

Conference Venue Proposal SCWCA 2011

(I wrote this to make sure that the executive board knew what I was planning and because it helped me to see it all written down.)

Location:	Clear Lake and League City
Dates:	February 17-19, 2011
Keynote:	Dr. Lisa Ede, Oregon State University
Plenary session:	Dr. Barry Maid, Dr. Sally Crisp, Dr. James McDonald
Accommodations	South Shore Harbor Resort: www.sshr.com
Room Rate	\$110.00 single \$115.00 double Includes breakfast, wireless internet, and parking
The hotel also has a state-of-the art fitness center (\$5.00 per day for guests), spa services (facials, massages, hair salon)	
Transportation (airport)	Shuttle to/from Houston Hobby is free of charge if travelers work with shuttle schedule and arrange 24 hours in advance
Transportation (UHCL campus)	Can provide optional bus service at total cost of about \$10.00 per person (Will charge \$5.00 ea to bring cost down to \$5.00)
Transportation (social)	Available shuttle to Kemah waterfront is \$10.00 round trip

Keynote Speaker

My University has agreed to allow me to pay the keynote fee from my accounts. I have offered Dr. Ede \$2000.00 plus travel expenses. SCWCA should not incur any expenses for this item.

Conference Venue Arrangements

The University of Houston-Clear Lake

- All UHCL facilities are free of charge.
- Technology/internet/projection capability available in all classrooms.
- Computer labs available to anyone who wants the audience to be able to participate in an activity.
- Lunch at UHCL: approximately \$20.00 per person (including service fees and gratuities)

South Shore Harbor

(We have reserved a block of 60 guest rooms)

- Will provide us with one break-out room for each 20 guest rooms we book. (We pay associated taxes.)
- With catered lunch on Saturday, that room is free.
- Will charge a \$250.00 set-up fee for the day
- Will charge extra for technology services, if we use them Saturday
- If not comped, the break-out rooms will cost \$150.00 each
- Will provide one complimentary guest room for each 30 rooms booked
- We can use one complimentary room for the keynote speaker and the other for the meeting/reception room for Thursday.
- Saturday lunch will be approximately \$25.00 per person (including service fees and gratuities).

- We plan to charge \$5.00 each for this lunch to offset costs and make sure people will actually come
- SSH wants a \$500.00 deposit, payable on signing contract and the Saturday fees 10 days in advance of the conference.

Bus Transportation

South Shore Harbor's shuttle service will transport people to UHCL on Friday for approximately \$10.00 per person. If we offer this service and ask for an additional payment upon registration of \$5.00 each, the cost will go down to \$5.00. SCWCA would be subsidizing this travel. The shuttle owner has asked for a \$350.00 deposit in advance.

Estimate of Costs per Participant

Estimated Conference Costs:

Friday lunch	2000.00
Saturday lunch	2000.00
Buss transportation	770.00
Room fees	650.00
Printing	200.00
Name tags and lanyards	100.00
On-site refreshments	<u>200.00</u>
Total	\$5920.00

Keynote speaker's fee	2000.00	(paid for by UHCL WC)
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@100 attendees

Anticipated revenue
 @ 100 attendees average of \$70.00 each
 \$7000.00

Conference Proposal

Friday Expenses:

- Luncheon: \$1600.00
- Bus: \$770.00 (64 people)
- Keynote speaker: \$2000.00
- Afternoon snacks: Publishers?

Saturday Expenses:

- Room Charges: SSH
- Set-up: \$250
- Adtl. Set-up: \$250.00 (?)
- Internet connection: \$250.00
- Saturday Lunch: \$1795.00
- Printing:

Total Expense: \$6915.00 at 100 people = \$70.00 per person

Proposed Conference Schedule

Thursday, February 17, 2011

South Shore Harbor Resort

On-site registration	4-10 p.m.	(Parlor)
Executive Board Meeting	5-6 p.m.	(Parlor)
Welcome reception	6-10 p.m.	(Parlor)

Friday, February 18, 2011

University of Houston-Clear Lake campus

Busses leave SSH for UHCL 8:00 a.m.

Greetings/Announcements	9-9:15 a.m.	(Garden Room)
Dr. Darlene Biggers, Associate Vice President of Student Services, UHCL		
Plenary session— Founders' Panel	9:15-10:30	(Garden Room)
Dr. Barry Maid, Dr. Sally Crisp, Dr. James McDonald		
Concurrent session A	10:45-12:00	(SSCB rooms)
Lunch and Keynote address	12:15-1:45	(Atrium II)
Dr. Lisa Ede, Oregon State University		
Concurrent session B	2:00-3:15	(SSCB rooms)
Concurrent session C	3:15-4:30	(SSCB rooms)
Concurrent session D	4:30-5:30	(SSCB rooms)
Busses return to South Shore Harbor	5:45 p.m.	

Social activities:

Dinner cruise or Kemah outing 6-10:00 p.m.

