



400 A Street, SE Washington, D.C., 20003 | 202 544-2422 | fax 202-544-8307
aha@historians.org | http://www.historians.org

MEMORANDUM

To: Officers of Affiliated Societies
From: Sharon K. Tune, Convention Director (stune@historians.org)
Date: March 24, 2011
RE: **JANUARY 5–8, 2012 ANNUAL MEETING: CHICAGO
INITIAL MEMO REGARDING REQUESTS FOR MEETING SPACE and
LISTING IN THE AHA PROGRAM**

The 2012 AHA Annual Meeting is scheduled for Chicago at the Sheraton Chicago (headquarters), the Chicago Marriott (co-headquarters), the Westin Chicago River North, and the Courtyard Chicago Downtown/River North. AHA and affiliate events will be scheduled at all hotels. Single rates range from \$99 to \$109 plus 15.4% per room, per night taxes.

If your affiliated society wants to schedule event(s) at this meeting—session(s), business meeting, breakfast, luncheon, reception, etc.—**you must provide the information requested in Section 2 by/on SUNDAY, MAY 15.** If your organization also wants to publicize event(s) in the Annual Meeting *Program*, you must confirm when submitting details (charges are noted in Section 3).

This memorandum provides initial information on the 2012 meeting as well a list of information that affiliates should collect to submit in the online proposal system. That system will be **open for submissions between April 29 and May 15, 11:59 p.m.** I will send another e-mail on April 29 with the customized link. From now until April 29, affiliates are encouraged to collect information to cut-and-paste into the system.

Sessions submitted to the AHA Program Committee: If your organization submitted session(s) prior to the February 15 deadline for consideration by the AHA Program Committee, it will meet on April 16. The committee plans to send e-mail notification to all session organizers within two weeks after this meeting. Please note—*only* the session organizer or the individual who submitted session details will be notified. If the session organizer has not received word by May 10, the organizer can contact the Program Committee chair's assistant **Sara Brooks** (sbrooks@princeton.edu). *If the AHA Program Committee did not select session(s) submitted by your affiliate*, one of the benefits of affiliation is that your organization can proceed with the session by indicating that preference by/on the May 15 deadline. Gratis meeting room(s) will be assigned. The session will be "solo" sponsored by the affiliate rather than jointly with the AHA. Sessions accepted by the AHA committee will be assigned days/time periods by the committee, which cannot be changed. Solo sessions can be slotted into days/time periods by the affiliate.

Affiliate listings in the *Program*: AHA and affiliate sessions and activities will be listed within the main body of the program. All sessions will be integrated into one section, organized by date, time, and sponsoring organization. A section at the beginning of the program, organized by affiliated society, will summarize all sessions and events and provide page numbers to detailed listings in the body of the program. All sessions will also be included in a combined Schedule of Sessions and all participants will be listed in a combined index.

2. REQUESTS FOR MEETING ROOM SPACE

Hotel meeting space will be provided to affiliates of the AHA free of charge; HOWEVER, space is limited at each of the properties. Meeting space requests have grown remarkably in recent years. At the January 2011 meeting, in excess of 410 events were scheduled during the 3½-day meeting. Our goal is to accommodate all meeting space requests on the preferred day and in the preferred timeslot. Please understand, however, that a limited amount of meeting space is available—YOUR ORGANIZATION WILL NEED TO BE FLEXIBLE. You will be asked to provide alternate day/timeslot requests for all events. If your organization plans multiple events/sessions and they cannot be accommodated, I will contact the organizer for prioritized reductions (alternatively, the group may decide to locate meeting space at another hotel).

Your organization must submit room requirement requests by/on **MAY 15, 11:59 p.m.** You must provide the following information for the affiliate and each event. Requests that do not furnish all information will not be accepted by the online system. **The online system will not accept requests after 11:59 p.m. on May 15.**

For affiliate submission as a whole:

- Affiliate Name (a drop-down menu for selection will be provided)
- Contact information: Name, e-mail address, and summer mailing address of organization official(s) who can clear details and proof *Program* entry
- Should details of the affiliate's events be listed in the *Program*? Yes/No (again, keep in mind there is a charge for space used, bills sent in early 2012)

For individual session or event submissions:

- Event type (Session, Roundtable/Panel, Meeting/Board Meeting/Business Meeting, Luncheon, Breakfast, Reception, or Other)
- Title (no more than 20 words)
- Paper or presentation titles (if necessary)
- Name, affiliation, role (chair, comment, paper or panelist), **and e-mail address of each participant**

- Preferred day and timeslot, e.g. 9:30–11:30 a.m. or 5–7 p.m. of each event. *General information:* **Sessions** must be scheduled in the AHA's standard timeslots (Thursday 3-5 p.m.; Friday 9:30-11:30 a.m. and 2:30-4:30 p.m.; Saturday 9-11 a.m., 11:30 a.m.-1:30 p.m., and 2:30-4:30 p.m.; and Sunday 8:30-10:3 a.m. and 11 a.m.-1 p.m.). If located in meeting hotels, **luncheons** can be scheduled on Friday and Saturday and are from 12:15-1:45 p.m. **Receptions** can be scheduled on Friday and Saturday evenings for 1½- to 2-hour time blocks, and can begin one hour after 4:30 p.m. sessions conclude (to allow hotel staff to reset rooms). No affiliate events will be scheduled during the AHA's General Meeting, beginning 8:30 p.m. Friday.
- Alternate day and timeslot
- Attendance forecast
- Desired room set (e.g. theater for sessions, conference for committee meetings)
- Special scheduling requests (if any)

Room assignments will be made by late June or early July. In early to mid-July or before, a proof of your organization's entry will be sent for final review. At this time you will be provided with the name, address, and phone number of the hotels' catering representatives for affiliates' sponsoring catered events. From that point forward, affiliates will make catering arrangements with the hotel directly, including establishing payment.

3. LISTING IN THE AHA PROGRAM

Please note there is a charge to list in the *Program* (to be billed after the *Program* is published). Affiliates are billed for amount of space required to list its event(s)

- \$405.00 for a full page
- \$230.00 for a half page
- \$110.00 for a quarter page
- One- or two-line listings are gratis

TWO IMPORTANT FINAL NOTES:

1. The online submission system will not accept requests for meeting space or program listings after May 15, 11:59 p.m. If you anticipate difficulty in meeting this deadline, you must let me know **before** May 15. Please note, however, that exemptions (if any) will be exceptionally rare!

2. Audiovisual Equipment: Affiliates are responsible for equipment and labor charges, including microphones and audiovisual, when event(s) or session(s) are solely sponsored by the society. If an affiliate session is accepted by the AHA Program Committee for joint sponsorship, the AHA will pay for any equipment that was ordered by the February 15 AHA Program Committee submission deadline.