DATE:    April 5, 2017
TO:      AHA Affiliated Societies
FROM:    James Grossman, Executive Director
RE:      2018 Process for Affiliate Sessions and Events

Over the past few years, your ideas have helped us think through the most effective way to distribute resources and organize a productive meeting that works for everyone. Thank you for your patience and feedback as we have refined our process for affiliate sessions and events.

Please remember that everyone on the annual meeting program, whether on an AHA or affiliated society session, is required to register for the conference when registration opens in the fall. Historians from the United States on sessions accepted by the AHA Program Committee are required to be AHA members. Participants on affiliated society sessions are not required to be AHA members. There is a discounted registration rate for nonmember speakers.

Meeting Space:

As you might be aware, a longstanding AHA policy states that “due to the limited availability of meeting space and the large number of affiliates, the Association reserves the right to set limitations or assess fees on usage of meeting space by affiliates.” We will continue to charge per session scheduled in one of the 12 official session slots.

We are keeping the price structure the same for the 2018 meeting in Washington, DC so costs to affiliates will be consistent with what they were in Denver in 2017. For 2018 the cap on the number of rooms an affiliate may use will be 4 rooms per time slot, or a maximum of 48 sessions that are not co-sponsored by the AHA Program Committee, but are scheduled at peak times.

There will be no charge for events scheduled in off-peak times that do not overlap the official session slots, as such sessions do not require extra rooms. As always, charges will not apply to sessions accepted for joint sponsorship by the AHA Program Committee.

The price structure will be:

- 1 or 2 sessions, $100
• 3 to 5 sessions, $300
• 6 to 9 sessions, $400
• 10 or more sessions: $65 per session

Charges will apply only for sessions and events scheduled in the following time slots:

• **Thursday, Jan. 4:** 1:30–3:00 p.m. and 3:30–5:00 p.m.
• **Friday, Jan. 5:** 8:30–10:00 a.m., 10:30 a.m.–12:00 p.m., 1:30–3:00 p.m., and 3:30–5:00 p.m.
• **Saturday, Jan. 6:** 8:30–10:00 a.m., 10:30 a.m.–12:00 p.m., 1:30–3:00 p.m., and 3:30–5:00 p.m.
• **Sunday, Jan. 7:** 9:00–10:30 a.m. and 11:00 a.m.–12:30 p.m.

Notes:

• Each affiliate with fewer than 13 sessions may have only one session in each time slot within the normal price structure. There will be an additional fee of $65 per session for simultaneous sessions.
• Affiliates are welcome to contact us for a cost estimate before submitting their sessions.
• Invoices will be sent shortly after the meeting.

**Housing:**

Attendees are expected to reserve guest rooms through the AHA housing block. **No affiliate may negotiate a separate housing block.** It is important that all affiliates convey to their members that it is vital to support the AHA housing block; our track record in this area helps us to secure favorable room rates for future meetings. We can provide text that you can customize and distribute to your members.

**Meal Tickets and Registration:**

We will sell tickets for affiliate breakfasts, luncheons, and receptions at no cost to the affiliate.

At the annual meeting of the affiliated societies, several of the larger affiliates suggested that the AHA collect annual registration fees on their behalf. The Association has established a centralized registration system and will collect fees for affiliates through our registration vendor. This will reduce administrative costs for the affiliates, minimize inconvenience to members, and give affiliates access to a professional registration service with robust features.
Over the years, some affiliates have operated separate registration tables. To minimize confusion for attendees, this will no longer be permitted. Affiliates may staff an information table, intended as a centralized location for communicating with members during the meeting, for a flat fee of $300. Please contact Debbie Doyle, Meetings Coordinator, ddoyle@historians.org, for further information about meal tickets, registration, or information tables.

**AV Discount:**

Affiliates have expressed concern about the high cost of ordering AV equipment for events that are not cosponsored by the Program Committee. As an added benefit of affiliation, especially for the smaller associations, the AHA will now offer affiliates use of one LCD projector for one day at 50% the cost to the AHA for equipment and labor (i.e. the AHA will absorb the other half). Affiliates will be responsible for the cost of any additional equipment at the discounted rate negotiated by the AHA. To maximize savings, the Association will order all equipment directly and bill affiliates after the meeting. Affiliates will indicate AV requirements when submitting program information in late May.

We wish AV costs were lower and negotiate to the best of our ability with providers. You pay what we pay to the provider.

**Marketing Your Participation in the Meeting:**

Affiliate events are part of the AHA meeting and our affiliates are part of the AHA. We therefore ask affiliates not to refer to meeting “in conjunction with” or “in the same hotel as” the AHA annual meeting. We much appreciate the general sense among affiliates that this principle is important to maintain and articulate.

Affiliates benefit from the Association’s marketing efforts, and we are happy to publicize your participation in the annual meeting through our various social media, as well as the fall issues of our Perspectives on History. Please contact Jane Green (jgreen@historians.org) if you would like us to market your participation in the annual meeting, or if you have other ideas for joint marketing.

Please feel free to contact either Jane or me (jgrossman@historians.org) if you have any questions or concerns. I look forward to seeing you at the next meeting of the Affiliated Societies, in Washington DC, January 4–7, 2018.