Saturday, February 19, 2011

South Shore Harbor

SCWCA Business meeting	8-9:00 a.m.	(Salon)
Concurrent session E	9:00-10:15	(Salon)
Concurrent session F	10:15-11:30	(Salon)
Lunch and closing session	12:00-1:30	(Harbor View Room)
Dr. Lisa Ede and one other?		
Social activity: Insider's tour of NASA	2:00-5:00 p.m.	Johnson Space Center



Call for Proposals

“To raise new questions, new problems, to regard old problems from a new angle requires creative imagination and makes real advances.”

Albert Einstein

“Here is Edward Bear, coming downstairs, now, bump, bump, bump, on the back of his head behind Christopher Robin. It is as far as he knows the only way of coming downstairs, but somewhere he feels there is another way, if only he could stop for a moment and think of it.”

A. A. Milne

Connect & Reflect

When we connect, we establish relationships. We join old things in new ways, making connections between theories, practices, programs, facilities, and colleagues. Connecting moves us forward into a future defined by new possibilities.

When we reflect, we look to the past; we evaluate relationships. We revise the connections we have formed between theories, practices, programs, facilities, and colleagues. Reflecting allows us to make new connections, and so, the act of reflection also moves us forward into new possibilities.

Connecting and reflecting mirror each other; it's difficult to do one without the other.

As Writing Center experts we spend a great deal of energy making connections on campus that add to the quality of the work we do. We take an eclectic approach to theory, integrating multiple disciplines to support our work: composition theory, rhetoric, psychology, philosophy, linguistics, educational philosophy, creative writing, and literary theory. We extend our services to multiple diverse populations; we pair tutors with professors; we form partnerships with first-year composition programs, ESL programs and content tutoring facilities. We work in libraries, dormitories, satellite campuses, and online.

Where, in all of this activity, do we find the time for reflection? The truly reflective mind requires rest, relaxation, and time away from daily activities. We typically find this retreat from the hustle and bustle of our daily lives by attending conferences and connecting with our colleagues. Traveling to a new place and collaborating with colleagues we see only once or twice a year sets the scene for purposeful reflection about what we do and how we do it.

At the same time, conference work also provides the ideal location for the kind of collaborative work that our keynote speaker, Lisa Ede, has promoted in her many theoretical contributions to the fields of rhetoric and composition and writing center pedagogy. In “Collaboration and

Concepts of Authorship,” coauthors Ede and Andrea Lunsford argue that we “must make space for—and even encourage—collaborative projects in the humanities” (364). They promote this work while acknowledging the difficulties inherent in such participatory scholarship, asking whether we are willing to create the material conditions necessary to do the work, as well as to redefine the roles we play as researchers and contributors to the academic enterprise. Can we collaborate with each other while learning to “take pleasure, as well as pride, in our scholarly work when the traditional egocentric rewards of proprietary ownership and authority must be shared?” (364). We invite conference participants to consider this challenge and to take advantage of the virtual space we will provide to facilitate such collaboration. Please visit the conference blog for information on collaborating with others.

<http://scwca2011conference.blogspot.com>

We hope that the venues we have selected for our 2011 conference will provide the ideal setting for both connecting and reflecting. South Shore Harbor Resort, situated on the shores of beautiful Clear Lake, offers luxurious guest rooms, waterfront views, and a state-of-the-art fitness facility, complete with available spa therapies. The campus at the University of Houston-Clear Lake offers fully equipped teaching classrooms, computer labs, and meeting rooms. We look forward to two days of stimulating conversations and relaxing social activities at these two venues.

Send a proposal!

We invite proposals that consider and explore the connections we make as writing center professionals, along with the types of reflection that will best stimulate our creative imaginations. We are particularly interested in proposals that describe collaborative efforts across disciplines, between university facilities, or among multiple writing centers. The conference will feature the following types of sessions:

Unless otherwise indicated, all sessions will be scheduled for 75 minutes.

Individual presentations: Individual presenters will have 20 minutes each and will be grouped with two other presenters with similar topics.

Panel Presentations: Three to five presenters will speak on a common theme. Please leave 15 minutes for questions and answers.

Roundtables: Three to five presenters will briefly address a central issue or question followed by audience participation. These sessions should be highly interactive.

Workshops: Leaders will provide participants with a chance to share knowledge and experience around specific topics and new developments in the field.

Poster Presentations:

There will be two thirty-minute poster sessions scheduled for Friday, February 18, 2011. Presenters will be assigned to one of these two times to discuss their work with conference participants, but they are welcome to be present for both. All posters must be installed by 9:00 a.m. on Friday. Please see the conference blog for tips on creating a poster presentation.

<http://scwca2011conference.blogspot.com>

Program Format

The conference will open with a plenary session featuring founding members Drs. Barry Maid, Sally Crisp, and Jim McDonald on Friday morning. The keynote address by Dr. Lisa Ede will be delivered at lunch on Friday. Poster sessions will be scheduled for Friday and concurrent sessions will run from Friday through Saturday until noon. We will conclude with a plenary lunch session led by our keynote speaker, Dr. Lisa Ede, in collaboration with founding member Dr. Kevin Davis.

