# 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.

A call for nominations will occur after the Chapter Business Meeting & Reception at the AALL Annual Meeting, with a submission deadline of October 1.

The form is available on the SEAALL website at <https://www.aallnet.org/chapter/seaall/meeting/upcoming.html>