



TLS ANNUAL
GATHERING
LOCATION
SUGGESTIONS
INFORMATION

Before making a suggestion for a Gathering Venue, use the following checklist to see if the venue will meet our needs.

Basic Gathering Venue Needs Checklist

Plenary Session Room

- Minimum seating capacity 150
- Ideally configurable to accommodate a large canvas labyrinth

Concurrent-Workshop Session Rooms

- Minimum four with participant seating capacity 40 each
- Sessions may require adequate space for a portable labyrinth

Poster Presentations

- Suitable space to accommodate five (5) concurrent presentations
- Pin-able, Tackable, Tape-able surfaces compliant with the location's rules

Vendor Room

- Ideally 1600 square feet
- Minimum 35' x 35' or 1200 square-feet
- Minimum twenty 30" x 6' folding display tables
- Can be secured when vendor area is closed

Sleeping Accommodations

- Minimum 80 comfortable en suite rooms
 - 20 single occupancy
 - 60 double/triple occupancy
 - Within five-minute walk to conference sessions
- Resist dependence on off-site accommodations

Catering & Meals

- Dining capacity 150
- Vegetarian, vegan, and gluten-free menu options
- Overnight and early-morning beverage availability

Transportation

- Within an hour's drive of a major airport
- Convenient ground shuttle-service availability

Miscellaneous Considerations

- Suitable space for registration desk and related equipment
- Wi-Fi internet access capacity including sleeping rooms
 - Adequate to service 100+ simultaneous users

- Secure Connection
- Cell phone coverage (all major providers)
- On-site parking proximate to sleeping accommodation.
 - Convenient luggage conveyance to sleeping accommodation.
- Handicapped accessibility throughout, no restrictions on sight-impaired companion animals in any area on venue property
- Spaces for outdoor temporary labyrinths
- An inclusive and supportive location and setting for people from all walks of life. The venue opens their doors to all people regardless of religion, race, gender identity, or sexual orientation.
- Are there nearby camping or RV parks, inexpensive housing available nearby?
- Location willing to receive and store advance shipments from TLS and vendors.

Compromises within these specifications are subject to Gathering Steering Committee review and approval.