Proposal Deadline

To ensure prompt notification of program participation, proposals must be submitted by **October 1, 2010. Notification of acceptance will be made by November 1, 2010.**

Proposal Review

If you are new to the proposal writing process, or simply wish to have another writing center professional read and respond to your ideas, please take advantage of our proposal review option. To submit your proposal, simply attach a Word file to an email addressed to SCWCA2011@gmail.com with the subject line "Proposal Review." The deadline for the review process is September 15, 2010. We will review your work, respond to any questions you might have, and reply by September 22, 2010.

For tips on writing a proposal, please visit the conference blog:

<http://scwca2011conference.blogspot.com>

Audiovisual Equipment

Friday sessions will be held at the University of Houston-Clear Lake campus in classrooms that are technologically equipped. Those scheduled for Friday will have PowerPoint 07, internet and projection capabilities. Please be sure to check the relevant boxes on your proposal submission form so we can schedule you according to your technology needs.

(This is a Word version of a document we created in Google docs. We combined the scholarship application form to make it easier.)

Proposal Submission Form SCWCA 2011

Proposal deadline is October 1, 2010/Acceptance notification by November 15, 2010

Type of session

Individual

Panel

Workshop

Roundtable

Presenter Information

Contact person

First Name	Middle Initial	Last Name	
Title			
Institution			
Address			
Email	City	State	Zip
Phone	Email	Fax	

Additional Presenter 1

First Name	Middle Initial	Last Name	
Title			
Institution			
Address			
Email	City	State	Zip
Phone	Email	Fax	

Additional Presenter 2

First Name	Middle Initial	Last Name	
Title			
Institution			
Address			
Email	City	State	Zip
Phone	Email	Fax	

Additional Presenter 3

First Name	Middle Initial	Last Name	
Title			
Institution			
Address			
Email	City	State	Zip
Phone	Email	Fax	

Additional Presenter 4

First Name	Middle Initial	Last Name	
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Title
Institution
Address
Email City State Zip
Phone Email Fax

Session Title (10-15 words)
Session Abstract (250 words or less)

Technology needs (click all that apply?)

None
Overhead projector and screen
PowerPoint w/LCD projector
Full computer lab

Scholarship applicant

Position (pull down menu)

Director
Peer Tutor
Professional staff

First time presenter? Yes or no

First time attendee? Yes or no



AGREEMENT

This Agreement is entered into between the University of Houston-Clear Lake through the Department/School/Division of Writing Center ("University") and Dr. Lisa Ede ("Contractor") for the purpose of defining the services being offered to the University.

1. STATEMENT OF SERVICES TO BE PERFORMED (attach detailed description if necessary):

Workshop with writing center tutors, Thursday, February 17, 2011 12-1:30 p.m.
Keynote address for SCWCA conference, Friday, February 18, 2011 12:30-1:30 p.m.
Wrap up session for SCWCA conference, Saturday, February 19, 2011 12:30-1:30 p.m.

2. COMPENSATION: The University shall compensate the Contractor in the amount of \$2000.00_ , plus reasonable travel and any other business-related expenses (when applicable; upon submission of receipts) not to exceed \$600.00_ , for a total payment not to exceed \$2600.00_____ .

3. TERMS OF THE AGREEMENT:

- a. Services are to begin on February 17, 2011 and will terminate on February 19, 2011 .
- b. All applicable laws, regulations, and University policies and procedures relative to conduct on University premises shall govern the services provided under this Agreement.
- c. Contractor agrees to indemnify and hold harmless the University from any claim, damage, liability, injury, expense or loss arising out of his/her performance under this Agreement.
- d. This Agreement shall be construed under the laws of the State of Texas, and venue in any action brought hereunder shall be in Harris County, Texas.
- e. Contractor certifies that he/she is not currently employed by the University or any component of the University of Houston System. If Agreement provides for consulting services (as defined), Contractor certifies that he/she has not been an employee of the University of Houston System during the previous twelve (12) month period.
- f. This Agreement constitutes the sole agreement of the parties and supercedes any other oral or written understandings or agreements and may only be amended in writing. It is not assignable.
- g. The University or Contractor can terminate this Agreement in writing at any time with 60 days notice. University shall only be liable for payment of services and expenses incurred prior to termination.
- h. Under section 231.006 of the Family Code, Contractor certifies that the individual or business entity named in this contract is not ineligible to receive the specified payments under this contract and that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- i. Contractor is an independent contractor and not an agent or employee of the University.
- j. If Contractor is not a United States citizen/national or a Permanent Resident Alien, provide information within the attached "Nonresident Alien Information Addendum."
- k. The exchange and communication of information between the parties shall be held in strict confidence and Contractor will use the information only for the purposes of this Agreement, and will advise its employees of the obligations under this Agreement in maintaining secrecy hereto.

