

SEAALL Annual Meeting Site Nomination Form

Nominations for sites are requested several years in advance to allow the SEAALL Executive Board and committees to plan adequately the local arrangements for annual meetings. The nomination must be made by a group willing to act as the local arrangements committee should the nomination be accepted.

The more information you are able to provide to the Executive Board about your proposed site, the better. Issues that come up every year include how much SEAALL pays for things like audio/visual (AV) equipment, WiFi availability (and how much it costs), room block minimums, and information regarding food and beverage commitments. While a formal budget is not required as part of the site nomination process, it is advisable that you consult with prior Local Arrangements committee chairs for expenditures incurred at prior annual meetings.

Please complete the form below and forward it to the [SEAALL Secretary](#) for submission to the SEAALL Executive Board. The deadline for submission is **October 1**.

Who is Submitting this Nomination?

- List the name(s), address(es), phone number(s), and email address(es) of those putting forth this proposal:

Proposed Location & Dates

- Proposed Site and Year:
- Proposed Dates (list 1st, 2nd, 3rd choices, keeping in mind any conflicts with Easter, Passover, and the spring AALL Executive Board Meeting). **NOTE:** Per the SEAALL Handbook, the annual meeting should occur sometime between mid-March and mid-April.

Why this Location?

- Why is this a great location for SEAALL to meet? As part of your response, please comment on any ideas you may have for opening reception locations, as well as activities that might be available for attendees after the conference ends.

Transportation

- Describe transportation options to the site, as well as any related transportation to/from the opening reception and/or the Institute (if it will be held off-site):

Lodging

- Estimated hotel room rates in the host city including local tax rates or mandatory fees, such as resort fees:
- If you have already identified a host hotel, please indicate whether they will permit the host institution(s) to use their own AV equipment. If they will **not** permit outside equipment, please provide the hotel's current pricing for AV.
- If the identified hotel **is** amenable to allowing the host institution(s) to utilize its own AV equipment to help defray the costs of the annual meeting, what AV equipment can the institution(s) commit to offering?
- Is a/the host institution willing and able to host the **pre-conference Institute** (and, as such, accommodate related AV needs)? If yes, please articulate the space that might be available, including any AV or computer equipment that will also be available.

Additional Comments

- Are there any other comments you would like to share in support of your site nomination?