



## American Society of International Law

### Request for Proposals 2020 Midyear Meeting Host Institution

The American Society of International Law is pleased to announce that it is accepting proposals from academic institutions interested in hosting the 2020 Midyear Meeting of the Society. The Midyear Meeting is held annually in late October or early November and encompasses several events, including leadership meetings of the Society's Executive Council and the Board of Editors of the American Journal of International Law; the Research Forum, which features cutting-edge international law scholarship by more than 70 authors; and the Practitioners' Forum, focused on providing substantive international law programming to the local legal community. The Midyear Meeting has been held since 2010 in Miami, Athens & Atlanta, New York, Chicago, Washington, DC, Seattle, St. Louis, Los Angeles, and Brooklyn.

Interested applicants should reference the included Host Institution Cooperation document for specific details on the benefits and obligations of hosting the Midyear Meeting. Institutions interested in hosting the 2020 Midyear Meeting should submit the following requested information in a single PDF submission to [submissions@asil.org](mailto:submissions@asil.org) by **5 p.m. ET on Monday, September 16, 2019**.

### Requested Materials

#### General Information:

1. Institution name
2. Institution physical location (street address, not mailing address)
3. Institution point of contact information (name, title, phone number, and email)

#### Facilities Information:

4. Description and photos of available meeting space at law school: Please be sure to include the maximum capacity of rooms and the audio-visual capabilities they offer (including a floor plan if available). Please include the names and/or numbers of proposed rooms.
  - a. Room for ASIL leadership meetings (two rooms needed, potentially concurrently, to host approximately 20-25 and 30-35 attendees in a conference style setting);
  - b. Classrooms for Research Forum sessions (minimum of four classrooms needed concurrently for six time slots);
  - c. Classrooms for career development sessions (one classroom needed for three hours on Friday morning);
  - d. Keynote/plenary meeting space (minimum of one space, preferably separate from classrooms used for RF sessions); and
  - e. Reception/dinner space (minimum of one space suitable for 70+ attendees).
5. Audio-Visual capacity:
  - a. Please convey whether the rooms designated for ASIL leadership meetings have capacity for conference call-in (hardware only – ASIL has a dedicated conference line that will be used).
  - b. Please confirm that all Research Forum session rooms (classrooms) have the capacity to project PowerPoint slides or a video onto a screen or wall and the computers used for such purposes have access to the internet.
  - c. Depending on the speakers and topic, ASIL sometimes chooses to record and/or livestream Midyear Meeting plenary or keynote discussions. Please detail what capacities the rooms identified for these sessions have for recording or livestreaming.
6. Catering menu and costs:
  - a. Please provide a sample catering menu with pricing information from catering services proposed by the Host Institution.
  - b. Please convey any catering restrictions imposed by university regulations (requirement to use an in-house catering company, requirement of bartender for alcohol service, etc.).
  - c. Please provide information on any catering discounts which may be available.

7. Staffing: Please provide information on staffing costs (for catering, A/V support, and general staff support), including any internal discounts that may be available.
8. Parking: Please provide information about off-street parking availability near the Host Institution, including any discounts that may be available.

Accommodation Information:

9. Hotels:
  - a. Please provide the names, addresses, and contact information for hotels within a reasonable distance of the Host Institution which would be suitable for Midyear Meeting attendees.
  - b. Please provide any discounts for hotel rooms available by virtue of pre-existing arrangements with the Host Institution.
10. Transportation:
  - a. Please provide information about transportation options available to attendees from the nearest airport.
  - b. Should hotels be further than a reasonable walking distance from the Host Institution, please provide information and approximate costs for local companies which could provide shuttle services for attendees, including any potential discounts available by virtue of pre-existing arrangements with the Host Institution.

Midyear Meeting Committee Recommendations:

The Society envisions having two committees to organize the meeting: A Midyear Meeting Committee in charge of organizing logistics and engagement with the local legal community, and a Research Forum Committee to organize the paper sessions that comprise the Research Forum. This will likely involve placing representatives from the local legal community onto the Midyear Meeting Committee, in addition to the academic representative(s) from the Host Institution to serve on the Midyear Meeting and Research Forum Committees. Specifically, please provide the following information in the proposal:

11. Research Forum co-chair nominee (Host Institution faculty): Please include name, affiliation, and CV. The other co-chair will be drawn from an institution other than the Host Institution.
12. Suggested representatives from the local legal community from various backgrounds (Host Institution, law firm, corporation, government, NGO, etc.): Please include name and affiliation

Local Legal Community Information:

The Society seeks to make the Midyear Meeting attractive to the local legal community by identifying and incorporating local organizations with a focus on international law issues that may be interested in participating in the Midyear Meeting. Please identify these organizations and indicate any special connections, including individual contacts or institutional relationships, which might be used to approach these organizations.

13. Law Firms:
14. Corporations:
15. Government Agencies (including U.S., state, and municipal, as well as foreign embassies and/or consulates):
16. International Organizations:
17. Non-Governmental Organizations:
18. Other Academic Institutions:

Follow-up event:

As a part of its commitment to increasing the Society's presence in the Host Institution's location, the Society will place a high value on proposals that include a commitment to host a follow-up event organized in coordination with the Society and might include the Society's President, Executive Director, or other senior leadership representative. Such an event could take place at any time up to one year following the Midyear Meeting.