4. Alternative Dispute Resolution:

- a. The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used, as further described herein, by the University and the Contractor to attempt to resolve any claim for breach of contract made by the Contractor:
 - 1) A Contractor’s claims for breach of this contract that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, subchapter B, of the Government Code. To initiate the process, the Contractor shall submit written notice, as required by subchapter B, to [for the System, the Chancellor; for component institutions, the President] or his/her designee. Said notice shall specifically state that the provisions of Chapter 2260, subchapter B, are being invoked. A copy of the notice shall also be given to all other representatives of the University and the Contractor otherwise entitled to notice under the parties’ contract. Compliance by the Contractor with subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, subchapter C, of the Government Code.
 - 2) The contested case process provided in Chapter 2260, subchapter C, of the Government Code is the Contractor’s sole and exclusive process for seeking a remedy for any and all alleged breaches of contract by the University if the parties are unable to resolve their disputes under subparagraph (1) of this paragraph.
 - 3) Compliance with the contested case process provided in subchapter C is a condition precedent to seeking consent to sue from the Legislature under Chapter 107 of the Civil Practices and Remedies Code. Neither the execution of this contract by the University nor any other conduct of any representative of the University relating to the contract shall be considered a waiver of sovereign immunity to suit.
- b. The submission, processing and resolution of the Contractor’s claim is governed by the published rules adopted by the Attorney General of the State of Texas pursuant to Chapter 2260, as currently effective, hereafter enacted or subsequently amended. These rules are found at 1 T.A.C. Part 3 Chapter 68.
- c. Neither the occurrence of an event nor the pendency of a claim constitutes grounds for the suspension of performance by the Contractor, in whole or in part.

UNIVERSITY OF HOUSTON-CLEAR LAKE

2700 Bay Area Boulevard
Houston, TX 77058-1098

Initiator Signature: _____

Name: Chloe Diepenbrock _____ Date: 8/2/2010

UHCL Mail Box No. ___77___ Extension: ___3356_

Business Coord. Signature: _____

Name: _____ Date: _____

School/Div’n Signature: _____

Name: _____ Date: _____

President/VP Signature: _____

Name: _____ Date: _____ Fax or Email: _____

CONTRACTOR

Signature: _____

Date: _____

Signer’s Name: _____ Lisa Ede

Signer’s Title: _____ Professor of English

Business Name: _____

Address: _____

PeopleSoft Vendor ID No.: _____

Tax I.D. No: _____

Phone Number: _____

PeopleSoft Cost Center

Acct _____ Fund _____ Dept _____ Prgm _____ Pro/GRT _____ ST _____ Amt \$ _____

Acct _____ Fund _____ Dept _____ Prgm _____ Pro/GRT _____ ST _____ Amt \$ _____

Acct _____ Fund _____ Dept _____ Prgm _____ Pro/GRT _____ ST _____ Amt \$ _____

CHECK-IN: 4:00PM (While every effort will be made to accommodate guests arriving earlier, rooms may not be immediately available).

CHECKOUT: By Noon.

RESERVATIONS: All reserved guest rooms are guaranteed for late arrival to your organization. "No-Shows" will be billed for the first night's stay to the guest's personal credit card provided. Individual cancellation of guest rooms must be made at least 48 hours prior to arrival. We understand that you will respond by Individual Call Ins on or before two (2) weeks prior to your arrival, 01/26/11 after which time your block of rooms will be released and reservations will be based on availability at the guest room rate applicable for that time.

After receipt of your rooming list, all additions, changes or cancellations must be made in writing in order to prevent dispute. Please submit these changes on a separate document in order to avoid confusion.

BILLING:

An approved form of payment must be instituted prior to your arrival (i.e.: approved direct billing application, credit card application with a copy of the front and back of the card provided or a check at least 10 days prior to arrival).

When being considered for billing privileges and after receipt of a completed direct bill application, it may be necessary for the Hotel to request additional hotel references, increased deposit amount and/or credit card guarantee. Your sales representative will keep you informed of the status of your direct billing application.

A down payment of \$500.00 is due by **Friday, June 25, 2010**, in order to secure your meeting arrangements. The final payment for the Master Account is due 72 hours prior to the event start, Wednesday, February 16, 2011.

We understand that you wish the following billing arrangements for this meeting:

<i>Meeting Expenses</i>	<i>Room and Tax</i>	<i>Incidentals</i>	<i>Recreation</i>
Check Prepayment 72 hours prior	Bill to master	Individuals Responsible	Individuals Responsible

We understand that your group is state tax exempt. Please provide us a copy of your Texas State Tax exemption certificate three (3) weeks prior to your arrival.

