



The American Association of Clinical Anatomists



www.clinicalanatomy.org

PROGRAM SECRETARY

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Dear AACA Colleagues,

Interested in hosting an AACA annual meeting? Have you wondered what this involves? This "Call for Hosts" letter outlines the process and information the Executive Council needs before it can decide on a host site.

The following items should be addressed in a formal invitation:

1. Proposed dates. Our customary meeting time, historically, has been Tuesday through Saturday between the 2nd and 3rd week of July.
2. Supporting letters from your institution's administration and department chair.
3. Description of the meeting site, including the facilities for platform and poster presentations and commercial exhibits, and annual meeting banquet. Is it your intention to host the meeting at your institution or at a hotel?
4. Description of the lodging facilities, room rates to be in effect, proximity to the meeting site, and transportation provisions to the meeting site, if different.
5. Proposed topic for the postgraduate course.
6. A brief description of local and nearby attractions that may be of interest for accompanying persons and families.

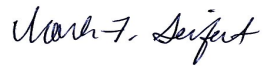
The AACA's **Meeting Specifications** document accompanies this letter and contains important demographic information and a typical meeting schedule, along with a list of past host sites and postgraduate course titles.

Currently, meeting sites have been selected through 2011, with review of an invitation pending for 2012. All communication with potential meeting hosts is "informal" until we receive a formal letter of invitation from a host site. Based on this letter and supporting documentation, the Executive Council will

decide to accept or reject the invitation. Because of the lead time needed for the planning process, interested hosts are expected to submit formal invitations to the Executive Council by January 15th. In the past we have suggested a lag time of approximately 2 ½ years prior to the anticipated meeting date. Upon favorable review, a decision will be made by April so that the host site can be formally announced at that next annual meeting. Formal invitations are to be submitted to the Program Secretary of the AACA.

While much work and effort is involved in planning and hosting an annual meeting, the Association partners with hosts to make this process go as smoothly as possible. It is an excellent opportunity to showcase your institution and faculty and this adds to the vitality and uniqueness of our Association. We strongly encourage members to consider this opportunity. If you have any questions, please contact me.

With best personal regards,

A handwritten signature in black ink that reads "Mark F. Seifert". The signature is written in a cursive style with a small flourish at the end.

Mark F. Seifert, Ph.D.
Program Secretary, AACA
<http://www.clinicalanatomy.org>