



The American Association of Clinical Anatomists

MEETING SPECIFICATIONS

Customary meeting time: Tuesday through Saturday, any time between mid-June through mid-July.

Attendance:

Hotel room block peak night:	165
Scientific Session:	225-300
Annual Banquet:	250-350
Postgraduate Course:	50-75

Room Block/Schedule Summary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	35	165	165	165	65	15

Typical Meeting Schedule:

Tuesday: Pre-Conference Activities

8:00 – 9:30 am	Journal Committee Meeting
9:30 am – 5:00 pm	Council Meeting
3:00 – 6:00 pm	Registration
5:00 – 6:30 pm	Mentoring Reception
6:30 – 8:30 pm	Welcome Reception (cash bar)

Wednesday – Friday: Scientific Session

Wednesday:

7:00 – 8:00 am	Editorial Board Breakfast Meeting
7:00 – 8:30 am	Continental Breakfast
7:30 am – 4:00 pm	Registration/Poster Session 1/Commercial Exhibits
8:00 – 8:30 am	Opening Ceremonies
8:30 – 10:15 am	Platform Session 1
10:15 – 11:15 am	Refreshment Break/Commercial Exhibits/Poster Session 1
11:15 – 11:45 am	TechFair Session 1
11:45 – 1:15 pm	Lunch (on own)/Commercial Exhibits/Poster Session 1
11:45 – 1:15 pm	Past-Presidents' Lunch
1:15 – 2:15 pm	Presidential Address
2:15 – 2:45 pm	Refreshment Break/Commercial Exhibits/Poster Session 1
2:45 – 4:15 pm	Platform Session 2
4:30 – 7:00 pm	Anatomical Services Symposium

Thursday:

7:30 am – 4:00 pm	Registration/Poster Session 2/Commercial Exhibits
7:30 – 8:30 am	Special Interest Group Committee Breakfasts (CDC, EAC, ASC)
7:00 – 8:30 am	Continental Breakfast
8:30 – 10:00 am	Platform Session 3
10:00 – 10:45 am	Refreshment Break/Commercial Exhibits/Poster Session 2
10:45 – 11:45 am	Educational Affairs Presentation

11:50 a – 12:30 p	TechFair Session 2
12:30 – 2:00 pm	Lunch (on own)
2:00 – 3:30 pm	Educational Affairs Symposium
3:30 – 4:15 pm	Refreshment Break/Commercial Exhibits/Poster Session 2
4:15 – 5:30 pm	Annual AACA Business Meeting
6:00 – 7:00 pm	Reception (cash bar)
7:00 – 7:45 pm	Annual Awards/Honored Member Award
8:00 – 9:30 pm	Annual Banquet Dinner

Friday:

7:30 – 8:30 am	Educational Affairs Committee Breakfast
7:30 – 8:30 am	Annual Meeting Planning Committee Breakfast
7:30 am – noon	Registration/Commercial Exhibits
8:30 – 10:30 am	Platform Session 4
10:30 – 11:00 am	Presentation of Student Awards/Refreshment Break
11:00 – noon	AACA Council Presentation
12:15 pm	Closing Remarks and Adjournment
12:30 – 2:00 pm	Meeting of New Council

Saturday:

Postgraduate Course

7:30 – 8:00 am	Continental Breakfast
8:00 am	Postgraduate Course begins (usually full day)

Meeting Room Requirements:

Platform session (Wednesday am – Friday):

- Classroom or theater seating for about 250
- Digital multimedia projector(s) with large screens/podium with microphone and projector controls/laser pointer/speaker timer
- AV operator-controllable lighting and PA system

Poster session/Commercial exhibits (Wednesday am – Friday):

- Room for 25-50 double-sided poster boards plus 8-10 6' X 10' commercial booths (skirted 6' tables, pipe and drape, electrical hook-ups, 2 folding chairs) and centrally-placed, double-sided 10 – 12' buffet table for refreshments (4,000 – 6,000 sq foot minimum). Must be adjacent or in very close proximity to room for Platform sessions.

Conference room(s):

Monday – Friday all day office/workroom space

Tuesday (7:45 am – 5:30 pm): Journal Committee Meeting/Council Meeting. 16-20 people, conference room style (U-shape, etc). [Same or similar room should be reserved throughout the conference as a break-out room, speaker ready room, conference office]

Wednesday (6:45 – 8:30 am): Editorial Board Breakfast Meeting. Sit-down, full service working breakfast (not buffet) for 20-25 people.

Reception site (in hotel):

Tuesday (6:30 – 8:30 pm): 150-225 attendees, cash bar (wine, beer and non-alcoholic drinks)

Registration facilities:

Tuesday – Friday – Preferably room with adjacent storage location

Banquet facility (may be off-site from hotel):

Thursday 6:00 – 7:00 pm	Reception (cash bar)
7:00 – 7:45 pm	Annual Awards/Honored Member Award
8:00 – 9:30 pm	Annual Banquet Dinner

240-260 guests seated at round tables of 8-10/table; speaker diaz (no head table) with PA/AV.

Post graduate Course:

Saturday (full day)

Typically, this event is held on-site at the host medical center. A lecture hall with the full complement of AV facilities and an AV operator is required, at least for the morning. Often the afternoon involves use of the Gross Anatomy laboratory and/or use of clinical facilities. Transportation from hotel and back is also usually required.

Recent Meeting Sites:

<u>Year</u>	<u>Hosting Institution</u>	<u>Headquarters</u>
2013	University of Colorado, CO	Marriott City Center Hotel
2012	St. George's University, Grenada	St. George's University Housing
2011	The Ohio State University Columbus, OH	Hyatt Regency Columbus Hotel
2010	University of Hawaii, Honolulu, HI	
2009	Cleveland Clinic, Cleveland, OH	InterContinental Hotel
2008	University of Toronto, Toronto, Canada	Chelsea Delta Hotel
2007	Touro University, Henderson, NV	Green Valley Ranch Resort
2006	Medical College of WI, Milwaukee, WI	Hyatt Regency Hotel
2005	Albert Einstein/Weill Med Coll, NYC	Mariott Financial Center Hotel
2004	St. Mary's College, Moraga, CA	Campus of St. Mary's College

Recent Postgraduate Course Titles:

<u>Year</u>	<u>Postgraduate Course Title</u>
2013	<i>Foundations of Modern Human Anatomy</i>
2012	<i>Anatomy and Ultrasound</i>
2011	<i>Surgery and Technology Meet Anatomy</i>
2010	<i>Plastination and Anatomical Education</i>
2009	<i>Simulation in Medical Education</i>
2008	<i>Clinical Anatomy of the Hand: Selected Surgical Procedures and Orthotic Intervention</i>
2007	<i>Clinical Anatomy of the Knee</i>
2006	<i>Current Diagnosis and Treatment of Common Congenital Anomalies: From Embryology to Outcome</i>
2005	<i>Willed Body Program Management and Cadaver Preservation Techniques</i>
2004	<i>Pelvic/Perineal Anatomy and the Urogenital System</i>