



Association of American Law Schools

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May 6, 2011

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Lauren K. Robel
Indiana University-
Bloomington

MEMORANDUM 2011-09

TO: Deans of Member and Fee-Paid Schools, Interested Registrants and Exhibitors at the 2012 Annual Meeting

FROM: Jane M. La Barbera and Mary E. Cullen *JML* *MEC*

SUBJECT: Description of Suites Available at the 2012 Annual Meeting in Washington, D.C.

Immediate Past President

H. Reese Hansen
Brigham Young University

Serving through 2011

Katharine T. Bartlett
Duke University

Daniel B. Rodriguez
The University of Texas

Attached you will find floor plans and brief descriptions of the suites that are available at the participating hotels for the AALS Annual Meeting to be held January 4-8, 2012 in Washington, D.C.

Serving through 2012

Dorothy Andrea Brown
Emory University

Ann C. Shalleck
American University

Only Annual Meeting attendees who have first completed the meeting registration process will be able to make hotel reservations at the two AALS convention hotels at AALS group rates. After completing the meeting registration process, you will receive a confirmation email from AALS containing a link with instructions for making a hotel reservation along with the list of AALS convention hotels, locations, group rates and reservations methods (online, phone, mail, fax). Hotel reservations can only be made through the AALS Official Housing provider, Destination DC/Experient, through the methods listed in the confirmation email. AALS convention hotels will only accept reservations made through the AALS Official Housing provider. The housing process is designed to ensure that AALS group rate hotel rooms are reserved by those that support the Annual Meeting—its attendees and exhibitors.

Serving through 2013

Pat K. Chew
University of Pittsburgh

Paul Marcus
College of William and Mary

All suites will be booked and confirmed pending AALS approval. If your choice of a suite is not available, Official Housing will contact you with available options.

Executive Director

Chief Executive Officer
Susan Westerberg Prager

Managing Director

Jane M. La Barbera

Credit Card Guarantee Required

A valid credit card with an expiration date of January 2012 or later is required to secure your room reservation. Credit cards will not be processed prior to your arrival. Your credit card will be charged one night's stay plus tax if you fail to cancel before 6:00 pm day of arrival or if you fail to check in on your scheduled arrival date.

Prefer to pay by check? A credit card is still required to make a reservation even if you intend to pay the hotel by check. A check in the amount of one night's stay and tax must be sent directly to the hotel after December 20 and prior to December 27, 2011. A copy of the reservation acknowledgment from Destination DC/Experient must accompany the check.

Changes and Cancellations

Reservations may be changed or cancelled anytime after receiving your acknowledgement. Before December 21, contact Destination DC/Experient - the contact numbers will be provided on the acknowledgement. You will also be able to make changes online using the link provided on your confirmation email.

After December 21, wait until December 23 and contact the hotel directly. The hotel phone numbers will be provided on the acknowledgement or can be provided by Destination DC/Experient.

Cancellation: Cancel by 6:00 p.m. on your expected date of arrival to avoid one night's room and tax being charged to your credit card.

If you have questions about the suite beyond what is provided with the suite diagrams, such as furniture and other amenities, we suggest you contact the hotel directly.

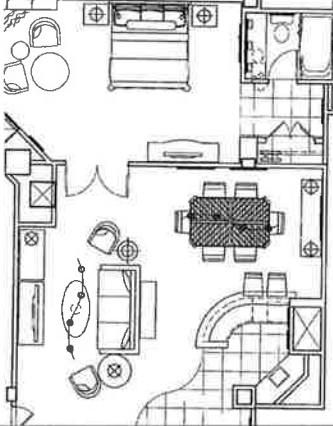

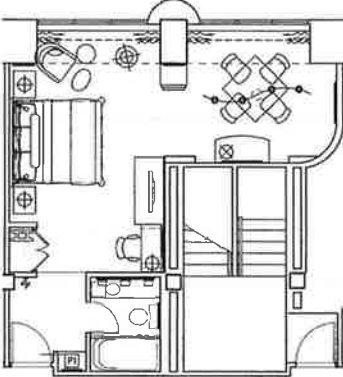
Attachments

cc: Official Housing

Marriott Wardman Park Hotel Suites

The following are interviewing suite descriptions. The floor plans are of typical suites in each category; the actual suite may vary somewhat particularly in the Wardman Tower. Some suites have an optional second bedroom; add to the cost of the suite the rate of \$150 for single or double occupancy. **NOTE: All hotel parlors and rooms are non-smoking.**


