

# AALS 2020 Site Guide

## Meeting Information

### **AALS Exhibit Hall**

The AALS Exhibit Hall gives attendees the opportunity to learn about new products, services, and technologies available to the legal community. The Exhibit Hall also serves as a meeting place for attendees to interact and exchange ideas and includes a lounge area with coffee, tea, pastries, or cookies served in the mornings and afternoons.

#### **Hours:**

Thursday, January 2, 4 pm – 8 pm

Friday, January 3, 8 am – 6:30 pm

Saturday, January 4, 8 am – 5 pm

Sunday, January 5, 8 am – 11 am

### **AALS Information Desk**

Need help finding a meeting room? Have a question about when and where a program or reception is taking place? Wondering about any of AALS services at the Annual Meeting? Stop by the information desk near AALS Registration. We are here to help.

### **AALS Operations Office**

If you are a section chair with a question about your session or logistics, or have a speaker update for your program, stop by to talk with an AALS staff member during the dates and times listed further below.

### **AALS Registration**

If you registered in advance and do not need to add anything to your registration, print out your name badge and pick up your materials at the self-check-in kiosks. If you need to register, want to purchase a meal event ticket, or have any questions, stop by AALS Onsite Registration and we'll help you get settled.

The AALS Information Desk, AALS Operations Office, and AALS Registration are open at these times:

#### **Hours**

Thursday, 11 am – 8 pm

Friday, 7 am – 6:30 pm

Saturday, 7 am – 6:30 pm

Sunday, 7 am – 2 pm

## **Badges**

### **Admission Policy**

Admission to any and all programs require your AALS name badge. Admission to ticketed events requires your name badge.

### **Replacement Fee**

If you lose your badge, please visit AALS Registration to have a new badge printed. Please note a \$10 badge replacement fee will apply.

### **For Spouse/Partner**

A non-faculty/staff spouse or partner is welcome to attend with any full meeting registrant. There is a special type of registration for spouse/partner that you may purchase for \$25 during your initial registration process or onsite at AALS Registration. Please note that a spouse/partner registration may not be used by any individual who is also a law school faculty/staff member.

#### **For Children**

Children under the age of 21 may accompany any full meeting registrant. Ask for a children's badge at AALS Registration, which will provide them access to program sessions. There are additional fees for children to attend meal events.

#### **AALS Speaker Ready Room**

To simulate the actual meeting room, the ready room will be set theatre style and will have an LCD projector and screen for speakers to test PowerPoint presentations with the projector. Speakers supply their own laptop for their presentation. The speaker ready room will also have a printer should you need to print out a set of your presentation notes.

#### **Accessibility**

AALS is committed to making our meetings and events accessible to all our attendees. Visit <https://am.aals.org/accessibility/> for more information. Please contact AALS at [accommodations@aals.org](mailto:accommodations@aals.org) for assistance.

#### **Arts, Culture, and Local Attractions**

Washington, DC, is filled with monuments, museums, and memorial but also have historic neighborhoods with true local flavor of multicultural and international influences. For more information on attractions, restaurants, sightseeing, shopping, and sporting events, please visit <https://am.aals.org/visit/>.

#### **Attendee Refreshment Breaks**

Map out your schedule of sessions each morning and afternoon over coffee, tea and refreshments. Coffee with Colleagues breaks happen several times per day, and are an ideal time to schedule relaxed conversations with potential collaborators, or just catch up with old friends.

#### **Thursday, January 2 – Saturday, January 4**

7:30 - 9 am  
9 - 10:30 am  
1:30 - 3 pm  
3 - 4:30 pm

#### **Sunday, January 5**

7:30 – 9 am  
9 – 10:30 am  
1:30 – 3 pm

#### **Child Care**

AALS does not provide onsite childcare services at the conference. Consult with the hotel concierge for information.

#### **Consent to Use of Photographic, Video, and Audio Materials**

The AALS will have a photographer and videographer at special events, sessions, exhibits, and throughout the hotel common areas used for the Annual Meeting. Photos and videos taken during the Annual Meeting will remain the property of the AALS and may be distributed or used in future marketing materials. Your attendance at the Annual Meeting indicates your acceptance to be photographed, filmed, or recorded, and to the AALS's use of your image, without payment of any kind, in program(s) and for other purposes designated by the AALS in the future.

### **Continuing Legal Education Credit**

AALS has not received certification as a CLE provider for the 2020 Annual Meeting. CLE sign-in sheets will be available in the rear of each session's meeting room. AALS can provide verification that you attended the session if you sign the CLE sign-in sheet and request letters of attendance by writing to [cleattendance@aals.org](mailto:cleattendance@aals.org) after the meeting. You will need to provide date, time, and title of the session. AALS can only verify attendance for sessions where a registered attendee signs the Continuing Education Credit sheet or is listed as a speaker in the program.

### **Electronic Devices**

We ask you to please silence your electronic devices during the meeting sessions.

### **Internet**

#### **Guest Rooms**

Marriot Bonvoy members enjoy complimentary standard guest room Wi-Fi at the Wardman Park. Hilton Honors members enjoy complimentary guest room Wi-Fi at the Washington Hilton. Omni Shoreham guests receive complimentary guest room internet with their reservation.

#### **Meeting and Public Space**

Refer to posted signage onsite. Lobby and public areas have complimentary service.

### **Lost and Found**

Have you misplaced or found something while in the hotel? Just pick up the nearest house phone to call the hotel office that handles all items lost and found in the hotel.

### **Mobile App**

The AALS Annual Meeting app will allow you to easily view program details, speakers, hotel floorplans, exhibitor lists, and social features on your phone or tablet. You will also be able to create a personalized schedule of sessions to attend. The mobile app will contain the most current information, including all the late changes not included in the printed program.

### **Audio Recordings**

AALS will record, when possible, AALS special events and section programs. These audio recordings will be made available at no charge to faculty and professional staff from AALS member and fee-paid schools on the Annual Meeting website late in January. The recordings may be distributed to the media, including comments from both the speakers and the audience. Speakers who have signed a refusal to record will still be recorded but will be edited out prior to posting or distribution. For questions related to podcasting please visit the AALS Information Desk.

### **Private Room for Nursing Parents**

AALS will provide a room each day of the meeting with electrical power, a refrigerator, and a locking door for nursing parents who are attending the Annual Meeting. Please visit the AALS Information Desk to request a key.

### **Program Updates**

For up-to-date information about the meeting, program schedule, and speakers, please visit the AALS website at <http://am.aals.org>.

### **Section Business Meetings**

Each Section will hold a Business Meeting, either virtually or at the Annual Meeting. Please refer to your Section's main program in the Annual Meeting Program or on the Mobile App, to learn the time and place of your Section's Business Meeting.

### **Social Media**

Follow AALS on Twitter, Facebook, and LinkedIn. Please tweet about the conference using the hashtag #AALS2020. You can also post directly from the mobile app.

### **Weather**

In January, Washington DC daytime high temperatures tend to be mostly in the low to mid-40s while overnight lows tend to average in the mid-20s. Skies tend to be sunny or at least partly sunny. Rain or snow in January is always a possibility, so have an umbrella, warm coat, and gloves available. Attendees are encouraged to check the forecast for rain/snow or unusual temperature drops/spikes prior to travel.

## [Registration Details & Fine Print](#)

### **Cancellation Policy**

Cancellations must be made in writing and submitted by no later than December 13, 2019. A refund of all registration fees, minus a \$50 processing fee, will be issued to these requests. Cancellations received after this date, as well as no-shows to the Annual Meeting, are not eligible to receive refunds of registration fees.

Cancellation requests can be made by email to [registration@aals.org](mailto:registration@aals.org) or by regular mail to:

AALS Registration,  
c/o Erick Brown  
1614 20th St. NW  
Washington, DC 20009.

### **Section Meal Events**

Tickets for meal events are limited. Tickets for section breakfasts and luncheons are available for purchase up until the close of Registration on the evening prior to the meal event. Tickets will not be sold at the door. If you have already registered and would like to add a ticketed event to your completed registration, use the same online registration system to add and pay for tickets.

### **Transferring Registration**

Registrations may be transferred to another member of the same law school if the registrant is unable to attend. The person currently registered must send a transfer request in writing via email to [registration@aals.org](mailto:registration@aals.org), fax to (202) 872-1829, or mail to AALS, 1614 20th St. NW, Washington, DC 20009. Requests must arrive at AALS by January 1, 2020 and must include a written authorization asking to cancel

and transfer your registration. Include the name of the individual who will receive the registration in your place. The substitute registrant must fill out a [registration form](#) (submit form by fax or mail if including credit card payment information). This substitution is free of charge.

## Housing & Accommodations

The AALS 2020 Annual Meeting will be held at the Marriott Wardman Park, our headquarters hotel. We have also negotiated the same affordable room rates at the nearby Washington Hilton and Omni Shoreham hotels.

### Reservations

Register for the meeting before booking a hotel. After completing your meeting registration, you will receive a confirmation email from AALS with a link to book a hotel reservation online. Book your stay via the link, and our housing service, Destination DC, will email a confirmation within 72 hours.

#### **Marriott Wardman Park Hotel**

2660 Woodley Road, NW, Washington, DC 20008

Room rates: \$165 single or double occupancy

Suites also available. [View floor plans and rates.](#)

Check-In: 4 pm, Check-Out: 11 am

#### **Washington Hilton**

1919 Connecticut Avenue NW, Washington, DC 20009

Room rates: \$165 single or double occupancy

Suites also available. [View rates.](#)

Check-In: 4 pm, Check-Out: 11 am

#### **Omni Shoreham Hotel**

2500 Calvert Street, NW, Washington, DC 20008

Room rates: \$165 single or double occupancy

Suites also available. [View rates.](#)

Check-In: 3 pm, Check-Out: 12 pm

Taxes are not included in the room rates above.

## Hotel Details & Fine Print

### Registration

The hotels for the Annual Meeting will only accept reservations made through Destination DC via the online link in your registration email. Reservations will be accepted only through online booking. The AALS office is not involved in the hotel booking process.

If you do not receive your hotel booking email, please contact AALS Registration. If you received your hotel booking email but have difficulty booking your reservation online, contact [housing@destinationdc.com](mailto:housing@destinationdc.com).

Please make your hotel reservations by 5 pm Eastern, December 18, 2019.

**Cancelling or Changing a Reservation**

Reservations may be changed or cancelled after you receive a confirmation email from Destination DC. Prior to December 18 at 5 pm ET, please make changes and cancellations using the online housing reservation link or send an email to the address provided in the confirmation. Cancellations will not be accepted by phone. For changes or cancellations after December 18, please wait until December 26 and call the hotel directly.

Guests may cancel their reservation without penalty by 6 pm on their expected date of arrival. If a guest fails to cancel by 6 pm on their day of arrival or fails to check in on the scheduled arrival date, their credit card will be charged one night's stay plus tax or the check deposit for one night's room and tax will be forfeited.

**Arrival and Departure**

Rooms are available as early as December 30, 2019 and as late as January 6, 2020. Note that only a few rooms are available at the AALS discounted room rate at either end of this period.

**Occupants in Room**

If sharing rooms, please designate one person to make the reservation. List all occupants including children and their ages. Children under the age of 18 may stay free of charge in parent's room. There is an additional charge of \$20 per person for more than two people sharing a room for people over the age of 18. You will need to notify the hotel at check in if any of the guests in your room are under the age of 18 and exempt from the extra person charge.

**Accessibility Accommodations**

If anyone in the room needs an access-related accommodation, please indicate the accommodations needed when making your hotel reservation.

**Credit Card Guarantee**

A valid credit card with an expiration date of January 2020 or later is required to secure your room reservation. Credit cards will not be processed prior to your arrival. Your credit card will be charged one night's stay plus tax if you fail to cancel by 6 pm on the day of arrival or if you fail to check in on your scheduled arrival date.

**Reserving a Suite**

The booking website includes brief descriptions of suites available at each hotel for events and receptions.

**Beware of Housing Pirates and Poachers!**

Experient is the only company that handles AALS Annual meeting housing. In the past, registrants have sometimes been contacted with offers for cut-rate housing from companies impersonating AALS or presenting themselves as an alternative to Experient. This is not true.

When AALS secures sleeping rooms at hotels for our Annual Meeting (commonly referred to as room blocks), we research the properties to make certain that our attendees will be adequately accommodated. The room block is established to ensure that sleeping rooms meet our standards and are offered at the discounted price.

Don't be misled! If you are contacted by anyone trying to sell you a room for the Annual Meeting, please do not make a reservation or provide a method of payment. We ask that you get as much information as you can about the caller and pass it on Mary Cullen, Associate Director of Meetings, at [mcullen@aals.org](mailto:mcullen@aals.org).

## Travel

### Local (Metro) Transportation to Annual Meeting Hotels

The Marriott Wardman Park Hotel is located at the corner of Connecticut Avenue and Woodley Road, N.W., in Washington, D.C. The hotel is located at the Woodley Park/Adams Morgan/National Zoo Red Line stop on the Metro, Washington, D.C.'s subway system.

- The Omni Shoreham is also located 1 block from the Woodley Park/Adams Morgan Red Line metro stop.
- The Washington Hilton is four blocks from the Dupont Circle Metro Station on the Red Line. Exit at Q Street and walk four blocks north on Connecticut Avenue to the Hilton on your left-hand side.
- Shuttle service will be provided between the Marriott Wardman Park and Washington Hilton hotels.

### Metro Hours and Fares:

Metro operates seven days a week—visit [www.wmata.com](http://www.wmata.com) to plan your trip. Metro stations open at 5 am on weekdays and 7 am on Saturday and 8 am on Sunday. Metro closes at 11:30 pm (1 am on Fridays and Saturdays). When traveling late at night, be sure to check the [scheduled departure time for the last train](#). At many stations, the last train departs before 11:30 pm (1 am on Fridays and Saturdays) so it is important that you allow enough time to enter the system and board the train. Last train departure times are posted at each station kiosk.

- At peak hours (in effect weekdays from 5 am – 9:30 am and 3 pm – 7 pm, and weekends from midnight to closing), SmarTrip card fares for short trips less than 3 miles cost approximately \$2.25. For distances longer than 3 miles, the maximum SmarTrip fare is \$6.00.
- At non-peak hours, SmarTrip card fares for short trips less than 3 miles cost approximately \$2.00. For distances longer than 3 miles, the maximum SmarTrip card fare at non-peak hours is \$3.85.

**Union Station** services both Amtrak, MARC and Metro (Washington, D.C.'s subway system).

### Airport Transportation

[Reagan Washington National Airport \(DCA\)](#) is located seven miles from the hotel; taxi fare is approximately \$30 one way.

- To ride the Metro to the hotel, take the Yellow Line to Gallery Place/ Chinatown and change to the Red Line (heading toward Shady Grove). See Metro info above.
- Super Shuttle door-to-door service: \$14 each way. Ticket counters are located in the Terminals B and C baggage claim area next to doors 4 and 9.

[Dulles International Airport \(IAD\)](#) is about 24 miles from the hotel; taxi fare is approximately \$60 one way.

- Super Shuttle door-to-door service: \$29 each way. Ticket counters are located on the lower level just before the East and West exits.

[Thurgood Marshall Baltimore-Washington International Airport \(BWI\)](#) is approximately 40 minutes in non-rush hour traffic from the hotel. Taxi fare from BWI is approximately \$88 one way.

- Consider using the [MARC Train](#) from the airport to connect to Union Station in Washington, D.C. One-way fare is \$8; Visa and MasterCard are accepted. The trip to Union Station will take approximately 38 minutes. From Union Station you can take a taxi or the Metro Red Line to the Hotel – Woodley Park/ Adams Morgan/National Zoo Metro stop.
- Super Shuttle door-to-door service: \$39 each way. The Super Shuttle ticket counters are both located on the lower level baggage claim area.

[SuperShuttle](#) provides service at all three airports. Call (800) 258-3826 or visit [supershuttle.com](http://supershuttle.com) for online reservations. Union Station is four miles from the Hotel; taxi fare is approximately \$13.00 in non-rush hour traffic.

### **Hotel Parking**

Self-parking at the Marriott Wardman Park is \$48 per day and valet parking is \$55 per day.