# : Scheduling

Coordinate scheduling of programs, meals and other events. The Local Arrangements Chair needs to work closely with the Education Chair and the President to arrange times and locations for all activities.

***Meeting and Banquet Rooms***

Tentative information on meeting and banquet room needs will have to be given to the hotel at the time the contract is signed–possibly before the Education Chair has even been named! Therefore, use recent MAALL meetings as a guide to typical numbers and lengths of programs and ask if the hotel can be flexible on room numbers and assignments. (This may depend on other meetings they have booked at the same time.)

When the Education Chair is named, notify her/him of the arrangements with the hotel. Confirm room needs (quantity, size, times) as the program develops and ask the hotel to make adjustments if necessary.

***Typical Schedule***

A typical MAALL meeting begins at noon on Thursday and ends at noon on Saturday, and follows a schedule somewhat like this:

Wednesday: [Optional] Registration open in late afternoon for early arrivals

Thursday: MALLCO roundtables in the morning

Opening luncheon with keynote speaker

Afternoon program(s) and afternoon break

Committee meetings

Evening reception, banquet or special event

Hospitality room

Registration open in morning and afternoon; exhibits open at least in afternoon

Friday : Breakfast/business meeting

Program(s) and morning break

Lunch with remarks from AALL Representative

Program(s) and afternoon break

Dine-arounds or reception, banquet or special event

Hospitality room

Registration and exhibits open at least in the morning

Saturday Usually held at a local law school

Light breakfast

Program(s)

Boxed Lunch

***Scheduling Considerations***

Meals with speakers or meetings

Avoid having too much dead time between the Friday breakfast and start of the business meeting, or between the business meeting and the start of programs on Friday. This is challenging because it is hard to know how long the business meeting will last. Check with the President for an estimate.

Try to allow enough time at luncheons or banquets for everyone to be served before the speaker needs to speak, and try to allow enough time for the speaker that programs following do not end up starting late. Discuss time available with Education Chair and ask him/her to advise the speaker as to how much time is available.

For any formal meals, discuss time needed for service with hotel staff.

Programs

The number, sequence, and length of programs is the responsibility of the Education Chair, but must be closely coordinated with Local Arrangements to ensure adequate spaces and equipment are available. Timing of programs also affects other events managed by Local Arrangements such as meals and off-site activities.

Make sure to have 10 - 15 minute breaks between programs, for people to move between rooms and socialize. A longer break may be needed when food is provided.

Program attendance on Saturday morning is typically considerably lighter than during the rest of the conference, as many people leave Friday evening or Saturday morning (AFTER breakfast).

Allow some time between scheduled programs/meetings and the evening events, so that people have time to rest and change clothes.

AALL Executive Board Representative

Several different time slots have been tried over the years for the AALL Executive Board Representative–none of them perfect! The Friday breakfast/business meeting slot tends to make this session too long. The Friday luncheon session works reasonably well, but then a formal luncheon is required, when something less formal might be preferred. The Friday evening session has been problematic because the off-site event venues may not work well for a speaker, and because it does not fit well with the overall atmosphere, which tends to be more social than business.