

Frequently Asked Questions:

Scheduling

1. **How do I schedule a meeting/event at the Annual Meeting?** *A mailing is sent out in September each year to all Chapter Presidents, Chairs of Committees, Special Interest Sections and Caucuses as well as non-exhibitor affiliate groups that scheduled a function at the previous Annual Meeting. Exhibitor affiliates will receive a mailing once they have signed on as an Exhibitor. Please contact the Director of Meetings if you wish to plan an event and have not received a mailing.*
2. **How can I most easily confirm that my meeting request has been scheduled and learn about other scheduled meetings?** *Scheduled meetings begin being listed on AALLNET at the end of January and are always up-to-date. Meeting room locations are added and are available by mid-June. Notification that this site is open will go out in a member broadcast email.*
3. **What happens if I am not able to schedule a meeting until after the November 1 deadline?** *The November 1 deadline ensures that your meeting/event will be listed in the Preliminary Program. Scheduling requests received after November 1 and by May 1 will be listed in the Final Program (distributed on-site)*
4. **How do I order food and beverage and audio/visual equipment for my meeting?** *Menus and order forms for food and beverage and audio/visual requests will be sent out in February, based on the selections on the scheduling form. The deadline for returning the Equipment Request form is April 15 and the deadline for returning the Food & Beverage Order form is May 15.*

Housing/Travel

Who can assist me with housing? *AALL's housing provider, Ambassadors, can assist you with your housing needs by calling 866-889-9642 or you can make your reservations online at <http://www.aallnet.org/events>. Housing registration forms can also be found in the Preliminary Program that is mailed out by March 1.*

Who can assist me with travel? *Innovative Travel is AALL's travel contractor and will assist you with making your travel arrangements. Contact them at 800-447-6064 and ask for the AALL travel desk.*

Exhibit Information

Who should I contact if I have questions about exhibitors or would like more information about exhibiting at the Annual Meeting? *AALL contracts with Hall-Erickson, Inc., an exposition management company, to manage our exhibit hall needs. Contact Paul Graller at (800) 752-6312 or pgraller@heiexpo.com*