ADDITIONAL AALL SITE SELECTION FACILITY CRITERIA

- Facility in good physical condition and safety compliant
  - Age and condition of carpet/flooring/tables/risers/wall treatments/lighting
  - Designated fire exits
  - Facility emergency plan for disasters/evacuation

- Appropriate number of meeting rooms, multi-purpose ballroom, and exhibit space available

- ADA compliance
  - Handicap accessibility
  - Availability of wheelchairs onsite or contact information for companies providing this service
  - Number and location of elevators with access to meeting space
  - Determine availability of devices for hearing impaired attendees and identify local companies that provide interpreter and CART services.
  - Adequate number of ADA sleeping rooms provided at hotels

- Adequate number of restrooms and type of restrooms available
  - Number and location of women vs men
  - Number and location of family designated restrooms
  - Availability of gender-neutral restrooms (number and location)
    - Which restrooms can be assigned as such, if not provided?
    - Does gender-neutral signage exist and will covering of urinals be provided by the facility?

- Availability of mother’s pods for nursing or appropriate room that can be assigned

- First aid station availability and location

- Name of other shows in-house over our dates

- Sponsorship opportunities available for facility signage
✓ Distance and cost of transportation to and from the airport
✓ Distance of hotel properties from the convention center
✓ Outlets available at the convention center and HQ hotel for food & beverage options
✓ Availability of water bubblers or water pitchers in meeting rooms
✓ In-house contractors (internet, electric, a/v, rigging, labor, catering)
✓ Location of free wi-fi areas

Note: AALL strives to host inclusive, accessible events that enable all individuals to engage fully. This list is not exhaustive. To request an accommodation not listed above or for inquiries about accessibility, please contact AALL Director of Meetings, Pam Reisinger.