



Association of American  
Law Schools

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## FACULTY RECRUITMENT CONFERENCE

Thursday, October 13 – Saturday, October 15, 2016

*Marriott Wardman Park Hotel  
Washington, D.C.*

Dear Recruiter:

We look forward to welcoming you at the 2016 Faculty Recruitment Conference, which will take place at the Marriott Wardman Park Hotel located at 2660 Woodley Road, N.W., Washington, D.C. AALS staff is eager to help you, so please alert us if we can be of assistance. We hope this packet answers many of the questions you may already have in advance of the meeting.

General guidance and the answers to some “Frequently Asked Questions” are included with this packet. Please take a moment to review, as we believe you will find the information helpful.

Our arrangements with the hotel have been made to facilitate the interviewing process. If you have difficulty resolving an issue with the hotel, please contact an AALS team member who may be able to assist you.

After the meeting, we will send you an electronic evaluation. We welcome your comments regarding the Faculty Recruitment Conference and the Faculty Appointments Register, which will help AALS improve future Faculty Recruitment Services.

Best wishes for a successful conference.

Sincerely,

Judith Areen  
Executive Director

## GENERAL GUIDANCE

### About the Hotel and Interview Room/Suite

Included in the nightly room rate (excluding tax) for your interviewing suite are:

- An interviewing suite and a bedroom (unless otherwise arranged);
- Complimentary internet access in interviewing and sleeping rooms;
- Complimentary bottled water, which will be pre-stocked in the interviewing room;
- Complimentary coffee service available on Friday and Saturday from 7:30-8:30 a.m. on the first floor of the Wardman Tower and Mezzanine Level of the Center Tower.

### Picking up keys

All keys are picked up at the front desk of the Marriott Wardman Park Hotel. From 3-8 p.m. on Thursday, there will be a designated line for checking into your interviewing and sleeping room. The reservation is under your school's name. After 8 p.m. on Thursday, please see the first available front desk agent who can assist you.

If your sleeping room is part of the interviewing suite, you will receive the keys with the interviewing room. For all other sleeping rooms, please proceed to the first available front desk agent who can assist you.

### Check-in and check-out

Check-in time is 3 p.m. Check-out time is 1 p.m. You must request in advance a late check-out from the hotel, which permits a 5 p.m. check out on Friday or Saturday only for interviewing rooms. Contact [frs2016@aals.org](mailto:frs2016@aals.org) if you need a late check-out from the interviewing room.

### Locating your suite

Here is an explanation of the suite numbers:

- The first digit indicates the floor.
- The second digit indicates the part of the hotel:
  - 0 or 1 is the Center Tower
  - 3 is the Wardman Tower
- The last two digits indicate the room number on the floor.

If you have questions or issues regarding your accommodations, please contact a member of the Faculty Recruitment Services Team. Members of the team can be reached from October 13-15 at the AALS Registration Desk or by email at [frs2016@aals.org](mailto:frs2016@aals.org).

### Conference Logistics

Each school receives one packet of materials from AALS. Included in the packet:

- 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

If your school checks in on Thursday from 3-8 p.m., the person checking into the interviewing suite will be given the packet of materials.

If your school checks in before 3 p.m. on Thursday or on Friday or Saturday, the packet may be picked up at the Recruitment Teams' Information & Message Center at the Convention Registration Desk on the Lobby Level.

### Adding or Changing Team Members on Badges

If you need to add or change a team member's name on their badge, please email the Faculty Recruitment Services Team in advance at [frs2016@aals.org](mailto:frs2016@aals.org); we can have the badge(s) waiting for you at the Recruitment Teams' Information & Message Center. Otherwise, stop by the Information & Message Center and we will have the badges prepared for you while you wait.

## Recruitment Teams' Registration and Message Center Hours

Thursday: 10 a.m. to 7:30 p.m.

Friday: 7:30 a.m. to 6:30 p.m.

Saturday: 7:30 a.m. to 5 p.m.

## Catering

If you pre-ordered catering, you will be able to confirm your order when you pick up your room keys and conference packet at the hotel's front desk. **As a reminder, orders are not delivered directly to the interviewing rooms.** The hotel is offering "Grab and Go" Carts for interview suite food and beverage needs. Rather than having the orders delivered to the suites, recruiters need to pick up the orders at designated carts that will be conveniently located within one floor of your interviewing suite:

Suite Location	Catering Pickup Location
Mezzanine Level	Woodley Market on the 1 <sup>st</sup> Floor
2 <sup>nd</sup> , 3 <sup>rd</sup> or 4 <sup>th</sup> floors	3 <sup>rd</sup> floor
5 <sup>th</sup> , 6 <sup>th</sup> , or 7 <sup>th</sup> floors	6 <sup>th</sup> floor
8 <sup>th</sup> , 9 <sup>th</sup> or 10 <sup>th</sup> floors	9 <sup>th</sup> floor
Wardman Tower	1 <sup>st</sup> floor of the Wardman Tower

If you pre-ordered catering **but did not prepay**, you will need to pay for your order when you pick it up. The hotel will accept cash, credit card, or billed to your guest room.