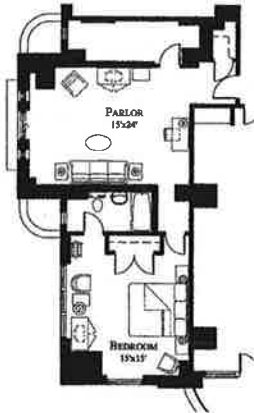
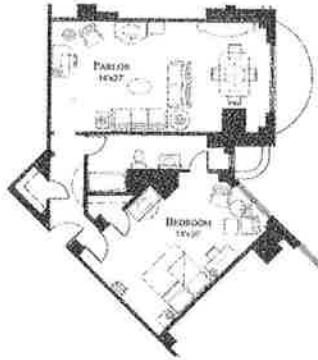

Center Tower

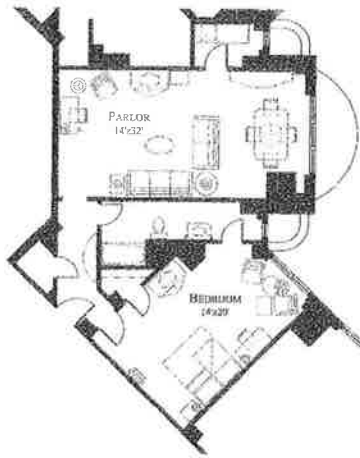
Suite Floor Plan	Suite Description
	<p><u>Center Suites @ \$340 per night plus taxes</u></p> <p>These are one bedroom suites containing various combinations of king beds or two double beds. The parlor (575 square feet) contains a sofa, coffee table, 2 chairs, table which seats six and wet bar. There is a small seating area in the bedroom, consisting of one upholstered chair and a table. Bedroom entrance is through the parlor only. There is an optional second connecting bedroom available at the rate of \$150 plus tax per night.</p>
	<p><u>End Suites @ \$275 per night plus taxes</u></p> <p>These are one bedroom suites with a king bed. The parlor (280 square feet) contains a sofa, coffee table and two chairs. Furnishings in the connecting king bedroom include a small table and one chair. Bedroom entrance is through the parlor only.</p>
	<p><u>"Eleven" Series Junior Suites @ \$245 per night plus taxes</u></p> <p>These are oversized L-shaped guest rooms with a conversation area. The guest room (375 square feet) has a king size bed and a table with four chairs in the corner of the room.</p>

Please note: Every effort is made to ensure the accuracy of the suite floor plans and descriptions. Changes and alterations may occur and are beyond the control of the AALS.

WARDMAN TOWER

The Wardman Tower is accessible from Center Tower via a connecting hallway past the Hotel's retail shops located on the Lobby Level. As the historic portion of the hotel, suites may contain custom furniture and antiques. While each room will have the corresponding number of seats, the configurations may vary.

Suite Floor Plan	Suite Description
	<p><u>"Twenty" Series Suites @ \$300 per night plus taxes</u></p> <p>These are one-bedroom suites. The parlor (276 square feet) contains two sofas, coffee table, chairs and a table to seat four. The entrance to the king bedroom is through the parlor only.</p>
	<p><u>"Twenty-One" Series Suites @ \$290 per night plus taxes</u></p> <p>These are one-bedroom suites. The parlor (360 square feet) contains a sofa, coffee table and one chair. The entrance to the king bedroom is through the parlor only.</p>
	<p><u>"Twenty-Eight" Series Suites @ \$300 per night plus taxes</u></p> <p>These are one-bedroom suites. The parlor (378 square feet) contains a sofa and loveseat, coffee table, chair and a small conference table with four chairs. The entrance to king bedroom is through the parlor only.</p>
	<p><u>"Forty" Series Suites @ \$290 per night plus taxes</u></p> <p>These are one-bedroom suites. The parlor (480 square feet) contains a sofa, coffee table, chairs, and a table to seat 4 and a wet bar. There is also a sitting area (255 square feet) with a loveseat, coffee table and 2 chairs. Entrance to the king-bedroom is through the parlor only.</p>