We understand that your statement along with the appropriate back-up receipts should be sent to:

**Ms. Chloe Diepenbrock
The South Central Writing Centers Association
University of Houston - Clear Lake
Houston, TX 77058**

Note: After receipt of your signed contract and billing is established, if your method of payment is changed from what is originally agreed to in the contract, the Hotel reserves the right to assess a 3% processing fee based on the final amount of your bill.

AGENDA:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
2/18/2011	8:00 AM	11:59 PM	Off Site	University of Houston Clear Lake			
2/19/2011	8:00 AM	5:00 PM	Breakout	Salon A	Classroom Style 15'	40	*Comp
2/19/2011	8:00 AM	5:00 PM	Breakout	Salon D	Classroom Style 15'	40	*Comp
2/19/2011	8:00 AM	5:00 PM	Breakout	Salon F	Classroom Style 15'	40	*Comp
2/19/2011	12:00 PM	1:30 PM	Plated Lunch	Harbourview-Ninth Floor	Rounds of 8	60	*Comp

Your group is responsible for promptly advising the Hotel in writing, of any changes in function space requirements. The Hotel will make reasonable efforts to accommodate such changes based upon availability at the time of the request. Should any of the function space as noted in the above agenda be cancelled less than seven (7) days prior to the scheduled event date, the meeting room rental as noted below will be applied to your account.

The hotel allows food to be displayed for service for a maximum of 1-1/2 hours from the beginning of your event start time noted in this contract. Due to health code reasons, the Hotel reserves the right to remove your food items at the conclusion of the 1-1/2 hours. Under no circumstances can the Hotel leave food items out longer then the noted time on the agenda/event order form. Also, for proper food quality, all meals must begin within 15 minutes of the agreed start time.

Please note the Hotel is able to provide special food items for specific dietary needs. The Hotel does require all special dietary needs along with confirmed banquet event orders, to be signed and guaranteed no less than 72 business hours prior to your event. Any special requests after that time are subject to availability and specific pricing.

MEETING ROOM RENTAL: Your (3) breakout rooms are offered to you on a *complimentary basis provided (60) guest rooms are picked-up on your peak night.

48 – 60 guest rooms on peak: Salon A, D, F are complimentary
32 – 47 guest rooms on peak: Salon A, D are complimentary; Salon F \$150.00 plus tax
20 – 31 guest rooms on peak: Salon A is complimentary; Salon D, F \$150.00 plus tax
each
19 and less: Each breakout room would be \$150.00 plus tax each

There would be a one time setup fee of \$250.00 plus tax for the meeting space.

When a 24-hour hold or early set-up is required on any of your meeting space, a rental charge of \$100.00/day/meeting room will be assessed.

INTERNET SERVICES: The Hotel provides high-speed Internet services in the guest rooms as well as the common areas and meeting space (Standard Service-complimentary in the guest rooms). There are fees associated with Internet services in the meeting spaces. These fees are dependent on your needs and number of attendee's. A quote can be obtained from Catering or Presentation Services Audio Visual Company. The meeting room internet service must be confirmed/cancelled at least 48 hours prior to your event start date or you will automatically be charged for this service.

FOOD AND BEVERAGE: Our catering department will contact you to coordinate all of your meeting room arrangements including food and beverage needs. **All food and beverage must be arranged and purchased from the Hotel. Groups that bring their own food and beverage into the Hotel from an outside source will be subject to a penalty fee.** Please note: Banquet Event Orders (BEO's) must be signed five (5) days prior to your event(s) in order for your function (s) to occur. **All food and beverage are subject to 21% service charge and 8% tax (unless tax exempt).**

AUDIO VISUAL: The Hotel contracts out its services for audiovisual to PS A/V Company (Presentation Services). They are located on property at the hotel and can be reached at 281-334-9832 or via E-mail dgates@psav.com

Please note that unless otherwise requested, audio- visual equipment is typically set-up 30 minutes prior to the start of your meeting.

TRANSPORTATION: **Please note: Reservations for transportation from either Hobby or Bush Intercontinental Airports must be made at least 24 hours prior to arrival and are based upon availability.** We contract with Clear Lake Shuttle Bus that provides limited complimentary pick-up and delivery to Hobby Airport and is based on a specific schedule and availability. To obtain a copy of their scheduled runs, please contact your sales representative or Clear Lake Shuttle Company directly. To be eligible for the complimentary service you must identify yourself with a group of the Hotel, choose one of the scheduled pickup/drop-off times and the complimentary service is based on availability. This service is for registered **group business** only. Each van run holds up to a maximum number of 10 passengers. If you have more than 10 passengers, you may be assessed a fee (Hobby Airport). If your guests need transportation outside of the scheduled runs, they will be quoted the appropriate fee. Guests needing transportation to and from

Bush/Intercontinental airport can also arrange transportation through the charter company for a fee.

