

April 18, 2012

MEMORANDUM 2012-06

TO: Deans and Planners of Member and Fee-Paid School Functions
Held in Conjunction with the AALS 2013 Annual Meeting

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

SUBJECT: Scheduling Your School's Functions

The Association of American Law Schools will hold its Annual Meeting in New Orleans, January 4-7, 2013. The AALS Section programs, Presidential programs, House of Representatives meetings, registration and exhibits will be held at the Hilton New Orleans Riverside. Events will also be held at the Westin New Orleans Canal Place, W New Orleans, Loews New Orleans and New Orleans Marriott at the Convention Center.

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.

To insure inclusion of your function in the AALS Annual Meeting final program, the deadline for receipt of your request form is June 1, 2012. 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.

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 before 2:00 p.m. on Friday, January 4th. The Annual Meeting program will identify the topic of the school's program but does not list speakers or a program description.

The time slots available for school functions are listed below.

<u>Date</u>	<u>Times and Types of Functions</u>
Friday, January 4	Any event ending by 2:00 p.m. Receptions, dinners or programs which begin no earlier than 5:30 p.m.
Saturday, January 5	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.
Sunday, January 6	Breakfasts or programs which end by 8:30 a.m. Receptions, dinners or programs beginning no earlier than 7:00 p.m.
Monday, January 7	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 by booking your event through AALS 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. 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.

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/am2013. 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 are to register and pay the registration fee for the Annual Meeting in order to be able to make a sleeping room hotel reservation in any of the AALS convention hotels.

Enclosures: Event Request Form