

## MEMO

**TO:** Exhibitors

**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 AALL Annual Meeting in Baltimore, MD. In order to have your event listed at the opening of registration, return the completed scheduling form by **January 10, 2018**. Forms returned by May 1, 2018 will ensure listing on the conference schedule.

### MANAGEMENT OF EVENT SCHEDULING AND PLANNING

AALL Staff will manage planning of the 2018 AALL Annual Meeting. All meetings/events and exhibits will be scheduled at the Baltimore Convention Center (BCC) and the Hilton Baltimore (headquarters hotel). You may contact me at 312.205.8026 or by email at [preisinger@aall.org](mailto:preisinger@aall.org) should you have any questions.

### THE SCHEDULING PROCESS

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. AALL has updated the [2018 AALL Annual Meeting Conference Schedule](#) to provide attendees several opportunities to visit the exhibit hall and attend educational programming.

- › Meetings/events will not be scheduled against “No Conflict” times; including the Opening General Session, Monday Attendee Lunch in the Exhibit Hall or scheduled exhibit hall breaks (this includes “do not list” functions). Forms submitted with scheduling requests that conflict with these times will not be accepted.

#### ***New this year –***

- › The exhibit hall will now close at 5:00pm on Monday, July 16 and will not be open on Tuesday.
- › AALL will now feature two exhibitor showcase **session rooms** that will be scheduled concurrently with AALL programming in one-hour segments on Sunday and Monday. Room sets will allow exhibitors the opportunity to provide more in-depth product demonstrations and educational presentations to a larger audience. You will have the opportunity to sign up for this space on the exhibitor website and information will be included in the exhibitor manual.
- › A limited number of smaller meeting rooms in the Baltimore Convention Center are being offered this year over Sunday/ Monday from 7:00am -6:00pm. This two-day room hold will allow exhibitors the ability to have pop-up and team meetings that do not require scheduling. These rooms will be set with tables and chairs and



will be provided an electrical drop. Groups are responsible for ordering their own food and beverage and audio/visual, if needed. The cost for the two-day room reservation is **\$3,300**. Please [contact me](#) for more information and to reserve a room.

The exhibitor [Scheduling Form for Meetings and Events](#) is designed to be completed and submitted electronically. Please submit a separate form for **each** meeting time requested. Provide an alternate meeting time on the scheduling form should your first request not be available. AALL groups will receive priority in assigning space.

## SCHEDULING FEES

Hourly meeting room fees for exhibitors (other than exhibitor showcase sessions) will be determined based on the size and setup requested. Time requested beyond the first hour is charged to the next hour. All space is assigned based on availability after AALL entities have been scheduled.

- › **Standard size meeting room** for up to 35 people (generally a conference or hollow square setup): **\$250 per hour**
- › **Multi-purpose meeting room** for more than 35 people (generally includes classroom, theater, banquet/rounds and reception setups): **\$350 per hour**
- › Functions requiring **ballroom space** that accommodate a larger room set and/or more than 100 people: **\$450 per hour**
- › **Exhibitor-hosted hospitality suites** in AALL-contracted hotels: **\$500 per day** or **\$1,500 to include all four days** (Sat/Sun/Mon/Tues). Initial requests should come to me to allocate suite space.

Fees are charged to help defray the cost of facilities rental, room setup, staff support required to schedule the event, listing your event on AALLNET and the mobile app. **AALL will invoice group for meeting room fees and requires payment before a time and space assignment can be confirmed. This fee is non-refundable.**

## MENUS, EQUIPMENT, AND AUDIO/VISUAL

Once facility space has been assigned, you may work directly with the facility. It is the exhibitor's responsibility to make arrangements directly with staff at the assigned venue for food & beverage, audio/visual equipment or to make any changes to the room setup. Your facility contacts are:

### **Baltimore Convention Center**

Katie Randall  
Catering Sales Manager  
410.452.7640  
Katie.randall@centerplate.com

### **Hilton Baltimore**

Stephen Edes  
Senior Event Manager  
443.573.8732  
Stephen.edes@hilton.com



## BILLING

Arrangements should be made for direct billing to your organization. AALL assumes *no* responsibility for charges incurred by exhibitor groups.

## IMPORTANT REMINDER

Scheduled meetings/functions will be available for preview on AALLNET once scheduling is complete. 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 or by email at [preisinger@aall.org](mailto:preisinger@aall.org) with any requested changes.

## SUMMARY OF STEPS TO COMPLETE THE SCHEDULING PROCESS:

*Refer to following before completing the Scheduling Form:*

- › 2018 AALL Annual Meeting & Conference Schedule
- › Room Configuration Diagram

*Then, complete and submit the:*

- › Scheduling Form for Meetings and Functions