

Association for Education in Journalism and Mass Communication Summer Convention Requirements

The Association for Education in Journalism and Mass Communication, AEJMC, is nearly 3,600 college and university journalism and mass communication educators and administrators scattered across the United States, Canada and more than 20 other countries. Program planned by Association's 17 divisions, 10 interest groups and 2 commissions, and other related bodies. While timeslots are basically standardized, due to numerous entities involved, the number of activities (mainly committee meetings, meals, socials) does vary.

- Dates:** One full day of pre-convention; four full days of convention. Preferred dates first Tuesday-Saturday in August. Patterns within first two weeks in August considered.
- Location:** Single Tier One/Two downtown property preferred; other cities considered. If second property necessary, prefer within one-to-two blocks due to late-night activities. All or majority of meetings must be in headquarters hotel.
- Attendance:** 2,000 (includes family members, presenters and exhibitors)
- Bedrooms Needed:** 750-to-800 (57% singles, 22% doubles, 21% double/doubles; normally 5-10% slippage), 100 rooms of which is a graduate student block at a special price.
- Rates:** Members rate conscious. Quote singles/doubles separately; not combined.
- In-house Pattern:** 1st night — 20%, 2nd night — 68%, 3rd night — 94%,
4th night — 100%, 5th night — 82%, 6th night — 44% ('04 figures).
(Nights in above are Monday through Saturday.)
- Suites:** Three suites required; include in proposal package at no cost to Association.
- Reservations:** Members make own reservations and pay for own sleeping rooms.
- Site Selection:** Search conducted by Convention Manager beginning in September five years out. Inquiries and proposals are not encouraged before that time.
- Site Decision:** August four years out upon recommendation of Convention Manager to Board of Directors, after popular vote of membership. Rotation is by geographic area (see enclosure).
- Previous Sites:** 2003 — Hyatt Regency & Westin Crown Center, Kansas City MO
2004 — Sheraton Centre, Toronto
2005 -- Marriott Rivercenter, San Antonio TX
2006 -- San Francisco Marriott, San Francisco CA
- Future Sites:** 2007 -- Renaissance, Washington DC
2008 -- Chicago Marriott, Chicago IL
2009 -- Sheraton Boston, Boston MA
2010 -- Denver CO
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AEJMC Convention

Meeting Space Requirements

(Days based on Monday through Saturday dates)

Convention Office	Noon Saturday (prior week) thru Noon Sunday
Registration area	9a Monday thru 5p Saturday (750 sq ft)
Placement	Noon Monday thru 4p Saturday (3 6' tables and 12 banquet tables required) (600 sq ft)
Convention Central	Noon Monday thru 10p Saturday (15 6' tables adjacent to registration area)
Speaker Ready Room	8a Tuesday thru 5p Saturday (600 sq ft)
Graduate Student Lounge	7a Tuesday thru 6p Saturday (600 sq ft)
Exhibits	1p Tuesday thru 8p Friday (80 6' tables required) (10,000 sq ft)
Posters (Scholar-to-Scholar)	Noon Wednesday thru 9:30p Friday (7,000 sq ft)

Monday

6:30-9:30p Reception/Dinner -- 6 rounds/9

Tuesday

8-4p	Boardroom/10
8a-5p	HS/1 @ 52, 2 @ 40, TS/50
9a-3p	Boardrm/15 w/ 10 chairs on perimeter
Noon-2p	Luncheon -- 6 rounds/9
1-5p	TS/7 @ 50
5:30-7:30p	TS/2 @ 50
5:30-10p	CS/3 @ 15, TS/3 @ 50
8:30-9:30p	Meeting -- 8 rounds/8

Wednesday

7-8a	CS/5 @ 12, HS/30
7-10a	Boardroom/15 w/ 10 chairs on perimeter
8:15-9:45a	TS/7 @ 50, 6 @ 75, 2 @ 100
8a-Noon	CS/15
10-11:30a	TS/7 @ 50, 6 @ 75, 2 @ 100
11:45a-1:15p	TS/7 @ 50, 6 @ 75, 2 @ 100, Luncheon -- 125
1:30-3p	TS/7 @ 50, 6 @ 75, 2 @ 100
3:15-4:45p	TS/7 @ 50, 6 @ 75, 2 @ 100
5-6:30p	TS/7 @ 50, 6 @ 75, 2 @ 100, Reception -- 150 flow, Past President Social -- 25
6:45-8p	TS/800 w/ stage (no exotic AV involved)
8-11p	Reception -- 800-to-1,000 flow

Thursday

7-8a	TS/5 @ 50, CS/3 @ 15, 5 @ 20, Continental/100
7-10a	Boardroom/15

8:15-9:45a	TS/7 @ 50, 6 @ 75, 2 @ 100
10a-10:30a	Refreshment Break (in exhibit area)
10-11:30a	TS/600 w/ stage (no exotic AV involved)
11:45a-1:15p	Luncheon/100, HS/25, TS/7 @ 50, 6 @ 75, 2 @ 100
1:30-3p	Scholar-to-Scholar Session (7,000 sq ft)
2:45-3:15p	Refreshment Break (in exhibit area)
3:15-4:45p	TS/7 @ 50, 6 @ 75, 2 @ 100
5-6:30p	TS/7 @ 50, 6 @ 75, 2 @ 100, Reception 100 flow
6:45-8:15p	Receptions -- 80, 100, 150 flow, TS/7 @ 50, 6 @ 75, 2 @ 100
6:30-9p	Dinner -- 100
8:30-10p	Receptions -- 75, 2 @ 150 flow, TS/4 @ 50, 6 @ 75, 2 @ 100
10:15-11:45p	Receptions -- 150, 250 flow, TS/4 @ 75

