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Letter to AALL leaders regarding the AALL Annual Meeting, October 22, 1993

Martha Brown

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DATE: October 22, 1993
TO: Chairs, Committees, Special Interest Sections and Caucuses; Chapter Presidents, and Affiliate Groups
FROM: Martha Brown, Director of Programs
RE: 1994 Annual Meeting Planning

Enclosed is information related to the planning of the 1994 Annual Meeting. Please read through the information carefully and call me if you have any questions.

MANAGEMENT OF EVENT SCHEDULING AND PLANNING

Meeting Management

Preliminary planning for the 1994 Annual Meeting will be managed through Headquarters. The information included in this mailing relates to the scheduling of events other than AALL educational programs and workshops. Educational Program Coordinators will receive information later in the process. Horizon Conference Corporation Staff will continue to provide on-site assistance.

THE SCHEDULING PROCESS

AALL Groups (Committees, SISs, Chapters, and Caucuses)

If you scheduled a meeting or function at the 1993 Annual Meeting, the enclosed form will indicate the day, time, and date for the 1994 Annual Meeting. The scheduling of Committee¹, SIS, and Chapter Meetings and functions is established by Executive Board Policy (see enclosure). You may observe variances between the information on the enclosed form(s) and the policy. This is due to the necessity of building each meeting on the one prior. Please note that you may request an alternate time on the scheduling form and that a blank form is enclosed in order that you may request additional meetings and functions. Feel free to photocopy the blank form if you need additional copies. **Deadline for return of form is November 12, 1993.**

Please pay close attention to the Revised Recommendations for Scheduling Committee, SIS and Chapter Meetings at the AALL Annual Meeting (approved by the Executive Board 11/30/90). Type of library SISs should limit Sunday programming to morning through lunch time hours.

¹Committee Chairs, please note: meeting times indicated **may** differ from the previous year due to the need to accommodate new committees and the schedules of Executive Board Members who serve as liaisons to committees. In addition, room layouts and usage may necessitate changes in the schedule before the printing of the Preliminary Program. Every effort will be made to keep you informed.

If you wish to eliminate a meeting or event, please check the box on the form indicating that you do not wish to hold that function at the 1994 Annual Meeting and return it.

Current (1993/94) committee chairs are responsible for arranging all committee meetings at the Annual Meeting. SIS Chairs should arrange the scheduling of all functions for the SIS (returning a form for each meeting or event) as well as coordinate with other SISs as appropriate. This includes SIS committees, roundtables, working groups, etc. If you did not schedule a meeting or function during the 1993 Annual Meeting and wish to schedule a function at the 1994 Annual Meeting, complete the blank form and return it to me. At the present time it is intended that all meetings will be held at the Washington State Convention & Trade Center. SIS Chairs who wish to have Sunday morning meeting and program descriptions in the Preliminary Program, must have copy to Peter Beck no later than December 1, 1993. Caucus chairs please note that committees and SISs have priority for meeting space and times.

Affiliate Groups

If you scheduled a meeting or function at the 1993 Annual Meeting, the form enclosed will indicate the day, time, and date for the 1994 Annual Meeting. All requests for changes, additions, and cancellations should be forwarded to me. **Please note that AALL groups receive priority for space and time.** If you did not schedule a meeting or function during the 1993 Annual Meeting and wish to schedule a function at the 1994 Annual Meeting, complete the blank form and return it by the deadline. If you wish to schedule additional meetings or functions, photocopy the blank form (both sides) as many times as you wish. If you do not wish to schedule a function at the 1994 Annual Meeting, please check the appropriate box on the form and return it. If the responsibility for this event has been assumed by someone else, will you please let me know so that I may contact that individual?

PHOTOCOPYING AND SIGNS

AALL Committees and SISs

The Association will again offer you the opportunity to send materials to be photocopied for your meeting(s) to Headquarters in advance of the meeting. Taking advantage of this service will result in a significant price break over the on-site cost. Materials may be picked up at the AALL Staff Office beginning Friday, July 8th.

An on-site copy center will be available in the Washington State Convention & Trade Center. Terms will be cash or charge unless the print order is accompanied by an AALL Authorization Form. Just prior to the Annual Meeting, each chair will receive a supply of forms from Headquarters which will be coded with the appropriate account number. Each Committee and SIS Chair must plan on using the forms during the meeting unless she/he wishes to pay upon completion of the job. During the meeting, additional forms will be available in the AALL Staff Office. Chairs must sign off on Print Authorization Forms. Chairs are responsible for dropping off print orders and picking them up.

Chapters and Affiliate Groups

May utilize the on-site copy center and are responsible for payment upon pickup.

Signs

Meeting rooms at the Washington State Convention & Trade Center are numbered (1st floor rooms are 100's, 2nd floor rooms are 200's, 3rd Floor rooms are 300's, etc.) which will facilitate locating them and perhaps lessen the need for signs. You will be provided with an opportunity to order signs in the spring. Signs for SIS meetings will be charged to SIS accounts. Chapters will be billed for signs.

MENUS, EQUIPMENT, AND A/V

Menus will be sent in November. SIS and Committee Chairs who wish to have a Food Function listed on the Registration Form in the Preliminary Program in order that interested persons can pay upon registration, menu selections and the price you are charging must be made by November 30th. Guarantees for food and beverage functions must be given 30 days in advance of the function. This means that on-site registration for food and beverage functions is not possible. Ideally, final counts should be in to Headquarters by June 5th.

BILLING

The Association will guarantee payment of charges for Committees and SISs. Billing will be managed as follows:

Special Interest Sections - will be billed to the Association's Master Account and charges deducted from individual SIS Accounts. This includes food and beverage charges, printing and photocopying, and audio-visual charges.

Committees - A/V equipment for meetings will be provided. *Association funds may not be used to purchase food and beverage for Committee Meetings.*

Chapters - arrangements will be made for Chapters to be billed directly. The Association will guarantee payment which will eliminate the need to complete a Credit Application. The usual terms of payment are 30 days.

Caucuses - there are no Association funds to support these groups; contact person will be billed. Terms of payment are 30 days.

Affiliates - Arrangements will be made for direct billing. Usual terms of payment are 30 days.

IMPORTANT REMINDER

Planning for the AALL Annual Meeting is a complex process and every effort will be made to accommodate each group. However, the realities of meeting room availability, the types of set-ups requested, audio-visual requirements and numerous other factors may demand a high degree of flexibility and collaboration of everyone involved.

NOTE: If you have questions, please call. The initial Advance Planning for the AALL Annual Meeting operates on a short time frame so I urge your cooperation in meeting deadlines in order that the most accurate information possible is presented to the membership when they receive the Preliminary Program.

Items Enclosed:

"Preliminary Plans for Meetings and Functions...."

"Room Configurations"

"Revised Recommendations For Scheduling...."

cc: Executive Board
Jim Hoover
Bridget Dacres
Barbara Holt
Nancy Johnson
Filippa Anzalone
Roger Parent