

**ARLIS/NA-VRA Summer Educational Institute
for Visual Resources and Image Management
Hosting Application**

Please fill in information and return application by email to the SEI Advisory Group Chair:
Sherman Clarke (sherman.clarke@nyu.edu) with a copy to the taskforce at
sei.taskforce@gmail.com

If information below is based on 2008 prices or is estimated from similar workshops, please
indicate the source of the information. We recognize that some of the information will be
estimates or otherwise preliminary.

Name

Institution/Department

Position

Contact information

1. Interest in dates for hosting:

2010

2011

2012

2. Months venue available:

June

July

August

3. Classroom facilities available

A. Lecture Room and capacity

Digital Projection available? Installed or portable?

Chalk boards? White Boards?

Reliable Wireless Connections?

B. Computer labs and capacity

Macs or PCs

Digital Projection available?

Reliable Wireless Connections?

C. Other (receptions, etc.)

4. Computer support

A. People (Fee-based or In Kind Donation?)

B. Facilities

C. Is Campus Wireless Available for Guests?

5. Staff and Department support

A. People other than yourself who would be involved at your facility

B. Department providing Academic Sponsorship

6. Housing

A. Participant Housing Options

B. Faculty Accommodations

7. Food services

A. On campus

B. Off campus

C. Catering

8. Conference Services Available

A. Housing Registration and Billing

B. Conference Registration and Billing (if needed)

C. Other

9. Costs (classroom facilities, computer support, staff/dept. support, housing, food services, conference services, transportation)

A. Housing: Dormitories, Hotels/motels, B&Bs

B. Conference services

C. Administration (Institutional Conference Fees, etc.)

D. Other

10. Travel and accessibility

A. Accessibility of venue: Nearest Airport; Transport to venue; Transport to Dormitories

B. Accessibility of housing to class facilities

C. Transportation between housing, classrooms, food, etc.

11. Please include additional comments, as warranted