

Suite reservations

How are interviewing rooms/suites assigned?

One of two ways:

1. If you participated in 2015 and want the same suite category, complete the online form by June 6 and you will be assigned the same suite category.
2. If you did not participate in 2015 or want a different suite category, complete the online form by June 9. You will be assigned a suite on a first-come, first-served basis.

Do I pay for the suite when I make the reservation?

Yes, you will need to provide a \$200 deposit to secure your interviewing room/suite. You may pay by cash, check or credit card. Please note the \$200 charge should not appear on your credit card until September. You will be able to cancel your reservation until 6:00 p.m. on your expected day of arrival.

What if our school's three choices for interviewing suites are unavailable?

If none of your three choices are available, you will be assigned an Interviewing Suite (interviewing room with bed removed and replaced with a table and six chairs and connecting bedroom). You will be waitlisted should one of your three choices become available.

What if I do not know the name of the suite occupant at this time?

You may reserve the interviewing room/suite under anyone's name and can change the name at any point before check-in. The name of the person checking into the suite needs to match the name the hotel has listed as the occupant.

What time can I check-in?

Check-in time is 3:00 p.m.

What time is check-out?

Check-out time is 1:00 p.m. You may pre-request late check-out from the hotel until 5:00 p.m. on Friday or Saturday nights.

What if we need to make changes to our interviewing room/suite reservations?

You should note changes directly on the confirmation that you will receive from AALS. Or email FRS2016@aals.org with your changes.

What if we need to cancel our suite reservation?

Please email FRS2016@aals.org. Your deposit will be refunded by the hotel if the reservation is cancelled prior to 6:00 p.m. on the day of arrival.

Individual room reservations**Does AALS make reservations for individual team members?**

If team members are not staying in the suite, AALS does not make their reservations. Please contact the hotel directly at <https://resweb.passkey.com/go/aals> to obtain the discounted rate arranged by AALS.

When do I need to make my hotel reservation by?

The hotel cut-off date for the AALS room block is September 21. The block can fill before that date, so we recommend that you make your reservations well before that date.

Can one person check-in to multiple rooms?

Yes. If a member of your team decides to check-in to multiple rooms please be aware that the charge for the total number of room nights plus \$50 in incidentals per room will be posted to that person's credit card on a 10-day hold basis. You can make arrangements ahead of time to use a school or corporate card for room charges by completing the Credit Card Authorization Form.

Can we be invoiced for our rooms?

The Marriott Wardman Park Hotel would prefer that you pay your hotel bill upon departure with a school check or credit card. You may request approval for direct billing by contacting Jackie Lazo, Accounting, at Jacqueline.S.Lazo@marriott.com or (202) 328-2947 and request a credit card application. Please note the completed application is due to the hotel no later than September 8.

Registration for the Faculty Recruitment Conference**How do I register the recruitment team?**

Team members are entered by the school contact into the AALS FAR website at <http://far.aals.org>. In each record, there is a box option to designate those who are attending the FRC. Please be sure that box is checked. You do not need to complete any paperwork.

When do I need to be registered?

AALS asks that team members be entered into the AALS FAR website by August 15. This guarantees that they will have a badge and be included on the teams list. Both are distributed at the FRC.

At the Meeting

Where do we check-in at the hotel?

Team materials are available from AALS staff at the Hotel Front Desk on Thursday from 3:00-8:00 p.m. One set of materials are given to the person occupying the interviewing suite.

What materials will I receive?

You will receive:

- Badges for team members who were listed as attending the FRC.
- Welcome packet.
- Teams List of the schools that are interviewing at the FRC.
- School sign for the door of your interviewing room/suite.

How can we view late FAR Forms?

Copies of the three autumn editions of the Faculty Appointments Register and those late forms received on-site will be available for perusal by recruitment team members in at the Schools' Registration and Information Desk until 8:00 p.m. on Thursday, 6:30 p.m. on Friday and 5:00 p.m. on Saturday. The FAR will remain available online.

How can my school hold a reception at the FRC?

Meeting rooms are available for law schools to hold alumni events during the following hours:

Thursday, October 13 from 7:00 a.m. through 3:30 p.m. and any time after 6:00 p.m.

Friday, October 14 from 8:00 to 10:00 p.m.

Please contact FRS2016@aals.org if you are interested in scheduling an event.

Can we post last minute job openings at the FRC?

Schools wishing to post announcements of available positions should bring three copies to the FRC and deliver them to the FAR Registrants' Registration and Information Desk.

About FAR Registrants

When can we interview FAR Registrants?

The FRC is designed for interviewing on Friday and Saturday. AALS does not specify what hours to interview or how long the interviews should last.

What if we want to interview FAR Registrants on Thursday?

While the FRC is designed for interviewing on Friday and Saturday, some schools may wish to conduct interviews on Thursday. The FAR Registrants Workshop takes place from 3:30 to 6:00 p.m. on Thursday. We ask that you refrain from interviewing during those hours so that all FAR registrants can attend and benefit from the workshop. If you want to interview before the 3:00 p.m. check-in time, you will need to book your interviewing suite for Wednesday night.

Should I follow up with FAR registrants after the interview?

FAR registrants would appreciate a letter acknowledging the time spent in the interview with your school's recruitment team and informing them of any action taken in connection with their application after the conference. Please extend this courtesy to those you interview.

May I leave messages for FAR registrants?

If not communicating via email or cell phone, you may leave messages at the FAR Registrants' Registration and Information Desk which opens at 10:00 a.m. on Thursday, October 13. A badge is required to drop off messages.

Can we interview anyone who is not registered for the FRC at the FRC?

The FRC is supported by registration fees paid by FAR Registrants. In fairness to those registrants we urge you to only interview persons who are entered in the *Faculty Appointments Register*. For those not registering, please interview them at a time and place other than the Faculty Recruitment Conference.