by providing space and catering, and other financials that you can offer, we are able to do the most with the Consortium's resources.

What we ask from you

Institute Site

We expect between 120 – 250 institute attendees. For a successful institute, we need one large conference room that can seat all participants and 3 - 4 breakout rooms for small group sessions. We will also need projectors, microphones, and other presentation technology. We like to offer lunch and small snacks in order to keep participants engaged. We would also like to provide housing for 5 – 8 institute faculty (usually board members) on the night before the institute. Lastly, we expect at least one representative from the institute site to sit on the Institute Planning Committee, run by the Consortium Support Services Chair and Education Chair.

Retreat Site

Our retreat is generally 4 days long, and begins the day after the institute. During this time, we need meeting space that can seat all of us, ideally with breakout rooms so we can work in smaller groups. In this space, we request access to a projector and wireless internet.

What the board can provide to you

Institute

Our day-long institute brings experts in LGBT student services to your campus for a day-long educational session. The session is appropriate for higher education professionals from all areas of campus. Topics from past institutes have included work on intersectional identities, ally training programs, and supporting transgender students. You are also encouraged to highlight your best programs, policies, and research at a session during the institute.

Other Possibilities

The board is happy to meet with anyone on the host campus for consultation, discussion, or education. We can talk with you about building your LGBT programming, organizational change, and collaborating with other groups. We are also happy to meet with other stakeholders

where we can make an impact. Let us know how we can make the most of our time on your campus!

***Consortium Institute and Retreat – Summer 2017
Proposal Form***

Thank you for your interest in hosting the Consortium for our annual institute and retreat! We are excited about the possibility of coming to your campus. There are a number of different considerations we'll use in selecting a site. Among them are expense and geographic location. We have questions for you that will help us make this decision. (If you create a new document, please make sure to include all of the below information in your proposal).

Name of Host Institution	
Name of Main Contact at Host Institution	
Email Address for Main Contact	
Telephone Number	

Dates

Use the calendars below to indicate dates when you would wish to host the institute. In the past, we have hosted the institute on a Friday, with the retreat beginning on Saturday night and continuing through Tuesday morning. **Please highlight in green the dates when you would be able to host the institute.** We will determine the retreat dates based on the institute date.

<i>June 2017</i>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<i>July 2017</i>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<i>August 2017</i>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Space and Logistics

Please let us know about the space where you would be hosting us. Include links to any relevant websites.

<i>Institute Space and Logistics</i>	
What is the name of the building where you would host the institute?	
Does the institute space have 1 room large enough for 120 – 250 people, 4 breakout rooms, and a registration area? Please name and describe these rooms.	
What are the technology capabilities for the institute space?	
What is the name of the building where our board and the institute faculty would be housed during the institute? Can Institute registrants also be housed, if needed, here?	
Please describe the housing options (e.g. single rooms, double rooms, shared bathrooms) and what is included in the housing options (e.g. sheets, toiletries).	
<i>Retreat Space and Logistics</i>	
What is the name of the building where we would be holding the board meetings during the retreat? We need 1 conference room for 18 people and 1 smaller breakout room.	
What are the technology capabilities for the retreat space?	

Expenses

Below, you will find the major categories for expenses. In the next column, please include an estimate of how much each of those things would cost. In the middle column, please include how much of that amount you believe your campus would be able to cover. The remainder will be the Consortium expenses. Please note that the Consortium assumes the cost of transportation for institute faculty/board members and meals for the retreat.

<i>Institute Expenses</i>	<i>Total Estimated Cost</i>	<i>Estimated Cosponsorship Amount</i>	<i>Estimated Consortium Cost</i>
Rooms for Institute			
Lunch and Snacks for Institute Participants			
Housing for Institute Faculty (up to 8 people, 2 nights)			

<i>Retreat Expenses</i>	<i>Total Estimated Cost</i>	<i>Estimated Cosponsorship Amount</i>	<i>Estimated Consortium Cost</i>
Meeting Rooms for Retreat			

Geographic Location

In order to help us gauge who might be able to attend an institute at your campus, please list some of the nearby colleges/universities where we could potentially attract attendees. Also, please mention if you are part of a state university system where we could connect with participants.	
Where is the nearest major airport?	
Any other factors for travel that we should consider? (Uber, lyft, etc)	

And Finally

Why do you want to host the Consortium Institute and Retreat?	
Please share anything else about your campus or your area that would be helpful for us to know.	