"Forty-Eight" Series Suites @ \$300 per night plus taxes

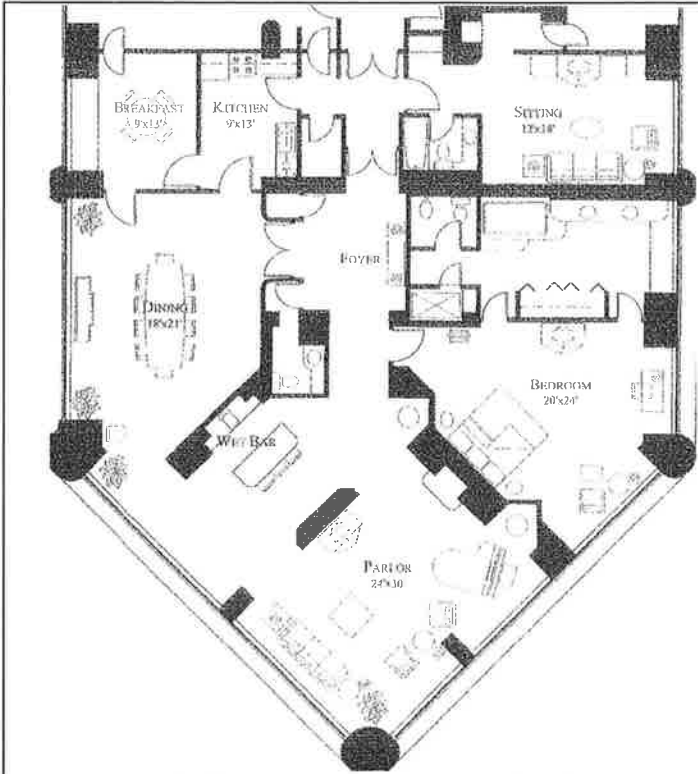
These are one-bedroom suites. The parlor (448 square feet) contains a sofa and loveseat, coffee table, chair and small conference table with 4 chairs. The entrance to the king bedroom (one of these suites contains two double beds) is through the parlor only.



"Sixty" Series Suites @ \$425 per night plus taxes

These are two-bedroom suites. The parlor (480 square feet) has two sofas, coffee table, chairs and a table to seat 4. The sleeping rooms, on either side of the parlor are accessed through the parlor only and contain either king beds in both rooms or king bed in one and two double beds in the other.

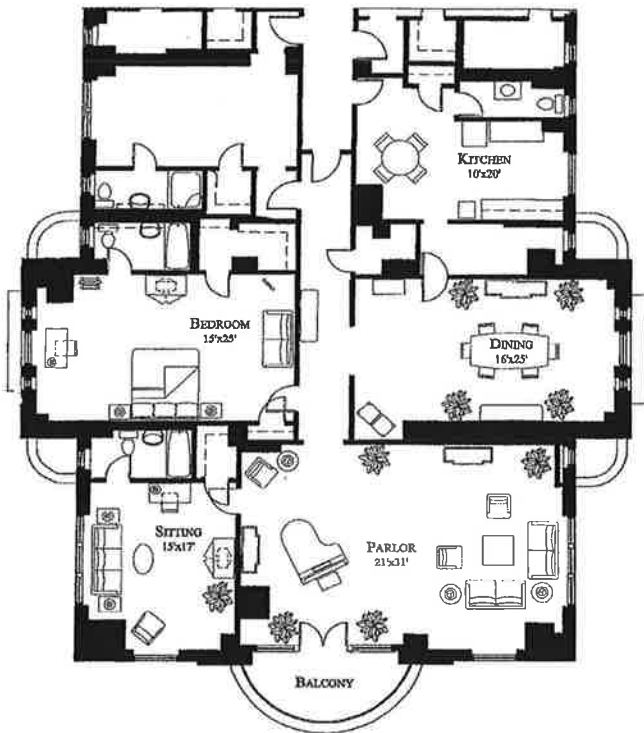
Presidential Suites are located in both the Center and Wardman Towers.



