

## Checklist for Institutions Proposing to Host NCUR 2024

The following are guidelines for institutions proposing to host NCUR 2024, to be used in preparing preliminary letters of interest. The NCUR Oversight Committee (NOC) has found that the information requested below is most useful in evaluating preliminary proposals and selecting finalists. Please comment briefly on each of the following as appropriate, identifying particular strengths and specific challenges (and how they might be dealt with). CUR staff will be glad to answer questions and assist you as you prepare your letter of interest.

### INSTITUTION NAME:

#### **Physical Resources** (assume a conference of 3500-4500):

- 1) Accessibility by air, driving, other transport for participants arriving and departing more or less simultaneously.
- 2) Hotels adequate for this group, with a range of prices.
  - Peak room nights ~1200 rooms
- 3) Local transportation to move participants between hotels and conference venue(s).
- 4) Adequate presentation space: 55 or more media-equipped classrooms, large poster session spaces, venues for plenary events (~1600 seats plus overflow for video attendance); performance and gallery spaces.
- 5) Campus geography allowing movement among conference activities.
- 6) Ability to provide continental breakfasts, lunches, and snacks for attendees.

#### **Institutional Characteristics:**

- 1) A history of commitment to and/or involvement in undergraduate research, including institutional membership in CUR (enhanced membership encouraged).
- 2) A commitment to diversity and inclusiveness, and to the creation of a scholarly community welcoming to all.
- 3) Possible collaborations with other local institutions or organizations.
- 4) An institutional and/or local culture likely to provide a unique experience to conference participants.