



Association of American Law Schools

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University of Houston

April 8, 2011

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Bloomington

MEMORANDUM 2011-06

Immediate Past President
H. Reese Hansen
Brigham Young University

TO: Deans and Planners of Member and Fee-Paid School Functions Held
in Conjunction with the AALS 2012 Annual Meeting

Serving through 2011
Katharine T. Bartlett
Duke University

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

Daniel B. Rodriguez
The University of Texas

SUBJECT: Scheduling Your School's Functions

Serving through 2012
Dorothy Andrea Brown
Emory University

The Association of American Law Schools will hold its Annual Meeting in Washington, D.C., January 4-8, 2012. The AALS Section programs, Presidential programs, House of Representatives meetings, registration and exhibits will be held at the Washington Marriott Wardman Park. Events will also be held at the Washington Hilton.

Ann C. Shalleck
American University

We are pleased to invite you to plan your school functions in conjunction with the Annual Meeting. School functions are scheduled not to conflict with AALS program sessions. Meeting space is assigned on a space available basis.

Serving through 2013
Pat K. Chew
University of Pittsburgh

To insure inclusion of your function in the AALS Annual Meeting final program, the deadline for receipt of your request form is June 1, 2011. Forms received after June 1st will be assigned meeting rooms; depending on the date of its receipt, your function may be listed in the Supplemental Program, which appears in the AALS Convention Newspaper instead of the Annual Meeting final program.

Paul Marcus
College of William and Mary

Executive Director
Chief Executive Officer
Susan Westerberg Prager

There are opportunities for law schools, legal organizations and companies 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 Wednesday, January 4th. The Annual Meeting program will identify the topic of the school's program but does not list speakers or a program description.

Managing Director
Jane M. La Barbera

The time slots available for school functions are listed below.

| <u>Date</u> | <u>Times and Types of Functions</u> |
|-----------------------------|--|
| Wednesday, January 4 | Anytime since this is the day before the Annual Meeting. |
| Thursday, January 5 | Receptions, dinners or programs beginning no earlier than 7:00 p.m. |
| Friday, January 6 | Breakfasts or programs which end by 8:30 a.m. Receptions, dinners or programs which begin at 8:00 p.m. after the AALS Gala Reception. |
| Saturday, January 7 | Breakfasts or programs which end by 8:30 a.m. Receptions, dinners or programs beginning no earlier than 7:00 p.m. |
| Sunday, January 8 | Breakfasts or programs which end by 8:30 a.m. Any event may be scheduled after 12:00 p.m. (The AALS Annual Meeting ends at 12:00 p.m. this year.) |

After hotel space has been assigned to your school for its function, you will be notified by 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 then 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 the hotels will not charge you for room rental.

Enclosed is a form that 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.

Schools whose forms are received by June 1st 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/am2012. Should you have any questions regarding the scheduling of your event, please contact Mary Cullen at (202) 296-4755 or email mcullen@aals.org.

Enclosures: Event Request Form

**AALS Member and Fee Paid Schools'
Request Form for Event at the
2012 AALS Annual Meeting**

Due Date to be included in Annual Meeting Program:

June 1, 2011

Return to: Mary Cullen

Association of American Law Schools
1201 Connecticut Avenue, N.W., #800
Washington, D.C. 20036-2605
Fax: (202) 296-8869
Email: *mcullen@aals.org*

Law School: _____

Contact Person: _____

First Name Middle Last

Address _____

City State Zip Code _____

Telephone FAX _____

Email Address _____

For AALS Use Only

Event Code _____

WE4 TH5 FR6 SA7 SU8

Time _____

Mtg Rm _____

Hotel _____ Flr _____

Type of Function: breakfast dinner reception

Event Title: _____

May we announce this in the Annual Meeting Program? yes no

(Form must be received by June 1, 2011 to be listed in the Annual Meeting Program)

Topic (if event is a program): _____

Program topics can be listed but not speakers or program descriptions

Scheduling of Event: Please select from the time slots available in the accompanying memorandum.

Preferred date: _____ Anticipated attendance: _____

Preferred time: _____ a.m. to _____ a.m.
 p.m. p.m.

Special Requests

Do you have any special requirements (other than reception or banquet style set ups with round tables, food service) we should consider in assigning you a meeting room?

Special Requirements: _____

Once you are assigned a meeting room, you are responsible for making the specific arrangements with the hotel for catering, meeting set-up, signage, and credit arrangements. We will provide you with the catering contact name, menus and credit application in the event confirmation letter.

*The Committee on Sections and Annual Meeting allows schools and organizations to present programs during the breakfast and reception/dinner time slots during the Annual Meeting. Program topics can be listed in the Annual Meeting program but not speakers or program descriptions.

Form must be received by **June 1, 2011** for inclusion in the Annual Meeting Program. Event requests received after June 1st may be listed in the Supplemental Program printed in the Annual Meeting Newspaper.