Sample Center Tower Suite

Presidential Suites @ \$440 plus taxes

These suites include a parlor (720 square feet) with a sofa, two coffee tables, two chairs, a sitting area (216 square feet) with a sofa, coffee table, one chair and a desk with chair, dining room for 10 (414 square feet), kitchen, breakfast room with seating for 4, entrance foyer and king bedroom containing a small sitting area with a chair and side table. These suites offer spectacular views of the city.

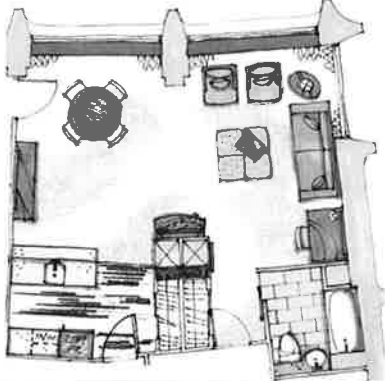
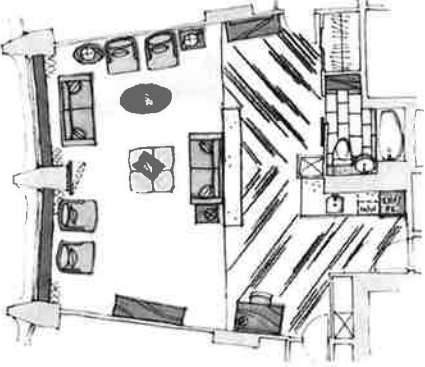
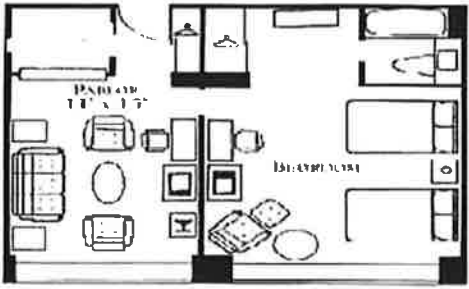


Sample Wardman Tower Suite

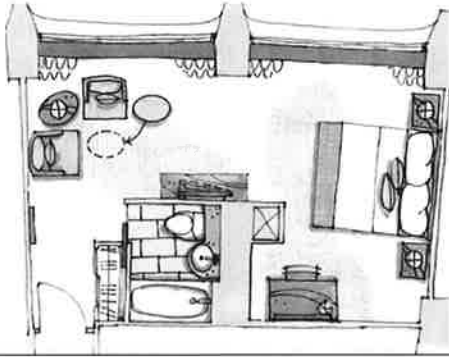
Please note: Every effort is made to ensure the accuracy of the suite floor plans and descriptions. Changes and alterations may occur and are beyond the control of the AALS.

Washington Hilton Suites

Below are descriptions of the suites available at the AALS Annual Meeting. The prices shown below are for the parlor plus one bedroom, except where otherwise noted. When selecting an optional second bedroom to the suite, add to the cost of the suite the rate of \$145 for single or double occupancy. All suites are non-smoking.

<p>Superior Suite</p> 	<p>Superior Suite @ \$450 per night plus sales tax Previously known as 74 type suite. 575 sq. ft. 15'x36' Hosts 35-40 people Built in Wet Bar Refrigerator, Wine Cooler, Microwave, Flat Screen TV Parlor can connect up to 3 Bedrooms; add \$145 per night plus taxes for each additional bedroom based on single/double occupancy.</p>
<p>Deluxe Suite</p> 	<p>Deluxe Suite @ \$440 per night plus sales taxes Previously known as Solar Suite. 797 sq. ft. 22'x28' Hosts 40-45 people Built in Wet Bar Refrigerator, Wine Cooler, Microwave, Flat Screen TV Parlor can connect up to 3 Bedrooms; add \$145 per night plus taxes for each additional bedroom based on single/double occupancy.</p>
<p>Standard Suite</p> 	<p>Standard Suite @ \$310 per night plus taxes Previously known as Executive Suite 11'x 15' Hosts 10-12 people 1 Bedroom Suite Flat Screen TV</p>

Alcove



Alcove Suite @ \$250 per night plus sales taxes

Previously known as Executive Suite

Hosts 8-10 people

Combined Bedroom and Parlor. No connecting rooms.

Flat Screen TV