Friday

7-8:a	CS/9 @ 15, 3 @ 20, TS/5 @ 50, Boardroom/15
8:15-9:45a	TS/7 @ 50, 6 @ 75, 2 @ 100
10a-10:30a	Refreshment Break (in exhibit area)
10-11:30a	TS/300 w/ stage (no exotic AV involved)
11:45a-1:15p	Luncheon -- 15, 2 @ 100, Scholar-to-Scholar Session (7,000 sq ft)
1:30-3p	TS/7 @ 50, 6 @ 75, 2 @ 100
2:45-3:15p	Refreshment Break (in exhibit area)
3:15-4:45p	TS/7 @ 50, 6 @ 75, 2 @ 100
5-6:30p	TS/7 @ 50, 6 @ 75, 2 @ 100
6:45-8:15p	Reception -- 50, 2 @ 100, 250 flow, TS/7 @50, 6 @ 75, 2 @ 100

Saturday

7-8a	CS/8 @ 15, TS/2 @ 50, Continental/8 rounds 8
7-10a	Boardroom/15 w/ 10 chairs on perimeter
8:15-9:45a	TS/7 @ 50, 6 @ 75, 2 @ 100
10-11:30a	TS/7 @ 50, 6 @ 75, 2 @ 100
11:45a-1:15p	TS/7 @ 50, 6 @ 75, 2 @ 100
1:30-3p	TS/7 @ 50, 6 @ 75, 2 @ 100
1-5p	Boardroom/15 w/ 10 chairs on perimeter
3:15-4:45p	TS/7 @ 50, 6 @ 75, 2 @ 100
4:30-6p	TS/7 @ 50, 6 @ 75, 2 @ 100

Association for Education in Journalism and Mass Communication Annual Convention Rate History

Regular Rooms		Single	Double	Graduate Students
1988	Portland OR	47	57	
1989	Washington DC	73	84	
1990	Minneapolis	77	87	
1991	Boston	95	105	
1992	Montreal	124	139 (CDN)	
1993	Kansas City	84	92	
1994	Atlanta	90	110	63/77
1995	Washington DC	89	109	69/79
1996	Anaheim	95	115	56/66
1997	Chicago	95	120	59/79
1998	Baltimore	108	128	None (99 nearby)
1999	New Orleans	99	129	75/95
2000	Phoenix	114	134	None (79 nearby)
2001	Washington DC	132	162	90/106
2002	Miami	119	139	99/99
2003	Kansas City	124	134	89/99
2004	Toronto	188	214 (CDN)	147/167 (CDN)
2005	San Antonio	144	167	95/110
2006	San Francisco	168	198	132/132
2007	Washington DC	138	158	99/119
2008	Chicago	159	159	103/103
2009	Boston	168	194	133/154

Hot Buttons

1 comp/50 actual paid rooms minimum

3 over-and-above suites

Minimum 8 upgrades to concierge level or, if not available, minimum 8 free continental breakfasts daily — quite often this also includes the two presidents and the executive director who go in the suites and the convention manager

80 6' tables for exhibits at no charge

4 6' tables and 12 banquet tables for placement at no charge

Key parameters for Decision --

August is low part of the low season in many parts of the U.S.

Cost to delegate — regular, graduate student

Cost to Association —

1/50

3 over and above

minimum 8 upgrades to concierge level

80 6' for exhibits — no \$

12 banquet tables & 4 6' for placement — no \$

Catering
Audio Visual

Registration -- convenient, permanent storage, well-lit
Exhibits — minimum 10,000 sq ft — good lighting
Placement — minimum 600 sq ft — good lighting
Scholar-to-Scholar -- minimum 7,000 sq ft -- good lighting

Flow of space
Flexibility of space

Cost of travel
Cost of airport to hotel
Cost of parking
Easy access to “street” amenities
Concentration of educational institutions offering journalism/mass comm. programs

Selection Process --

E-mail has really changed the way a city is selected as a convention site. The Association has moved to a transparent process where in May of each year I post on the website an analysis of cities that could host the convention four years out. The members comment as they wish regarding this posting. In August during the first meeting of the Board of Directors during the pre-convention day, I again report the cities that can host the convention, summarize the results of membership input and make a recommendation. This information is taken to the Membership Meetings of the 28 groups under the Association's umbrella where they decide whether or not they agree with my recommendation. Their comments are brought back to the second meeting of the Board of Directors on the final day of the convention. The Board of Directors decides whether or not to accept my recommendation integrating the feelings of the membership as well as the recommendations of the 28 individual groups. It is after their decision is made – regarding the city – that contracts are then negotiated with the hotel(s). However, it is necessary to have tentative agreements with hotels as I take my recommendation to the Board.