Miscellaneous:

Please feel free to provide any additional information you feel is important for the Midyear Meeting Planning Committee to be aware of when considering your institution's proposal to serve as host of the 2019 Midyear Meeting.

## **ASIL Midyear Meeting Host Institution Cooperation**

The American Society of International Law (ASIL) hosts a “Midyear Meeting” in late October or early November. The meeting serves several purposes with leading scholars and practitioners of international law:

- Bringing Society programming to members and potential members unable to attend the Washington, D.C.-based Annual Meeting (held in March or April);
- Fostering academic discussion and scholarship in a wide variety of international law fields through the “Research Forum” component;
- Providing scholars with feedback from the Society’s leadership who are experts in their respective fields of international law;
- Promoting engagement with the legal practice community (including corporate counsel and private practitioners) on current issues in international law through the “Practitioners’ Forum” component;
- Providing students and new professionals with insights and tools for pursuing a career in international law and opportunities for access to leading experts in these fields;
- Providing ASIL members with access to publishers, practitioners, and service providers in the field of international law;
- Convening meetings of the Society’s Executive Council and the AJIL Board of Editors; and

The Midyear Meeting is a relatively new initiative of the Society, begun in 2010, and attended by 150-250 registrants each year. Past locations for the Midyear Meeting have included:

- Miami, Florida (2010)
- Los Angeles, California (2011)
- Athens and Atlanta, Georgia (2012)
- New York City, New York (2013)
- Chicago, Illinois (2014)
- Washington, DC (2015)
- Seattle, Washington (2016)
- St. Louis, Missouri (2017)
- Los Angeles, California (2018)
- Brooklyn, New York (2019)

The Research Forum component of the Midyear Meeting is held onsite at a local law school, designated as the Host Institution. **The Host Institution receives the following benefits:**

- Complimentary registration to non-ticketed events (all events included in the general registration fee) for all faculty, staff, and students of the host institution;
- Identification and recognition as Host Institution on all program materials and websites;
- Inclusion of institution logo and link to institutional web page on all program materials and websites;
- Selection by ASIL of a Research Forum Committee co-chair from the faculty of the Host Institution;
- Opportunity to recommend individuals to serve on the ASIL Midyear Meeting Committee;
- Opportunity to have printed materials distributed to all participants, displayed at Research Forum registration, and included on the Midyear Meeting mobile app, as appropriate;
- Opportunity to host the official Research Forum “welcome reception” on-site at the law school, with remarks by a representative designated by the institution;
- Opportunity to host an ASIL “International Law Career Panel and Speed Mentoring event” for students and new professionals on-site (host institution students may attend for free); and
- Names and contact information of all attendees.

**As Host Institution, the law school agrees to undertake the following obligations:**

- Participate during the relevant academic year in ASIL's Academic Partnership program (\$5,000/year institutional membership fee with separate program benefits);
- Designate at least one (1) full-time staff member to coordinate the logistics of the Research Forum with ASIL staff;
- Identify and reserve for the Research Forum, in coordination with ASIL leadership and staff, a weekend (Thursday through Saturday) in October or November during which no other academic conferences will be held at the law school;
- Reserve classrooms, courtrooms, reception areas, and other meeting space as required for Research Forum events. ASIL staff will provide the designated institution staff with a list of the space required for the events scheduled to take place at the Host Institution by the deadline put forward by the host institution staff contact;
- If the Host Institution chooses to make use of the benefit of organizing the "welcome reception," the host institution will cover the set up and catering costs for said reception. ASIL will provide an attendee count for the reception to allow the institution to order the appropriate amount of catering;
- Cover "facilities costs" associated with the Research Forum, including such expenses as chair and table set up for registration, substantive panels, exhibitor space, and receptions and audio-visual support, including computers and projectors, Wi-Fi access for attendees, and microphones and speakers;
- Provide internal rates for ordering catering for receptions and events held on site where ASIL will be covering costs, including, if relevant, removal of administrative fees, removal or lowering of rates on staffing fees, and other internal discounts available to the Host Institution;
- Suggest, after discussion with ASIL, local law firms, corporations, and other entities that should be solicited for sponsorship of the Midyear Meeting, and, if relevant, names and contact information for individuals within those organizations with relationships to the Host Institution;
- Identify potential keynote/high profile speakers related to the field of international law in the geographic region that might be a draw for individuals to attend the Midyear Meeting. Should one of these individuals be selected as a keynote speaker, the Host Institution will work with ASIL to determine whether an invitation should be extended by ASIL, the Host Institution, or jointly;
- Identify potential hotels that might serve as the conference hotel, including arranging for any pre-existing agreements for discounted room rental rates with the Host Institution to be applied to Midyear Meeting attendees; and
- Support ASIL staff members who conduct a site visit to prepare for the Research Forum by arranging meetings with internal staff and contacts as needed.