

July 17, 2014

MEMORANDUM 2014-04

TO: Deans and Planners of Member and Fee-Paid School Functions
Held in Conjunction with the AALS 2015 Annual Meeting

FROM: Jane M. La Barbera, Managing Director
Mary E. Cullen, Meeting Manager

SUBJECT: Scheduling Your School's Functions

We invite you to hold your law school's function at the AALS Annual Meeting in Washington, D.C. on January 2-5, 2015. The AALS Section programs, House of Representatives meetings, registration and exhibits will be held at the Marriott Wardman Park Hotel. Events will also be held at the Omni Shoreham Hotel.

School functions are scheduled not to conflict with AALS program sessions. Meeting space is assigned on a space available basis.

To insure inclusion of your function in the AALS Annual Meeting program, the deadline for receipt of your request form is September 30, 2014. Forms received after this date will be assigned meeting rooms; depending on the date of its receipt, your function may not be listed in the program that is distributed to all faculty at the Annual Meeting.

There are opportunities for law schools to hold programs during certain breakfast and reception/dinner slots at the Annual Meeting. You may also hold a program before the Annual Meeting, anytime on Friday, January 2nd. The Annual Meeting program will identify the topic of the school's program.

The time slots available for school functions are listed below.

<u>Date</u>	<u>Times and Types of Functions</u>
Friday, January 2	Program or meal events anytime on this day.
Saturday, January 3	Meal events which end by 8:30 a.m. Meal events which begin at 8:30 p.m. after the AALS Showcase Speaker Reception.
Sunday, January 4	Meal events which end by 8:30 a.m. Meal events which begin no earlier than 7:00 p.m.
Monday, January 5	Meal events which end by 8:30 a.m.

After hotel space has been assigned to your school for its function, we will send you a confirming letter of the name of the hotel, the name of its contact person, and the exact time and meeting room location of your event. The hotel's catering manager will send you catering menus and credit application. You will be responsible for making all hotel arrangements with your designated hotel contact for room set-ups, catering selections, audio visual equipment rental, signs and billing. Please note that by booking your event through AALS, the hotels will not charge you for room rental.

Enclosed is a form you are asked to complete in order to schedule your event at the Annual Meeting. This information will assist us in assigning a specific time and meeting room for your function based on the requirements you specify on the form. Please provide all information about the event you are scheduling. If multiple meeting rooms are requested, the name of each meeting must be provided in order for space to be assigned.

Forms received by September 30th will be assigned meeting space with priority over organizations also requesting space. After the deadline, requests will be assigned meeting rooms on a space available basis.

Information regarding Annual Meeting registration and hotel reservations will be sent to your attention this summer and will also be available at www.aals.org/am2015. Should you have any questions regarding the scheduling of your event, please contact Mary Cullen at (202) 296-4755 or email mcullen@aals.org.

Please note that all who attend your meeting pay the registration fee for the Annual Meeting.

Enclosures: Event Request Form