

SPECIAL EVENTS PROPOSAL

104th Annual Meeting American Anthropological Association

If you choose to submit a hard copy, a \$35 processing fee will be charged. If you choose to download forms from the AAA website, www.aaanet.org, and submit them as hard copy, please be sure to check the processing fee box on the advance registration form, and remit the \$35 along with the registration fee. Hard-copy submissions not accompanied by processing fees will be returned. **Deadlines will not be extended for returned materials.**

If the group organizing the proposed event is **not** a Section of the Association, attach the following administrative fee(s):
Administrative fee \$500 per organization Fee(s)

Mail this proposal to: Meetings, AAA, 2200 Wilson Blvd., Suite 600, Arlington, VA 22201. Deadline for receipt is **APRIL 1, 2005. Enclose meeting registration form(s) and fee(s) for each participant. FAXES WILL NOT BE ACCEPTED.**

PLEASE TYPE

1. Title of event: -----

2. Group organizing event: -----

3. Type of event:

Board Meeting

Cash (no-host) bar

Organizing Meeting

Committee Meeting

Panel

Business Meeting

4. Estimated attendance: -----

5. Name of organizer: -----

6. Name of chair: -----

7. If a panel discussion group, list participants and affiliations, in order of appearance:

(1)-----Affiliation-----Email: -----

(2)-----Affiliation-----Email: -----

(3)-----Affiliation-----Email: -----

(4)-----Affiliation-----Email: -----

(5)-----Affiliation-----Email: -----

(6)-----Affiliation-----Email: -----

8. Except for board/committee meetings, events are limited to 1 ¼ hours. Board and committee meetings will be scheduled during the periods of 12:15-1:30 pm and after 6:00pm. Roundtables will only be scheduled at Noon and after 6:00pm. Indicate preferred day, date and hour:

Preferred (day, date, hour) -----

Alternate (day, date, hour) -----

9. List other groups whose simultaneous scheduling should be avoided, if possible: -----

10. If food/beverage is to be served, give billing information.

Person to be billed: Name: ----- Telephone Number: -----

Address: -----

Section to be billed: -----Treasurer/President signature (required) -----

11. Specify audio/visual equipment required [No changes to this original order are possible]

Audiovisual equipment must be operated by the presenter

An LCD projector will be provided in each session meeting room. Participants must bring their own laptops.

overhead carousel slide screenpointer CD player

TV & VCR (specify format) ½" VH ¾"

12. Attach a brief narrative description of the proposed event for possible publication.

13. Send questions and confirmation to:

Name: ----- Email: -----

Questions? Call the Meetings Dept. at (703) 528-1902, ext 3009 or 3025

Special Requests: