Call for Hosting an AACA Regional Meeting

Are you thinking about hosting an AACA Annual Regional Meeting?

AACA Regional Meetings are smaller meetings (around 30 -40 people) that occur 1 - 2 times a year.

These meetings usually occur on a Saturday, in March and October. Participants come from all over the United States, Canada and a handful of other international countries.

On Saturday, there are a mix of events. Including, but not limited to: workshops, poster sessions, and speaker sessions (all of which occur at the host institution).

This is an all-day event, that requires registration. Headquarters will handle all conference registrations. If a member needs to register on site, they will need to access the AACA website. Headquarters will ship registration badges, and all related material to the meeting host, 1 week before the meeting.

Available spacing needs will need to be addressed by the meeting host. To get an overview of spacing needs, please refer to the AACA Regional Meeting Specifications list, on the AACA website. Ideally, the fees for the meeting space will be waived or offered at a reduced rate.

The meeting host, will need to work with ASG to prepare the necessary materials for the AACA Regional Meeting. This includes: the meeting program, invitation/welcome letter from local host, and etcetera.)

ASG will help the host by: Managing the website, handling registration, and prepare conference envelopes and bags. ASG will also assist in ordering the catering. The local host will need to identify which caterers are preferred. Additionally, since the meeting typically occurs on a weekend (Saturday), it is important to identify any fees that would be imposed due to security (having to unlock a building), or audio visual assistance.

If you have any questions or concerns, regarding host opportunities, please reach out to AACA Headquarters. A representative will respond to your inquiry, within 24 hours.