

So you're thinking about hosting an AACA Annual Meeting...

AACA Annual Meetings are large meetings (more than 300 people) that occur over a five-day period (Tuesday – Saturday), usually in June or early July. Participants come from all over the United States, Canada and a handful of other international countries. The first day (Tuesday) typically is taken up by registration, a Council Meeting, a tour of the local institution. Additionally, in the evening, there usually is a meeting for the Judges and then a Welcome Reception (6:30 – 8:30). Days 2 – 4 (Wednesday – Friday) are a mix of platform presentations, poster sessions, and committee meetings and symposia (all of which occur at the hotel). On Thursday evening there is a Reception followed by a seated banquet awards dinner. Friday the meeting closes at 4:00 PM. Day 5, Saturday, usually consists of a post graduate course hosted by the local institution. This is often an all-day event, and requires separate registration, which will be handled by ASG. The primary concern for you as a local host, is the post graduate course.

Before submitting a proposal, you should ensure that you have:

- The general organization and content of the post-graduate course already planned. The subject material should be cleared in advance with the MOPP Committee of the AACA.
- Contact your school leadership (e.g., Chair and or Dean) for support of your effort;
- Verify that your local area has hotels that can handle a group of 350 people (with a minimum of 35,000 square feet of flexible meeting space) – ASG handles contracts – space available is your concern;
- Verify that your institution has enough open rooms and audiovisual/information technology support for the post graduate course on Saturday. There should be a room that should hold a maximum of 50 people. You will also need gathering space(s) during breakfast and lunches to accommodate 30 - 50 people;
- Check that the distance between the hotel and the campus is not excessive;
- Document the ease with which attendees can fly into your area

If your proposal is accepted, you can expect to have to:

- Work with ASG to develop a budget for your post graduate course;
- Attend the meeting the year before yours to promote your conference;
- Work with ASG to plan the details of your post graduate course (i.e. speaker/educational development, coordinate the sourcing of materials, etc.);
- Arrange for rooms and audiovisual/information technology support at your institution for Saturday's post graduate course;
- Work with ASG to prepare the necessary materials for the AACA conference booklet (i.e. invitation from local host, post graduate course details);

ASG will help by:

- Aiding budget development for the post graduate course along with the AACA Executive Director, Treasurer and the AACA MOPP Committee;
- Negotiating all contracts (e.g., hotel, food at school, special event venue, DJ or band, speaker fees);
- Working with you to select menus for food at the post graduate course;
- Managing the website;
- Handling registration;
- Arranging transportation to and from any off-site events.
- Prepare conference envelopes & bags and help with registration desk; and
- Arrange for signage.

Annual Conferences require a lot of work, but it is very much worth the experience. You will take the lead on organization of the post graduate course but you will not be alone and you will have plenty of support. As a local host, you will be on two committees: the Annual Meeting Planning Committee and the Meeting Oversight and Program Planning Committee. These two committees each hold one call a month. These calls usually occur in the evenings (after 5 PM). Your presence is requested on both calls to ensure that you remain an integral part of the planning process. As a local host, your knowledge of the area is paramount.