## Changing or cancelling your catering order

If you forgot to order an item in your catering order, the Grab and Go Carts will be stocked with items that you can purchase when you pick up your order.

If you need to cancel all or part of your catering order, the hotel requires 48-hour advance notice. Please contact Shane Jones at [shane.jones@marriott.com](mailto:shane.jones@marriott.com).

## Catering logistics

Orders will be pre-bagged so you literally can "grab and go." There is no need for a cart to transport your order. Everything you need, including any condiments and utensils, will be in the bag.

When the housekeepers clean your room, they will clear the trash from your catering.

## If you did not pre-order catering

You have several options:

- You may order from hotel's new service "Fresh Bites" where guests can pick-up from one of the hotel's food outlets or arrange delivery. Keep in mind, due to volume, delivery times may exceed the normal 30 minutes.
- You may purchase at the Grab and Go Carts on the 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> floors of the Center Tower and the 1<sup>st</sup> floor of the Wardman Tower.
- Stone's Throw, serving a wide variety of food items, is open for breakfast and lunch from 6 a.m. - 3 p.m., and dinner from 5 p.m. - 11 p.m.
- Woodley Park Pantry is open from 6 a.m. - 11 p.m., serving Illy's coffee, breakfast, lunch and dinner.
- Harry's Pub serves sandwiches, light fare, and cocktails from 11 a.m. - 1 a.m.

## Frequently Asked Questions

What if we would like additional lists of schools participating in the Faculty Recruitment Conference?

Additional copies will be available for recruitment team members. Please check at the Recruitment Teams' Information & Message Center at the Convention Registration on the Lobby Level.

**What if we run out of complimentary water in our interviewing suite?**

Water will be replenished on request. Please contact "At Your Service" at ext. 5500.

## GUIDELINES ABOUT INTERVIEWING REGISTRANTS

### Interviewing FAR registrants

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

Some schools may wish to conduct interviews on Thursday. The **FAR Registrants Workshop** takes place from 3:30 to 6 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 p.m. check-in time, you will need to book your interviewing suite for Wednesday night.

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

### Following up 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.

### Interviewing persons not registered for 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. AALS staff will not be able to provide the location of your suite to those individuals not entered into the FAR.

### Frequently Asked Questions

#### 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 7:30 p.m. on Thursday, 6:30 p.m. on Friday and 5 p.m. on Saturday. The FAR will remain available online.

#### 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.

## CONFERENCE SCHEDULE

### Thursday, October 13, 2016

10 a.m. – 7:30 p.m.

**FAR Registrants Registration and Message Center**

*Convention Registration, Lobby Level*

**Schools' Recruitment Teams Registration and Message Center**

*Convention Registration, Lobby Level*

10 a.m. – 3:30 p.m.

**FAR Registrants Lounge**

*Wilson A, Mezzanine Level*

3:30 – 6 p.m.

**FAR Registrants Workshop**

*Marriott Salon I, Lobby Level*

6 – 7:30 p.m.

**Religiously Affiliated Law Schools Reception, Co-Sponsored by  
AALS Section on Law and Religion**

*Hoover, Mezzanine Level*

### Friday, October 14, 2016

7:30 a.m. – 6:30 p.m.

**FAR Registrants Registration and Message Center**

*Convention Registration, Lobby Level*

**Schools' Recruitment Teams Registration and Message Center**

*Convention Registration, Lobby Level*

7:30 a.m. – 6 p.m.

**FAR Registrants Lounge**

*Wilson A, Mezzanine Level*

8 a.m. – 6 p.m.

**AALS Section on Minority Groups Hospitality Lounge**

*Wilson B, Mezzanine Level*

**AALS Section on Women in Legal Education Hospitality Lounge**

*Wilson C, Mezzanine Level*

6 – 7:30 p.m.

**AALS Reception for FAR Registrants and Recruitment Teams**

*Maryland Suite, Lobby Level*

7 – 8:30 p.m.

**AALS Section on Sexual Orientation and Gender Identity Issues Hospitality Reception**

*Harding, Mezzanine Level*

### Saturday, October 15, 2016

7:30 a.m. – 5 p.m.

**FAR Registrants' Registration and Message Center**

*Convention Registration, Lobby Level*

**Schools' Recruitment Teams Registration and Message Center**

*Convention Registration, Lobby Level*

7:30 a.m. – 5 p.m.

**FAR Registrants Lounge**

*Wilson A, Mezzanine Level*

8 a.m. – 3 p.m.

**AALS Section on Minority Groups Hospitality Lounge**

*Wilson B, Mezzanine Level*

**AALS Section on Women in Legal Education Hospitality Lounge**

*Wilson C, Mezzanine Level*

## TRANSPORTATION

The Marriott Wardman Park Hotel is located at the corner of Connecticut Avenue and Woodley Road, N.W., in Washington, D.C. The hotel is close to the Woodley Park/Adams Morgan/National Zoo Red Line stop on the Metro, Washington, D.C.'s subway system. Metro opens at 5 a.m. on weekdays and at 7 a.m. on weekends and closes each night at 12 a.m.

