

**Association for Education in Journalism
and Mass Communication**



**Request for Proposal
AEJMC 2022 Annual Conference**

The Association for Education in Journalism and Mass Communication, AEJMC, is nearly 3,400 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 18 divisions, 10 interest groups and a commission, 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:** Preferred dates first Tuesday-Saturday in August. **Only patterns within first week 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. Association does not use Convention Centers.
- Attendance:** 2,500-3500 (includes family members, presenters and exhibitors)
- Bedrooms Needed:** 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 — 71%, 3rd night — 94%, 4th night — 100%, 5th night — 82%, 6th night — 23%. (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 Conference Coordinator beginning in March four years out. Inquiries and proposals are not encouraged before that time.
- Site Decision:** August four years out upon recommendation of Conference Coordinator to Board of Directors, after popular vote of membership. Rotation is by geographic area.
- Previous Sites:** 2014 -- Sheraton Montreal, Montreal Canada
2015 -- Marriott Marquis, San Francisco CA
2016 -- Hilton, Minneapolis MN
2017 -- Chicago Marriott Mag Mile, Chicago IL
- Future Sites:** 2018 -- Renaissance Downtown, Washington DC
2019 -- Sheraton Toronto, Toronto Canada
2020 -- Marriott Marquis, San Francisco CA
2021 -- Marriott, New Orleans, LA

AEJMC 2021 Annual Conference

Key Parameters for Decision

- Group Rate
- Only dates in early August considered
- Free WI-FI in meeting space
- Cost to Association -
 - 1/50, 1/40
 - Reasonable or Discounted Catering Prices
 - Reasonable or Discounted Audio-Visual Services
- Easy access to “street” amenities

Recent Special Concession Package

- One complimentary One-Bedroom Presidential Suite with Club Lounge Access
- One complimentary One-Bedroom Hospitality Suite with Club Lounge Access
- One complimentary One-Bedroom Governors Suite with Club Lounge Access
- 10 Upgrades to Club Level Access; 10 breakfast coupons per day if Club Lounge is closed
- Discounted Staff Rate
- 100 Guestrooms on peak night provided at discounted rate for Graduate Students
- Complimentary meeting and exhibit space
- Complimentary wireless internet access in meeting space of 50 Mbps or higher
- Complimentary guestroom internet
- 25% discount on AV provided in-house service used
- 15% discount on year-of-conference menu prices
- 8 complimentary round-trip airport transfers
- 2 complimentary rooms for 2 nights each for site and planning meetings
- 2 Houseman for up to 1 hour each to assist group with boxes during load-in and load-out
- Daily complimentary Chef's Choice of lunch for staff members
- 5 bottles of Chardonnay and 5 bottles of Cabernet Sauvignon for President's Reception

AEJMC Point of Contact: Amanda Caldwell · Conference Coordinator
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AEJMC 2021 Annual Conference
Meeting Space Requirements
 (Days based on Monday through Saturday dates)
 (Pre-Conference Tuesday, Conference Wednesday-Saturday)

Below are meeting space requirements based on a typical conference. These needs are subject to change. The association requires many breakout spaces as well as several large rooms. May need as many as 14-18 breakout rooms.

Conference Move in Area	Sunday A.M. thru Noon Monday Noon (1,000 sq. ft.)
Office	Noon Sunday (prior week) thru Noon Sunday
Registration area	9a Monday thru 5p Saturday (750 sq. ft.)
Exhibits	1p Tuesday thru 8p Friday (12,000 sq. ft.)
Posters (Scholar-to-Scholar)	1p Tuesday thru 9:30p Friday (7,000 sq. ft.)
Childcare Space	2p Tuesday thru 1p Saturday (roughly 3,000sq. ft., can be 2-3 rooms)

Tuesday

8:00a-6:00p	TS for 50 - 75 / 8 rooms TS for 150 / 1 room SR for 50 / 4 rooms U-Shape for 50 / 1 room
8:00a-10:00p	Conference for 20 / 1 room
4:00p-10:00p	SR for 50 / 1 room Reception for 100 / 1 room

Wednesday

7:00a-6:30p	HS for 25 / 2 rooms TS for 50-75 / 8 rooms TS for 100 / 8 rooms Job Hub Rooms 6-7 (small room to accommodate 20 people)
12:00p-2:00p	Refreshment Break (in exhibit area)
5:00-6:30p	Past President Social for 25 (in Presidents Suite)
4:00p-8:30p	Opening Session/ Keynote – TS for 800 w/ stage
8:00-11:00p	Opening Reception for 800 flow (Heavy hors 'd oeuvres only F&B for whole group)

Thursday

7:00a-10:00p	HS for 25 / 4 rooms TS for 50-75 / 7 rooms TS for 100 / 10 rooms Rounds for 100 / 1 room
7:00a-6:30p	Job Hub Rooms 6-7 (small room to accommodate 20 people)
9:30a-12:00p	Plenary – Crescent rounds for 150
10:00a-11:30a	Refreshment Break (in exhibit area)
2:45p-4:15p	Refreshment Break (in exhibit area)
8:30p-10:00p	Usually have about 4 socials (use existing space, flipped)

Friday

7:00a-8:30p	HS for 25 / 4 rooms TS for 50-75 / 7 rooms TS for 100 / 10 rooms Rounds for 100 / 1 room
7:00a-6:30p	Job Hub Rooms 6-7 (small room to accommodate 20 people)
9:30a-1:00p	Business Mtg. – Crescent rounds for 180
9:45a-11:45a	Refreshment Break (in exhibit area)
1:30p-3:30p	Refreshment Break (in exhibit area)
7:00p-8:30p	Usually have about 2-3 socials (use existing space, flipped)

Saturday

7:00a-9:00a	Rounds for 80
9:00a-4:00p	HS for 25 / 1 room
9:00a-1:00p	TS for 50-75 / 6 TS for 100 / 9