To make your arrangements, please call Clear Lake Shuttle directly at 281-334-3873. **Charges for transportation cannot be placed on your master account at the Hotel. Please note: If for any reason a guest is missed at the airport on a scheduled pick-up, neither the Hotel nor Clear Lake Shuttle Bus is responsible for alternate transportation reimbursement.**

GOLF: Registered hotel guests have the privilege of playing golf at South Shore Harbour Country Club. The current green fee's including cart and tax; Tuesday through Thursday \$59.40 and Friday through Sunday \$70.20 inclusive of tax. For group golf please contact your sales representative for availability and arrangements. Individuals may contact the Hotel Bell stand directly. Groups of 8 players or more are required to pay with one (1) credit card for the entire group. Please provide the golf shop a list of your golfers' names and handicaps seven (7) days prior to play. This number will be used as a guarantee for your group and you will be responsible for payment of your guarantee. Any changes need to be made directly with the golf shop. For individual players, golf cannot be billed back to the guest room. **Transportation to and from the golf course is the responsibility of the group.** All major credit cards are accepted. South Shore Harbour Country Club Golf Shop (281) 334-0525/(281) 538-2124-fax. **Note: Dress code is enforced. Shirts with collars are required and no denim please. The course also requires that all golfers wear "soft spike" or "spike less" shoes.**

MEETING CANCELLATION POLICY: Cancellation of your entire meeting and guest room block will result in the penalty fee:

90 days prior to event:	<u>\$2,000.00</u>
60-89 days prior to event:	<u>\$2,500.00</u>
30-59 days prior to event:	<u>\$6,500.00</u>
1-29 days prior to event:	<u>\$8,650.00</u>

If your group rebooks a meeting of similar or greater size within 90 days of your original meeting dates, this cancellation fee will be applied to the rescheduled meeting. In the event of a natural disaster or emergency (ie: hurricane, tornado, fire, flood) South Shore Harbour Resort reserves the right to cancel meetings, events and room blocks/reservations in order to accommodate emergency personnel and the hotel's owner representatives without penalty.

The contents of this contract meet with my approval. Any items agreed to before or after this contract and not identified in this contract, do not apply. As an authorized representative, I consider all arrangements definite and confirmed as stated herein. Compliance with this contract with South Shore Harbour Resort and its affiliates is subject to acts of God, war, governmental act or restriction, disasters, fire, flood or other emergencies which includes occupancy of

displaced individuals related to the emergency for and/or the indefinite recovery period beyond the reasonable control of either party.

Ms. Diepenbrock, we thank you for choosing SSH Conference Center. We look forward to working with you and hosting your fine group. You can count on us to provide you with the utmost in customer service! Please sign and return this contract and addendum by **06/08/10** to secure these arrangements.

Cordially,

Denise Brann
Sales Manager

South Shore Harbour
Conference Center

Ms. Chloe Diepenbrock
The South Central Writing
Centers Association

2010 Contract Addendum

Please review the stipulations and guidelines below, sign and date this document and return it to your Sales/Catering representative along with your signed contract.

- *Clients are required to guarantee and pay for a minimum of 90% of their contracted #'s of people for food and beverage services*
- *Final guarantee (# of people) MUST be received by Noon three (3) working days prior to your event. Guarantee's received after Noon on this day will be 100% of your contracted figures.*
- *There will be one (1) server for each group of 25 ppl*
- *All prices are subject to change prior to your signed contract/Beo's.*
- *For groups of 150 ppl or more function space is set for 5% over the guarantee*
- *Please note that for dinner service (with bars) only, the Hotel pre-sets water at each place-setting. Iced tea and coffee can be available upon request*
- *If a room is re-set at the request of the client 24 hours or less prior to an event, a re-set fee of \$150.00-\$500.00 will be assessed*
- *Any outstanding balances at the end of your event must be settled within 72 hours of the event conclusion*
- *No food, beverage or alcohol of any kind is permitted to be brought in to the Hotel (except wedding cakes)*
- *The Hotel requires that you obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the Hotel (ie; specialty events, reunions, silent auctions). The Hotel can assist upon request.*
- *The Hotel is not responsible for lost or stolen items while you are on property*
- *Each client is responsible for shipping boxes/materials to and from the hotel. This is at the expense of the client. If more than 10 boxes need to be handled by the Hotel, there will be a labor fee of \$25.00/hour assessed to your account*
- *The Hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tape or any other substance unless approval is given by the sales and catering office and noted on your Banquet Event Order (BEO)*
- *Menu selections, banquet room set-up requirements and all detailed arrangements must be received no later than 30 days prior to your function date in order for Catering to start detailing your event.*
- *In order to provide the best service to all of our guests, the Hotel reserves the right to change or assign the appropriate function space based on your group set-up*
- *All events must begin by 9:00 p.m. and conclude by 1:00 a.m. with "last call" at 12:30 a.m. for alcohol. The Hotel reserves the right to refuse alcohol service to any guest*
- *If your numbers increase by more than 15% of your guarantee, we will accommodate as best as possible based on the food and beverage items available at that time.*
- *Hotel policy is for food to be displayed for a maximum of 1-1/2 hours from your event start time to insure integrity and quality.*

Hotel Representative

Client Signature

BAYOU THEATRE

Final Theatre Bill For

Writing Center

Conference

Setup:	8:30am - 9:00am	0.5	\$30.00	\$15.00
Performance:	9:00am - 10:30am	1.5	\$60.00	\$90.00
Facility Manager:	3 Hrs @\$15.00/hr*	3	\$15.00	\$45.00
Technicians:	3 Hrs @\$12.50/hr*	3	\$12.50	\$37.50
Technicians:	3 Hrs @\$12.50/hr*	3	\$12.50	\$37.50
TOTAL			\$225.00	

.....

