To: Officers of Affiliated Societies  
From: Debbie Ann Doyle, Meetings Coordinator  
Date: May 4, 2017  
RE: Affiliate Requests for Meeting Space at the January 4–7, 2018 Annual Meeting in Washington, DC

The AHA is pleased to invite affiliated societies to participate in the American Historical Association’s annual meeting taking place from Thursday, January 4 through Sunday, January 7, 2018. The meeting will be located in the Marriott Wardman Park (headquarters), the Omni Shoreham (co-headquarters), and the Washington Hilton. Single room rates are $145 plus state and local tax of approximately 14.5%.

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

If your organization wants to schedule events—sessions, business meetings, breakfasts, luncheons, receptions, etc.—during the AHA meeting then you must use the following link to submit your group’s information into the online submission system by 11:59 p.m. on Monday, May 22:


Please read all instructions before beginning work in the submission system.

**SESSIONS SUBMITTED TO THE AHA PROGRAM COMMITTEE**

If your organization submitted session(s) for consideration by the AHA Program Committee, e-mail notifications were sent on Wednesday, May 3. Sessions accepted by the AHA committee are assigned days and times by the Program Committee, which cannot be changed. Historians based in the United States on sessions accepted by the AHA Program Committee are required to be AHA members.

*If the AHA Program Committee did not select sessions submitted by your affiliate,* your organization can still schedule those sessions at the AHA Annual Meeting. The session will be sponsored by the affiliate rather than jointly with the AHA. Solo sessions can be slotted into days/time periods by the affiliate.

**CHARGES FOR AFFILIATED SOCIETY SESSIONS**

Charges for meeting space are summarized in the attached “2018 Process for Affiliate Sessions” memo.

Charges do not apply to sessions accepted for joint sponsorship by the AHA Program Committee. Affiliates are welcome to contact us for a cost estimate before submitting their sessions. Invoices will be sent shortly after the meeting.
**Receptions and Evening Events**

Receptions can be scheduled on Thursday, Friday, and Saturday evenings for 1-, 1½- or 2-hour time blocks. Affiliates may schedule sessions and meetings concurrent with the AHA presidential address on Friday, Jan. 5. We ask only that no receptions be scheduled during the presidential address.

As the hotels need an hour to turn rooms from session seating to reception set up, receptions may be scheduled:

—Thursday, Jan. 4, from 6:00 p.m. onward (one hour after sessions conclude at 5:00).

—Friday, Jan. 5, sessions and meetings may begin at 5:30 p.m., half an hour after sessions end at 5:00. Receptions may be scheduled from 7:00 p.m. onward.

—Saturday, Jan. 6, from 6:00 p.m. onward.

**Luncheons**

If located in meeting hotels, luncheons can be scheduled on Friday and Saturday from 12:00-1:30 p.m.

Affiliates will make catering arrangements directly with the hotel. Detailed catering information will be posted [here](#) in mid-July.

**Audiovisual Equipment**

Affiliates have expressed concern about the high cost of ordering AV equipment for events that are not cosponsored by the Program Committee. 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. 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. We expect to sign a contract with an AV provider and circulate final pricing information later this spring. Further information about ordering AV is available [online](#).

**Online Submission System Instructions**

The online submission system will prompt submitters to enter the following information. Please save this information in a Word document and then copy and paste it into the system.

- **About your affiliate organization**
  - Affiliate Name
  - Affiliate Organizer information. Name, email address, and affiliation of organization official(s) who will receive information about the affiliate’s program, proof the affiliate’s Program entry, and serve as the primary billing contact.

- **About your individual sessions or events:**
  - Title (no more than 20 words)
  - Event type (Session, Roundtable/Panel, Meeting/Board Meeting/Business Meeting, Luncheon, Breakfast, Reception, or Other)
• Optional one or two sentence session description (up to 100 words). Affiliates may elect to include a short session abstract of up to 100 words that will appear in the online program and meeting app.
• Co-sponsor(s) (If another affiliate will co-sponsor the session)
• Preferred day and timeslot for each event
• Alternate day and timeslot for each event
• Attendance forecast for each event
• Desired room set (for example theater for sessions, scattered tables and chairs for receptions, conference for committee meetings)
• Special scheduling requests (if any) (for example, the group’s reception must follow a specific session)
• Audiovisual equipment requests
• Name, affiliation, role (chair, comment, panelist), and e-mail address of each participant
  ▪ Information on AHA members is already loaded in the system. You may add information for nonmembers.
  ▪ Providing email addresses for each participant helps avoid assigning the same individual to multiple sessions in the same time slot.
• Paper or presentation titles (if applicable)

When you have finished entering your session, click “save and continue” and close the window. Click “Add a Session” to add any additional sessions.

**NEXT STEPS**

Room assignments will be made in July. A proof of your organization’s entry will be sent for final review in late July.

Affiliate sessions and activities will be listed within the main body of the AHA Program. An index will summarize sessions and events by affiliate.