****

TLS ANNUAL GATHERING  
LOCATION SUGGESTIONS INFORMATION

The Labyrinth Society (TLS) is a not-for-profit member-based organization, members of which are individuals who, because of their labyrinth activities have formed a diverse and energetic worldwide community for the celebration and enjoyment of their common interest; the labyrinth. We endeavor to inspire and empower one another both in the leadership of the organization and in the work we do with the labyrinth.

# OUR MISSION STATEMENT

*To support all those who create, maintain and use labyrinths, and to serve the global community by providing education, networking and opportunities to experience transformation*

The Annual Gathering is a yearly conference-style setting that spans several days. It is a time when labyrinth enthusiasts and experts gather from around the world for a time to learn, share and celebrate the use of labyrinths. The Annual Gathering typically includes featured speakers, workshops, sales of labyrinth-related products, a Silent Auction, and *lots* of labyrinths. It is a time to meet and network with others who use and love labyrinths, learn new techniques, experience new labyrinth designs, and support the creation and use of labyrinths across the world. The Gathering also includes the annual business meeting of The Labyrinth Society, where members are elected to the Board of Directors and have input into the activities of the organization. It is a time when you can have lunch with a labyrinth expert from another continent, try your hand at building a labyrinth, or shop for unique items not available anywhere else. The location and theme for the Annual Gathering changes each year, allowing us to visit many regions. Having a TLS Annual Gathering in your area is an exciting adventure that creates a community network and explores new ways to present the labyrinth in unique settings. There are several purposes for the Annual Gathering, as a TLS fundraising event and support for the mission of TLS through member services.

The Annual Gathering is a major fundraising event for The Labyrinth Society. Profit from the Annual Gathering is a main source of TLS yearly operating funds. It is expected to generate $30,000-$40,000 in profit each year. Accordingly, much of what occurs in planning and implementing the Gathering is donated/volunteer.

The Annual Gathering is a means to support the Mission of TLS by supporting members through offering opportunities to advertise or sell their wares (through the TLS store/vendor area, art shows, program ads, etc.), opportunities for members to present their work through speaking opportunities, concurrent workshops, pre- or post-gathering activities and/or art displays, etc. The Gathering also offers networking opportunities and is an annual time for labyrinth enthusiasts to gather, celebrate, explore, share and learn about all things labyrinth related.

To begin the process of submitting a proposal, please complete the following page and return it to the Gathering Steering Committee. The next step will be for a general budget preparation to determine feasibility of costs. The Gathering Steering Committee will assist with this process. Finally, a review and approval of the proposal must be done by the TLS Board of Directors. Ideally, these three steps should be completed 18 months or more prior to the proposed Gathering.  **TLS Annual Gathering Location Suggestion Form**

A TLS Annual Gathering is a fun and exciting adventure. To begin the process of submitting a location suggestion, please provide as much of the following information as possible. Email this form to the TLS Gathering Steering Committee at: [gatheringliaison@labyrinthsociety.org](mailto:gatheringliaison@labyrinthsociety.org) or by mail to: TLS, P.O. Box 736, Trumansburg, NY 14886

Your Name: Click here to enter text.

Your Contact Phone and email: Click here to enter text.

**PROPOSED VENUE INFORMATION:**

Facility name: Click here to enter text.

Type of facility: (retreat center, resort, hotel, camp, etc): Click here to enter text.

Facility Address: Click here to enter text.

Facility Telephone: Click here to enter text.

Facility website: Click here to enter text.

Facility Contact Person: Click here to enter text.

**TRAVEL:**

Nearest Local/Regional/International Airport(s): Click here to enter text.

Available public transit: Click here to enter text.

Any transportation concerns: Click here to enter text.

**GREATER VENUE AREA:**

Location description – items/locations of special interest in the surrounding area:

Click here to enter text.

Before submitting, please review criteria list on the next page to ensure this venue satisfies our requirements.

**Gathering Venue Needs**

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

Vendor Room

* Ideally 1600 square feet
* Minimum 35’ x 35’ or 1200 square-feet
* Minimum twenty 30” x 6’ folding display tables

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
* Cell phone coverage (all major providers)
* On-site parking proximate to sleeping accommodation.
* Convenient luggage conveyance to sleeping accommodation.
* Handicapped accessibility throughout
* 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.
* Location willing to receive and store advance shipments from TLS and vendors.

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