*One (1) additional hour of staff time was need for setup.

*One (1) additional hour of staff time was need for setup.

CLEAR LAKE SHUTTLE BUS, INC.

JIM HARRISON

President

281-229-0299

clearlakecharter@aol.com

**Emergency
Contact**

Jimmy Harrison

281-229-0299



2500 S. SHORE BLVD

LEAGUE CITY, TEXAS 77573

PHONE: 281-334-3873

Invoice #

SSH TO UHCL& Return

INVOICE

Customer:	Chloe Diepenbrock	Work # :	281-283-3356
Address:	University Of Houston	Home # :	
City, State:		Cell # :	
Zip:		Fax # :	
BOOKED	YES	NO	Email: diepenbrock@uhcl.edu
Date(s) Req:	Feb. 18, 2011	Spot Time:	7:15am
Date:	5/6/2010	Initial:	M.B
Hobby Shuttle	<input type="checkbox"/>	Depart Time:	7:30am
		Return Time:	5:30pm
		Arrival Time:	
		Bus Types	
10/14 Pass:	24	32 Pass:	\$350.00
	Pass:	55 Pass:	\$350.00
Bus Total	\$700.00	Departing Locations:	Location South Shore Resort

Airport Fees	
Drinks	
Office Gratuity	\$70.00
Tickets	
TOTAL	\$770.00

"Main Entrance"

To: University Of Houston "Clear Lake"

& Return

Driver Contracted: _____

Driver Accepts Contracted Transfer: _____

COMMENTS: 50ppl. "Everybody At Once & Round Trip" "2x32pass Mini Buses Traveling Together"

Actual Hours
 Started : _____
 End: _____

We Appreciate Your Business!

Sub Total:	\$770.00
DEPOSIT AMOUNT:	
4% Credit Card Use Fee:	\$30.80
GRAND TOTAL:	\$800.00

DEPOSIT POLICY: A deposit of 50% is required to reserve dates requested. Deposit can be made by cash, check, or credit card. If credit card is used customer must sign voucher and confirmation of credit card deposit policy.
Hobby Shuttle requires 100% Deposit. All shuttle invoices must be paid in full two weeks prior to event.
CANCELLATION POLICY: Once a deposit is accepted, booking is considered firm. Customer may cancel for any reason 48 hours prior to the trip. Once the 48 hour period has passed cancellation will not be accepted and customer will be charged for rental equipment.

CC # _____ "No CC# Use Fee If Pay By Check"
 Security Code: _____ Exp: _____

SIGNATURE: _____

Thank You!!

SCWCA 2011 Invoice

Submitted by Chloe Diepenbrock, Conference Chair

Please send to the following address:

2202 Signal Hill Drive
Pearland, TX 77584

Item		Cost
Food		
Sam's 1/29/11	crackers etc.	\$88.88
Sam's 2/15/11	bakery	\$146.11
Food Town 1/30/11	water	\$7.96
Total food		\$242.95
Supplies		
Office Depot 1/29/11	name badge	
Target 1/28/11	inserts	\$25.97
Sam's 2/05/11	mailing labels	\$12.31
Office Discount Club 2/7/11	copy paper	\$26.98
USPO 2/01/11	binders	\$260.75
UMX nd	postage	\$70.40
Ziggos Western 11/13/10	lanyards	\$77.00
SSDNA Enterprises 1/14/11	hats	\$205.95
	chocolate	\$174.15
Total Supplies		\$853.51
Total for all expenses:		\$1,096.46

Scholarship Committee Membership

The five state representatives will comprise the scholarship committee, with a chair elected by the representatives each year at the annual business meeting. For the purpose of making awards, additional scholarship committee members may be chosen by the chair from SCWCA members who volunteer to serve as readers.

Fund Availability

The Scholarship Committee will confer with the SCWCA board to determine the availability of funds before announcing scholarships for a given conference. The total amount set aside for scholarships will not exceed \$2000.00 for a given year, unless specifically approved by the board.

