

Policy No: G-13

Subject: Site Selection

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Staff, AASL Board of Directors

Policy Statement:

AASL will follow specific steps and guidelines to select site locations for the AASL National Conference.

Focus:

Primary: AASL Staff, AASL Board of Directors

Purpose:

To define and outline the process for site selection of AASL's National Conference.

Procedure:

1. In reviewing possible sites for the AASL National Conference the following process will occur:
 - a. Every attempt will be made to move site locations geographically so that regions of the United States are offered an opportunity for close proximity to the national conference city.
 - b. Initial weeding of cities will rely on the following requirements and considerations:
 - i. Adequate number of meeting rooms and overall square footage available
 - ii. Number of available hotel sleeping rooms and room rates
 - iii. Number of flights, specifically direct flights, per day into city
 - iv. Proximity of hotels to educational event location (convention center)
 - v. Budgetary considerations which may include direct expense and possible rebates and perks to AASL.
 - vi. AASL is required to follow ALA site requirements.
 - c. AASL Affiliates and ALA Chapters will receive a formal letter notifying them of the potential for a future AASL National Conference in either their state or a bordering state; response from states will be taken into consideration in the site selection process.
2. AASL staff will prepare all information and present it to the board of directors for final vote and approval.
3. AASL's Executive Director will send the site selection and AASL Affiliate and ALA Chapter communications to ALA for final approval.