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MEMO

DATE: November 2, 2017

TO: Chapter Presidents and Caucus Chairs

FROM: Pam Reisinger, CMP

Director of Meetings

RE: Scheduling Meetings and Events for 2018 Annual Meeting & Conference

Enclosed is information related to the planning of the 2018 Annual Meeting on July 14-17 in Baltimore, MD. Please read through the information carefully and complete the [Scheduling Form for Meetings and Events](#). Submit scheduling forms to AALL by the **December 1st deadline**.

MANAGEMENT OF EVENT SCHEDULING AND PLANNING

Association staff will manage the planning for the 2018 Annual Meeting. The information included in this e-mail relates to the scheduling of events other than AALL Educational Programs and Workshops selected by the Annual Meeting Program Committee (AMPC). Those Educational Program and Workshop coordinators will be sent information separately. All meetings/events and exhibits will be scheduled at the Baltimore Convention Center (BCC) and the Hilton Baltimore (headquarters hotel).

THE SCHEDULING PROCESS

The [Scheduling Form for Meetings & Events](#) is designed to be submitted electronically. Please submit a separate form for each meeting, even if it is the same information on multiple days. Refer to the [2018 Annual Meeting & Conference Schedule](#) as your guide to request appropriate open scheduling time slots for your meeting/event. Provide an alternate meeting time on the scheduling form should your first request not be available. You may consult the [2017 Meetings, Events, and Programs Schedule](#) index to view a list of meetings/events that were scheduled this past July in Austin to use as a reference.

Scheduling Forms must be received by **December 1st** for official listing on AALLNET prior to the opening of registration. Forms received after this date will be processed on a space-available basis and without assurance that you will receive your preferred request for meeting date/time. Forms received by May 1, 2018 will ensure listing on the conference scheduler.



Chapter presidents and caucus chairs should arrange the scheduling of all meetings/events for the group (submitting a separate form for each). **Reminder:** chapters and caucuses are not allowed to schedule against educational programs (selected by the AALL Annual Program Committee) nor during “no conflict” times that interfere with Exhibit Hall functions or the Opening General Session. The conference schedule outlines designated meeting time slots (open scheduling) set aside for chapter and caucus meetings.

SIGNS

Chapters - will be provided with an opportunity to order signs in May. Charges will be billed back to the chapter.

Caucuses - Funds are not available to caucuses to order signs through AALL.

FOOD & BEVERAGE and AUDIO/VISUAL EQUIPMENT

AALL will order tables and chairs per your request on the scheduling form.

- **Chapters:** You will be sent contact information for the facility once space has been assigned. It is the chapter’s responsibility to make arrangements directly with the facility staff for room orders that include food and beverage and audio/visual equipment. A credit application, advance deposit or credit card number may be requested to setup your direct billing.
- **Caucuses:** Funds are not available to caucuses to order food and beverage or audio/visual equipment through AALL.

IMPORTANT REMINDER

Planning for the AALL Annual Meeting & Conference is a complex process and every effort will be made to accommodate each group. However, the realities of meeting room availability, the types of set-ups requested, audio-visual requirements and numerous other factors demand flexibility and collaboration of everyone involved.

Scheduled meetings will be available for preview on AALLNET and you will be notified via an E-newsletter announcement. Although they will be available for viewing in February, room locations will be subject to change until finalized in June.

Please contact me at 312/205-8026 (preisinger@aall.org) with any requested changes.



Summary of steps to complete the scheduling process:

Refer to following before completing the Scheduling Form:

- 2018 Annual Meeting & Conference Schedule
- 2017 Meetings, Events, and Programs Schedule
- Room Configuration Diagram

Then, complete and submit the:

- Scheduling Form for Meetings and Events

Cc: Gregory Lambert, President
Kate Hagan, Executive Director
Michelle Cosby, Chapter Council Chair
Luis Acosta, Executive Board Liaison
Paula Davidson, Staff Liaison