### Airport Transportation

**Reagan Washington National Airport (DCA)** is located eight miles from the hotel; taxi fare is approximately \$25 one way plus an additional \$2.50 airport fee. Super Shuttle provides door-to-door service (with other stops) to the hotel at a cost of \$14 each way. The Super Shuttle ticket counters are located in the Terminals B and C baggage claim area next to doors 4 and 9. Guests arriving in Terminal A should proceed to the Super Shuttle loading area immediately outside the Terminal A door. 24-hour advance reservation is required for the return to the airport. Call (800) 258-3826 for reservations and information or visit [supershuttle.com](http://supershuttle.com) for online reservations. To ride the Metro to the hotel, take the Yellow Line to Gallery Place/ Chinatown and change to the Red Line (heading toward Shady Grove) to the Woodley Park/Adams Morgan/National Zoo Metro station.

**Dulles International Airport (IAD)** is about 27 miles from the hotel; taxi fare is approximately \$65 each way (use metered cab). Super Shuttle provides door-to-door service (with other stops) to the hotel for \$29 each way. The Super Shuttle ticket counters are located on the lower level just before the East and West exits. After purchasing a ticket, the shuttle service representative will escort you to the loading areas at 1D and 1E. 24-hour advance reservation is required for the return to the airport. Call (800) 258-3826 for reservations and information or visit [supershuttle.com](http://supershuttle.com) for online reservations.

**Thurgood Marshall Baltimore-Washington International Airport (BWI)** is approximately 40 minutes in non-rush hour traffic from the hotel. Taxi fare from BWI is approximately \$88. Super Shuttle provides door-to-door service (with other stops) to the hotel for a fare of \$39 each way. The Super Shuttle ticket counters are both located on the lower level baggage claim area. One ticket counter is near baggage claim #1 (Southwest Airlines Terminal – Concourse A) and the other ticket counter is near baggage claim #10 (Concourse C). 24-hour advance reservation is required for the return to the airport. Call (800) 258-3826 for reservations and information or visit [supershuttle.com](http://supershuttle.com) for online reservations. The MARC Train runs round trips between BWI to Union Station in Washington, D.C. Monday through Friday. Go to the Amtrak MARC shuttle stop on the lower level ground transportation area outside of baggage claim. Shuttles to the train stop depart every 15 minutes. One-way fare is \$7; Visa and MasterCard are accepted. The trip to Union Station will take approximately 38 minutes. From Union Station you can take a taxi or the Metro Red Line to the Hotel – Woodley Park/ Adams Morgan/National Zoo Metro stop. Call (800) 325-7245 (Penn Line information) for additional information. Contact Amtrak at [amtrak.com](http://amtrak.com) or (800) 872-7245 for information on weekend travel.

### Hotel Parking

Self-parking is \$45 per day and \$50 per day for valet parking.

## HOTEL INFORMATION

### Hotel Restaurants

A number of restaurants are located in the hotel. Stone's Throw, serving a wide variety of food items, is open for breakfast and lunch from 6 a.m. - 3 p.m., and dinner from 5 p.m. - 11 p.m. Woodley Park Pantry is open from 6 a.m. - 11 p.m., serving Illy's Coffee, breakfast, lunch, and dinner. Harry's Pub, located directly across from Stone's Throw, serves sandwiches, light fare, and cocktails from 11 a.m. - 1 a.m. For those who prefer to dine outside the hotel, a wide variety of restaurants are located within a short walking distance; a list of local restaurants can be found [here](#).

The hotel offers an alternative to room service. "Fresh Bites" is a food service where guests can pick-up from one of the hotel's food outlets. All orders include eco-friendly utensils, napkins, and cups so guests can enjoy a meal on the go or in sleeping room. Call "At Your Service" from your room to place your order. Available for breakfast, lunch, and dinner.

### Business Center

FedEx Office, a full-service business center (extension 2769), provides copying and other related services at the hotel. The office is located on mezzanine level above Stone's Throw restaurant. It provides copying and computer usage as well as faxing and sells general office supplies. Your message folder will contain a price sheet. The hours during the conference are 7 a.m. - 7 p.m. but can be accessed by hotel guests 24 hours with your room key.

### Internet Access

The hotel provides complimentary wireless internet in AALS interviewing suites and guest rooms. Complimentary internet (wired and wireless) is also available in the hotel lobby and public areas.

### Fitness Center

The Fitness Center is free of charge to hotel guests and accessible 24 hours a day with a guestroom key. It is located on the lobby level of the hotel. A jogging course is located in Rock Creek Park near the hotel; ask the concierge for details and directions.

### Access-Related Accommodation

The hotel is wheelchair accessible to all public locations. (All sleeping rooms are accessible, but be sure to specifically request an accessible room when making your reservation.) Some meeting rooms, however, are slightly more difficult to access than others. A phone call to hotel security (pick up any house phone), preferably in advance, can ensure access to any location in the hotel. AALS can provide, upon request, sign language interpreters for the hearing impaired.

If you need access-related accommodations, please contact AALS no later than September 23, 2016, at (202) 296-8851 or [frc@aals.org](mailto:frc@aals.org) for this information.