

Frequently Asked Questions:

Scheduling

1. **How do I schedule a meeting/event at the Annual Meeting?** *A mailing is sent out in September each year to all Chapter Presidents, Chairs of Committees, Special Interest Sections and Caucuses as well as non-exhibitor affiliate groups that scheduled a function at the previous Annual Meeting. Exhibitor affiliates will receive a mailing once they have signed on as an Exhibitor. Please contact [Vanessa Castillo](#), Education and Meetings Assistant or [Pam Reisinger](#), Director of Meetings, if you wish to plan an event and have not received a mailing.*
2. **How can I most easily confirm that my meeting request has been scheduled and learn about other scheduled meetings?** *[Meetings & Events](#) begin being listed on AALLNET at the end of November and are always up-to-date. Meeting room locations are added and are available by mid-June.*
3. **What happens if I am not able to schedule a meeting until after the November 2 deadline?** *The November 2 deadline ensures that your meeting/event will receive priority meeting room scheduling and be listed for viewing on AALLNET. Scheduling requests received after November 2 and by May 1 will be listed in the Final Program (distributed on-site)*
4. **How do I order food and beverage and audio/visual equipment for my meeting?** *Menus and order forms for food and beverage and audio/visual requests will be sent out in February, based on the selections on the scheduling form you submit. The deadline for returning the Equipment Request form is April 15 and the deadline for returning the Food & Beverage Order form is May 15.*

Housing/Travel

Who can assist me with housing? *AALL's housing provider, Ambassadors, can assist you with your [housing reservations](#) made by phone, fax, mail or through the online reservations system.*

Who can assist me with travel? *Innovative Travel is AALL's travel contractor and will assist you with making your travel arrangements. Go to the [AALL travel page](#) to book your travel and ensure that you receive AALL's airline and ground transportation discounts, or contact the AALL travel desk.*

Exhibit Information

Who should I contact if I have questions about exhibitors or would like more information about exhibiting at the Annual Meeting? *AALL contracts with Hall-Erickson, Inc., an exposition management company, to manage our exhibit hall needs. Contact Paul Graller at (800) 752-6312 or pgraller@heiexpo.com*