Funds Awarded

For each annual conference for which sufficient funds are available, awards will include registration waivers plus two nights' hotel stay for four directors and four tutors. The awards will be based on the following criteria:

- One director will be chosen from each of the four states that make up the region
- One tutor will be chosen from each of the four states that make up the region
- Recipients will not have funding from their institutions

If additional information is required to make a determination, the following criteria will be considered:

- Recipients must be presenting at the conference
- Recipients will be first-time conference attendees
- Quality of conference abstract
- Distance traveled

If we do not receive applications from directors and tutors from each state, awards may be given to additional applicants from other states.

Reduction in Funds

For conferences located in cities in which hotel costs exceed \$100.00 per night, the hotel award may be reduced to one night's stay.

For years in which funds are very limited, the awards may be reduced to registration waivers only, or waivers plus one hotel award each for a director and a tutor.

Funding Method

Hotel awards will be paid directly to the hotel. The committee will maintain an alternate list so that unused awards can be shifted if initial awardees cannot attend the conference or if they choose to share rooms.

This award is designed to give recognition to tutors who provide extraordinary service to the students, the center, and the campus community. The award is provided to acknowledge and celebrate the contributions of undergraduate students, graduate students, faculty, and staff whose primary responsibility is to tutor in a writing center. The outstanding tutor award recognizes innovative tutoring techniques, the quality of work with writers, articulation of tutoring philosophy, and contributions to the writing center beyond tutoring.

Guidelines for nomination

Each director may nominate one tutor from his or her center for the award. Award recipients are ineligible for re-nomination.

Nominators must include the following three documents

- Cover letter on university letterhead (electronic letterhead) for identification purposes. This letter must contain the following information:
 - The nominee's name
 - The nominee's classification (undergraduate, graduate, staff, faculty)
 - The nominee's contact information: email, phone number, address
 - The nominator's (director's) information: email, phone number, addressNote: This cover letter will be separated from the other two documents to ensure blind review.
- A personal statement by the tutor, not to exceed 500 words. The statement should describe the tutor's philosophy of tutoring/consulting exemplified through narratives of one or two tutoring/consulting sessions. The statement must not identify the institution or the tutor by full name.
- A recommendation from the director written on plain paper that does not identify the institution. The director should refer to the tutor only by first name. The recommendation should speak to the way the tutor fulfills the qualities the award recognizes.

Award Committee

The committee to select the outstanding tutor will be chaired by the SCWCA Vice President. The President, in consultation with the Vice President, will appoint four members, one from each state, to serve on the committee. Committee members will not be able to nominate a tutor.

Fund Availability

The Awards Committee will confer with the SCWCA board to determine the availability of funds before awarding a specific amount, not to exceed \$200. The winner will receive a plaque and cash award at the SCWCA conference. Each nominee will receive a certificate acknowledging the nomination.

Nominations are to be submitted to the Vice President by January 15.

Dr. Valerie Balester
5000 TAMU
College Station, TX 77843-5000
v-balester@tamu.edu

SCWCA 2011 Conference Expenses- Final

Venue	Description	Purchased	Amount
UHCL	Catering		\$2,880.00
	Parking		\$100.00
	Bayou Theater		\$225.00
Total UHCL			\$3,205.00
South Shore Harbour	Catering		\$1,738.04
	Session room rental		\$159.00
	Bus Service		\$350.00
Total SSH			\$2,247.04
Speakers			
	Ede	honorarium	\$2,000.00 (paid by UHCL Writing Center)
		airfare	\$441.90 (paid by UHCL Writing Center)
		other travel	\$294.13 (paid by UHCL Writing Center)
		Hotel (SSH)	comped by SSH
Total for Keynote			\$2,736.03
	Crisp	hotel	\$100.00 SCWCA
	Davis	hotel	\$100.00 SCWCA
	Maid	hotel	\$100.00 SCWCA
	McDonald	hotel	\$100.00 SCWCA
Total paid by SCWCA			\$400.00
Supplies and other materials			
Invoice from Conference chair			\$1,096.46

Total Conference Expenses:	\$6,948.50
Travel Scholarships	\$770.00
Total including travel scholarships	\$7,718.50

SCWCA 2011 Evaluation Form

Please rate how we did on the following items:

1. Communication—timely acceptance notification:

Excellent Very good Adequate Good Poor

2. Communication—program information:

Excellent Very good Adequate Good Poor

3. Communication—travel and hotel:

Excellent Very good Adequate Good Poor

4. Website—quantity/quality of information

Excellent Very good Adequate Good Poor

5. Comfort of accommodations:

Excellent Very good Adequate Good Poor

6. Conference venue (UHCL)

Excellent Very good Adequate Good Poor

7. Meals (UHCL)

Excellent Very good Adequate Good Poor

8. Meals (SSH)

Excellent Very good Adequate Good Poor

9. Concurrent sessions—quality

Excellent Very good Adequate Good Poor

10. Concurrent sessions—quantity

Excellent Very good Adequate Good Poor

11. Keynote address

Excellent Very good Adequate Good Poor

12. Opening panel

Excellent Very good Adequate Good Poor

13. Overall value

Excellent Very good Adequate Good Poor

Comments:
