

PEDAGOGY & THEATRE OF THE OPPRESSED

Application for Groups Interested in Hosting PTO's Annual Conference

Thank you for your interest in the annual conference held by Pedagogy and Theatre of the Oppressed, Inc.! Please fill out this document to officially declare your desire to host the annual PTO Conference. You can type your answers into this Microsoft Word document, re-save the document with your city/town/region name in the file name, and submit the saved file of the completed application to info@ptoweb.org.

Timeline for Host Site Applications

For the 2018 Conference: We already have the 2018 Pedagogy and Theatre of the Oppressed Conference site selected: Indiana University of Pennsylvania in Indiana, Pennsylvania, USA (near Pittsburgh, PA, USA).

For the 2019 Conference and Beyond: If you are interested in hosting for 2019 or a later year, please submit your application as soon as possible. 2019 applications and beyond will be considered by the board on a rolling basis.

Application Process

This preliminary application is the first step in a longer dialogue between your local group and the PTO Board. That dialogue aims to determine if a conference in your area would benefit both your local group and PTO. If the PTO Board feels confident that your city/town is a potential host site, you will be contacted about scheduling in-depth telephone or Skype conversations with a sub-committee of PTO board members to discuss the conference process. The subcommittee will report back to the board about conversations with potential hosts. Based on those reports the board will vote to select its conference site.

Before you fill out this document, we advise you to consult the document entitled "So You Want To Host a PTO Conference . . ." on our website at www.ptoweb.org, which describes the standard features of the conference, the division of labor, and responsibilities between the PTO board and the local hosts. Questions? Contact conference@ptoweb.org. We look forward to hearing from you!

Preliminary Application:

1. Who is making this application? Please list at least two people who are willing to serve in leadership roles at the conference. At least one of those persons should agree to be a lead organizer or chair or co-chair, and oversee the conference planning on the local level? Please list here phone numbers and email addresses for those individuals and the nature of their desired involvement (co-chair, lead organizer, fundraiser, liaison to the space, etc.)

2. Where would you like to host? (City, town, venue, etc.)

3. What year are you applying to host? 2019? 2020? 2021? Or are you flexible with your year preference? We welcome and encourage groups to apply to host conferences that are coming up soon as well as several years in advance.

4. Why do you want to host the conference? Please reflect on why you think hosting the conference in your city or town would benefit a) your local communities, b) the school or organization serving as the host site (if that applies in your case), and c) the international community of conference-goers who attend PTO.

5. Describe the venue at which you would plan to host the conference. A school? A community center? Some other site? In order to be considered as a host site, you must have a lead on a site with a large meeting space, theatre or auditorium that can hold at least 250 people—hopefully 400 or more—as well as at least 10 “breakout” spaces for workshops, paper sessions, panels, etc.

6. Describe the relationship between you and the institution or space at which you plan to host the conference. Has someone with the ability to approve use of the space already indicated interest in hosting? What charges would be involved for PTO? Small budgets require us to have as much of our space donated as possible.

7. Each year, the PTO Board works with the local committee to develop a budget for that year’s conference, and then that budget must be followed on the local level in order to ensure PTO’s long term financial sustainability. Please describe any experience that members of your local group have with

managing budgets—and your planners’ experience with conference organizing or large-scale event organizing. Given that hosting this conference requires an extraordinary amount of organizational & logistical work, how might you speak to the skills or preparation necessary to accomplish the gathering?

8. Please name a few community organizations or groups whom you believe would be especially eager to attend the conference or help plan it. Why do you think the conference might interest those groups? You don’t need to have already approached the groups about collaborating; just give us a sense of some groups you *would* contact if you were officially approved to proceed with conference planning.

9. What other information do you think we should know about you or your town/city at this initial step of the host-site selection process?

That’s all for now! Thank you for sharing your time and labor to fill out this initial application. We’ll contact you after these materials have been reviewed.