**SCHEDULING PROFESSIONAL SERVICE MEETINGS**

**AT THE 2019 AAAL CONFERENCE**

To arrange informal meetings for those who wish to get together to discuss particular topics related to applied linguistics, please complete this form and send it to the AAAL 2018 Conference Chair at conference@aaal.org. Such meetings include editorial board meetings, receptions hosted by related organizations, and other networking opportunities. Meeting space is made available only to organizations whose work is related to the mission of AAAL.

Requests for meetings will be considered on a first-come, first-served basis, and only if the time and space is available without cost to AAAL. Please submit these requests no later than 11:59 p.m. on December 1, 2018 (EDT; UTC-4). The AAAL conference organizers will not be able to make changes at the last minute.

Please complete and attach this form to your email. Be sure to include the answers to the following eleven questions:

1. What is the full name of your organization (and its acronym, if any)?
2. What is the URL for the organization’s website?
3. What is/are the name(s) and the email address(es) for the organizer(s)?:
4. Is this meeting open to all AAAL conference attendees? \_\_\_\_ Yes \_\_\_No (If not, there will be no description of the meeting in the conference program and publicizing the meeting is entirely the responsibility of the meeting organizer[s].)
5. If this meeting is open to all AAAL conference attendees, please provide a brief description that can be included in the conference program. (Seventy-five words is the absolute maximum.)
6. How many people do you expect to attend this meeting? (Your accurate prediction is important as it influences the size and type of room you will be allotted.)
7. What sort of room set-up does your meeting require (theatre-style, classroom, roundtables, boardroom, U-shaped, etc.)? (Please be aware that there may be a cost to your organization if changes must be made to the existing room set up.)
8. Does your meeting require a food and/or beverage service? (If so, we will put you in touch with our conference management team and there will be a cost to your organization.)
9. Does your meeting require special AV services, beyond what is available in the regular conference rooms? (If so, there will be a cost to your organization.) The standard package? (The regular AV set-up includes a projection screen, LCD projector, and a lavaliere mic. Presenters MUST bring their own dongle [for a Mac] or VGA cable [for a PC]. Clickers will not be provided.)
10. Lunch-hour meetings are limited to one hour and ten minutes. Evening meetings may run longer. Do you have a preference for a lunch-hour slot or for an evening slot? Please check one:

No preference: Either lunch-hour or evening is fine \_\_\_\_\_

Lunch-hour meeting preferred (excluding Monday)\_\_\_\_\_

Evening meeting preferred (excluding Tuesday)\_\_\_\_\_

1. Do you have a preference for a particular day of the conference for your meeting? Please rank order the following days, with 1 = your first choice and 4 = your last choice.

Saturday\_\_\_\_ Sunday\_\_\_\_

Monday (excluding lunch-hour meetings) \_\_\_\_\_\_\_\_

Tuesday (excluding evening meetings) \_\_\_\_\_\_

*\*Please note that we cannot promise to give you your first choice of either day or time.*

Optional Comments: