CWAM Annual Meeting Site Application 2029

The Colorado-Wyoming Association of Museums invites interested sites to apply to host the 2029 annual meeting.

The annual meeting in 2029 will be held in Wyoming or Colorado. The Host Institution must be a site that will be a CWAM Institutional Member during the Annual Meeting Year.

Applications are due February 1, 2027. Finalists will be invited to present their bid in person at the 2027 CWAM Annual Meeting in Sundance, Wyoming, to be held June 2-5, 2027.

If you have questions, comments, or concerns, please contact Rachael Storm, Annual Meeting Team Lead, at rachael.storm@state.co.us

SECTION ONE

Your name: _____

Your email address: _____

Proposed Host Community: _____

Contact Person/
Proposed Local Arrangements Chair: _____

Email address: _____

Mailing address: _____

Telephone: _____

SECTION TWO: Local Arrangements Committee

Please list the museums, historical societies and/or cultural associations who will be actively involved with planning and implementing local arrangements for the meeting. Active involvement means attending the monthly planning meetings beginning approximately eight months prior to the event, providing local support as requested by the Annual Meeting Chair, and attending most or all of the Annual Meeting in your location.

Please provide a contact person and email address (or phone number) for each organization that will support the annual meeting locally, with a minimum of three sites.

1: Institution: _____

Contact person: _____

Email address: _____

Phone number: _____

2: Institution: _____

Contact person: _____

Email address: _____

Phone number: _____

3: Institution: _____

Contact person: _____

Email address: _____

Phone number: _____

4: Institution: _____

Contact person: _____

Email address: _____

Phone number: _____

5: Institution: _____

Contact person: _____

Email address: _____

Phone number: _____

SECTION THREE: Accommodations

The CWAM Annual Meeting generally attracts up to:

- 100 attendees in rural/remote locations
- 250 attendees in urban locations

Meeting Space:

☐ All sessions will be held in one central "conference hotel."

☐ All sessions will be held in an independent convention center, meeting facility, or university/college complex.

☐ Sessions will be presented in several neighboring buildings within easy walking distance of each other. Easy walking distance does not include steep hills or many stairs and should be navigable by wheelchair.

☐ Breakout spaces (minimum of three) will accommodate roughly one-third of meeting attendees.

☐ The main space will accommodate all attendees for a banquet and business meeting.

Please name the location(s) for the meeting space. _____
_____

Technologies:

☐ Projectors, sound system, & screens are provided by the meeting space(s)

☐ Projector, sound system, & screens are not provided by the meeting space(s)

☐ Wi-fi (paid)

☐ Wi-fi (free)

☐ Other: _____

Lodging:

☐ We will have one primary conference hotel and meeting space.

☐ We will have adequate rooms in several hotels, available within comfortable walking distance along wheelchair-accessible routes to/from the meeting location.

☐ We have enough hotel or motel rooms to accommodate a single room for each attendee.

What is the anticipated range for room rates? _____

SECTION FOUR: Meals

We have four main food-centered events:

- Welcome Reception on Wednesday night: at a place to meet up the night before the meeting starts. Often a bar with an in-house kitchen or a food truck.
- Business Lunch on Thursday: during a meeting day, so we need the meal brought to us to eat & meet.
- Dinner on Thursday night: this is our most non-traditional evening and we love it. We've done everything from multiple food trucks, to progressive dinners, to heavy hors d'oeuvres & cocktails at a museum. Let your imagination go!
- Banquet on Friday night: traditional banquet with speakers, awards, and a silent auction.

Meal ideas:

Welcome Reception: _____
_____

Business lunch: _____
_____

Thursday dinner: _____
_____

Banquet: _____
_____

If you are a location with no proximity to restaurants within a brief walking distance of the annual meeting, please provide Friday lunch options:

_____
_____

If the hotels you recommend do not provide in-house breakfast, please provide breakfast ideas:

_____
_____

We have a wide variety of eaters in our organization. Please acknowledge whether your sites / meal providers listed above can provide well-balanced meals for the following groups for ALL CWAM-provided meals:

☐ Vegetarian (no meat)

☐ Vegan (no animal products)

☐ No pork or shellfish

☐ Gluten free

☐ Dairy free

SECTION FIVE: Local Attractions

What types of attractions are available for off-site sessions, post-conference tours, and conference activities?

Historical/Cultural Attractions:

_____
_____
_____
_____

Scenic Attractions:

_____
_____
_____
_____

Other Attractions:

_____
_____
_____
_____

SECTION SIX: Wrapping Up

The CWAM Board of Directors is committed to providing a safe and fun annual meeting for all attendees. Host sites and representatives of those sites must be willing to commit to and enforce our policy:

> *The Colorado-Wyoming Association of Museums (CWAM) is committed to ensuring harassment-free environments where all participants can participate without fear of discrimination or intimidation based on their race, ethnicity, nationality, neurodiversity, physical ability, socioeconomic status, veteran status, age, religion, or of their actual or perceived sex, gender, gender expression, gender identity, sexual orientation, or marital status. All CWAM members and participants in CWAM activities should be respectful of co-members and participants and should both model and preserve CWAM's standards of professional conduct. This pertains to all venues during officially sanctioned CWAM activities (conferences, field trips, meetings, and other professional engagement) whether those venues are face-to-face, hybrid, or virtual (synchronous or asynchronous).* [draft]

Is there anything else you'd like to share with us or want us to know? Please feel free to include website links and/or attach materials that will represent your site(s).

_____

_____

_____

_____

Documents and/or media: If you have documents or media you'd like to share, please submit them along with this application in a single email to rachael.storm@state.co.us

THANK YOU!