

Interview Room Reservations

How are interviewing rooms/suites assigned?

One of two ways:

1. If you participated in 2017 and want the same suite category, complete the online form by June 25 and you will be assigned the same suite category.
2. If you want a different suite category than in 2017, or you did not participate in 2017, complete the online form by June 25. You will be assigned a suite on a first-come, first-served basis.

Requests submitted after June 25 will be assigned on a rolling 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. This deposit will be made directly to the Marriott Wardman Park Hotel. Please note the \$200 charge should not appear on your credit card until October. Your deposit will be refunded by the hotel if the reservation is cancelled prior to 6:00 p.m. on the date of arrival.

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

If your three interviewing suite choices are not available, you will be assigned a suite comparable to one of your three choices.

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. You can change the name on the reservation at any point before check-in by completing the [Interview Suite Update Request Form](#) or emailing frs@aals.org. 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. Late check-out is not available for Sunday departures.

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

You will receive an email from AALS confirming your suite assignments. If you would like to make changes or have any questions, please complete the [Interview Suite Update Request Form](#). Completing this form is the best and most efficient way to communicate your changes to AALS staff.

What if we need to cancel our suite reservation?

Please complete the [Interview Suite Update Request Form](#) or email frs@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 use the link [Book Your Hotel Reservation](#) to obtain the discounted rate arranged by AALS.

What is the deadline to make hotel reservations?

The hotel cut-off date for the AALS room block is September 19. The block can fill before that date, so we recommend that you make your reservations well before that date.

Can one individual 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, which will be submitted directly to the Marriott Wardman Park Hotel.

Can we be invoiced for our rooms rather than paying upon departure?

The Marriott Wardman Park Hotel prefers the hotel bill to be paid upon departure with a school credit card or school check. You may request approval for direct billing for anticipated charges of at least \$5,000 by contacting Macky Zena, Accounting, at Meklit.Zena@marriott.com or (202) 328-2956. Requests must be submitted no later than September 11.

Registration for the Faculty Recruitment Conference**How do I register the interviewing 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 check box 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 September 14. This guarantees that they will have a badge and be included on the teams list. Both are distributed at the FRC.

At the Meeting

When and where do we pick up conference materials and badges?

AALS registration will open at 10:00 am on Thursday in the Thurgood Marshall Ballroom Foyer, Mezzanine Level. Interviewers can pick up their conference materials and badges there.

After 3:00 pm on Thursday only, team materials will be available at the hotel front desk until 8:00 pm. 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 editions of the Faculty Appointments Register and late forms received on-site will be available for review by recruitment team members at the Schools' Registration 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 11 from 7:00 a.m. through 3:30 p.m. and any time after 6:00 p.m.

Friday, October 12 from 6:00 to 10:00 p.m.

Please contact FRS@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 Candidates Registration Desk.

About FAR Candidates

When can we interview FAR candidates?

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 candidates on Thursday?

While the FRC is designed for interviewing on Friday and Saturday, some schools may wish to conduct interviews on Thursday. The FAR Candidates Workshop takes place from 3:30 – 5:15 p.m. on Thursday. We ask that you refrain from interviewing during those hours so that all FAR

candidates 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 candidates after the interview?

FAR candidates 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 candidates?

If you are not communicating by email or cell phone, you may leave messages at the FAR Candidates' Registration and Information Desk which opens at 10:00 a.m. on Thursday, October 11. 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 candidates. In fairness to those candidates, 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.