**Host Second Language Research Forum (SLRF) 2018**

If your university has a desire to host SLRF in the fall of 2018, please carefully review the proposal guidelines below.

Note that SLRF is a student-run conference. This means that all proposed conference chairs/ co-chairs should be current graduate students, and that proposals should be written and submitted by graduate students only (though faculty advisors are encouraged).

**SLRF 2018 Proposal Information**

All proposals to host SLRF 2018 should be sent to [*asc-slrf2017@osu.edu*](mailto:asc-slrf2017@osu.edu) and should include “Host SLRF 2018” in the subject line. Proposals should be submitted in PDF format. Text in the proposal should total no more than 3,000 words.

Please note that previous hosts have found that financial support and the size and makeup of the committee organizing SLRF have been some of the most influential factors for a successful conference. As such, please give special attention to these sections of your own proposal.

If you have any questions, please do not hesitate to contact the SLRF 2017 organizing committee at [asc-slrf2017@osu.edu](mailto:asc-slrf2017@osu.edu).

**Please include the following information in your proposal to host SLRF 2018:**

**Facilities**

Description of conference site and facilities

Banquet facility

Local restaurants and convenience stores

**Sponsors**

Projected and secured financial contributions and support

Support from your program and/or department, including in-kind support

Personnel support

**Budget**

Potential funding sources

Cost of facilities

Cost to attendees (early and on-site costs for students and non-students)

etc.

**Organizing Committee**

Committee members and departmental affiliations

Faculty Advisors

Additional available personnel and volunteers

**Conference Theme**

General focus

Tentative conference title

Potential logo

**Conference Program**

Dates of the conference

Tentative plenary speakers and colloquia organizers

Detailed outline of special features (colloquia, roundtables, workshops)

Proposed conference schedule

**Social Events**

Social events and costs for attendees

Free social events

**Accommodations**

Types of housing and approximate costs

Distance and transportation to conference site

**Transportation**

Describe closest airports, train stations, public transportation in town, campus transportation including shuttle or metro transportation

**Previous Conferences**

Describe past conferences hosted by your institution

Has SLRF been held at your institution before? If yes, when?

**Technical Support**

Plan for managing online abstract submission and conference registration

Availability of PC projectors and other presentation media

Support personnel to troubleshoot technology-related problems during the conference

Internet access on campus for guests

Plans for the conference website (technical and/or content)

*Again, proposals should be send to* [*asc-slrf2017@osu.edu*](mailto:asc-slrf2017@osu.edu) *with the subject line “Host SLRF 2018”.*

Please contact us if you have any questions,

SLRF 2017 Organizing Committee

The Ohio State University