



Association of American Law Schools

August 14, 2019

*President*  
**Vicki C. Jackson**  
Harvard University

*President-Elect*  
**Darby Dickerson**  
John Marshall School of Law

*Immediate Past President*  
**Wendy C. Perdue**  
University of Richmond

*Serving through 2019*  
**Erwin Chemerinsky**  
University of California,  
Berkeley

**Camille A. Nelson**  
American University

*Serving through 2020*  
**Mark C. Alexander**  
Villanova University

**Gillian Lester**  
Columbia University

*Serving through 2021*  
**D. Benjamin Barros**  
University of Toledo

**L. Song Richardson**  
University of California,  
Irvine

*Executive Director*  
**Judith Areen**

*Associate Director*  
**Sean Megan Scott**

**MEMORANDUM 19-07**

**TO:** Deans and Planners of Member and Fee-Paid School Functions  
Held in Conjunction with the AALS 2020 Annual Meeting

**FROM:** Judy Areen, Executive Director  
Mary Cullen, Associate Director of Meetings

**SUBJECT:** Invitation to Schedule Your School's Events at AALS Annual  
Meeting, January 2-5, 2020, Washington, DC

You are cordially invited to schedule your law school's events at the AALS Annual Meeting in Washington, DC, January 2 - 5, 2020. The Marriott Wardman Park, the AALS headquarters hotel, will host AALS House of Representatives meetings, most AALS and Section programs, registration and exhibits. Other participating hotels include the Washington Hilton and Omni Shoreham. Events of law schools and organizations will be scheduled at all hotels.

There are opportunities for law schools to hold events during certain morning and evening timeframes at the Annual Meeting. School events are scheduled so they do not conflict with AALS program sessions. Meeting space is assigned on a space available basis.

The times available for law school events are:

Thursday, January 2  
Events which end by 1:30 pm.  
Events which begin no earlier than 6:30 pm.

Friday, January 3  
Events which end by 8:30 am  
Events which begin no earlier than 6:30 pm.

Saturday, January 4  
Events which end by 8:30 am  
Events which begin no earlier than 7 pm.

Sunday, January 5

Events which end by 8:30 am

Please use the [Online Submission Form 2020](#) to schedule your event. Be sure to provide all information about the event. If more than one meeting room is requested, we ask you to complete a separate online form for each room or event needed.

After a meeting room has been assigned to your school for its event, we will send a confirmation with the details – the hotel location, contact information for the hotel's event manager, and the exact time and meeting room assigned. You will be responsible for making all arrangements with the hotel for room setup, catering, audio visual equipment rental, signs and payment. Please note that by booking your event through AALS, the hotels will not charge you for room rental.

If you want to list your function in the AALS Annual Meeting program, the deadline for receipt of your online request is September 27. Forms received after this date will be assigned meeting rooms but may not be included in the program.

Information regarding Annual Meeting registration and hotel reservations are available at <https://am.aals.org/>.

Should you have any questions, please contact Mary Cullen, Associate Director of Meetings, at [mcullen@aals.org](mailto:mcullen@aals.org).