



Association of American Law Schools

May 21, 2013

MEMORANDUM 2013-04

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TO: Deans and Planners of Member and Fee-Paid School Functions
Held in Conjunction with the AALS 2014 Annual Meeting

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

SUBJECT: Scheduling Your School's Functions

The Association of American Law Schools will hold its Annual Meeting in New York City, January 2-5, 2014. The AALS Section programs, House of Representatives meetings, registration and exhibits will be held at the Hilton New York. Events will also be held at the Sheraton New York and New York Marriott Marquis.

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 21, 2013. Forms received after June 21st 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 beginning of the 2013-14 academic year.

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 Thursday, January 2nd. 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>
Thursday, January 2	Program or meal events anytime on this day.
Friday, January 3	Meal events which end by 8:30 a.m. Meal events beginning no earlier than 6:30 p.m.
Saturday, January 4	Meal events which end by 8:30 a.m. Meal events which begin at 8:30 p.m. after the AALS Gala Reception.
Sunday, January 5	Meal events which end by 8:30 a.m. Meal events beginning no earlier than 5:00 p.m.

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.

School forms received by June 21st 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/am2014. 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

**AALS Member and Fee Paid Schools'
Request Form for Event at the
2014 AALS Annual Meeting**

Due Date to be included in Annual Meeting Program:

June 21, 2013

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	_____		
TH2	FR3	SA4	SU5
Time	_____		
Mtg Rm	_____		
Hotel	_____	Flr	_____

Type of Function: breakfast dinner reception

Event Title: _____

Please provide all information about event you are scheduling. If multiple meetings, the name of each meeting must be provided in order for space to be assigned. Complete a separate copy of this form for each meeting.

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

(Form must be received by June 21, 2013 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: _____

a.m. a.m.

Preferred time: _____ p.m. to _____ 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, phone and email in the event confirmation letter. The catering contact will send you menus and credit application.

*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 21, 2013** for inclusion in the Annual Meeting Program. Event requests received after June 21st may not be listed in the program that is distributed to all faculty at the beginning of the 2013-14 academic year.