

Report of the Meeting Manager
Submitted by Michele Smith Koontz
July 30, 2004

I. 2004 ANNUAL MEETING

I am pleased to report that 613 attendees have pre-registered for the annual meeting. Of these attendees, 29 (5%) are exempt from paying meeting registration. Last year at this time, 472 attendees had pre-registered. This is an increase of 30%.

We have 127 sessions scheduled with 439 papers, 48 panelists, 11 workshop facilitators, 4 performers, 5 authors, 2 speakers, 1 film commentator, 1 art exhibitor, and 1 photograph exhibitor. Last year, we had 316 papers, 18 panelists, 15 workshop facilitators, 3 critics, 3 readers, 3 speakers, 2 authors, 4 film commentators, and 3 art exhibitors. The film exhibit, sponsored by the California Newsreel, Media Education Foundation, and the activist media project.los angeles, will feature 18 films.

Attendees were able to register one guest for a nominal fee. Each guest will receive a name badge (name only, no affiliation). Any guest wanting full access to sessions or special events and a program packet must register individually and pay the full registration fee and membership dues. We have 53 guests registered. Last year, we had 30 registered. This is an increase of 77%. The guests were not included in the total number of pre-registered attendees.

II. PRE-REGISTRATION

Thanks to the motion that was passed by the 2000-01 Board of Directors, (**The SSSP Office will identify, at the end of each annual meeting, those participants who failed to pay registration fees. Those non-paying participants will be notified next year, if they submit proposals for the program, that if they do not pay the pre-registration fees they definitely will not be placed on the program.**) the problem of collecting pre-registration fees from program participants was not as difficult. After the initial mailing requesting payment of pre-registration fees, 202 participants failed to pay. An email was sent stating that they would be deleted from the final program if payment was not received by July 19. Eighty-eight failed to respond. None of the non-paying participants were removed from the final program because they were not delinquent in paying 2003 registration fees.

III. CATHEDRAL HILL HOTEL

We have exceeded our room block. As of July 30, our room pickup is 876 rooms. Some attendees who tried to make a reservation after July 5 were not accommodated and had to make other arrangements. As you may recall, our 2003 room pickup was 460 rooms and SSSP had reserved 864 rooms. As a result of not meeting our room block, SSSP was charged \$1,000 for meeting room rental. Based on our current room pickup, SSSP will have to pay the minimum amount (\$500) for meeting room rental according to our hotel contract.

SSSP held a contest to encourage attendees to pre-register for the annual meeting and stay at the conference hotel. SSSP selected one winner who will receive a complimentary night at the Cathedral Hill Hotel and a welcome amenity. Congratulations go to Amanda Konradi, Ohio University.

IV. BOOK EXHIBIT

For the sixth year, SSSP has worked cooperatively with the Library of Social Science. They continue to organize and manage the book exhibit without cost to SSSP. This year's book exhibit will be represented by thirty-four publishers. Included will be many books authored by SSSP members, as well as titles selected by the SSSP membership. Last year, the Library of Social Science expressed some concern regarding the low number of attendees that visit and support the book exhibit. Thankfully, there was a substantial increase in the sale of display copies.

The hotel and the city of San Francisco required SSSP to get approval from the fire marshal on the placement of tables in the registration/book exhibit area. Tom and I worked with the Library of Social Science to obtain approval.

According to the hotel contract, "if more than ten (10) tables are requested in the exhibit area, there will be a \$35.00 service charge per additional table." The Library of Social Science has been informed of this and will incur all expenses associated with the book exhibit.

V. ADVERTISING

The Library of Social Science contacted approximately 800 names on their publisher list encouraging them to advertise in the final program. As a result, \$825 in advertising was sold to Johns Hopkins University Press, Thomson Wadsworth Press, and the University of California Press. This amount will help offset the cost of printing and mailing the final program.

VI. REGISTRATION WORKERS AND LOW INCOME ACCOMMODATIONS

Six student members will be working at the registration desk. In exchange for working 12 hours, they will receive a complimentary shared hotel room for the nights of August 12, 13, and 14. This year, three students who had agreed to work at registration canceled at the last minute. Luckily, I recruited one student to work 7 hours for pay and another person to work 12 hours for pay. Three attendees requested and received a reduced room rate of \$95.20 plus tax per night.

Nineteen attendees requested the roommate matching service. On July 1, an email was sent to them listing the names, addresses, telephone numbers, and email addresses of those willing to participate.

VII. MEETING MENTOR PROGRAM

Forty-one graduate students requested this service. Unfortunately, only thirty-five members volunteered to be mentors. Last year, the Board agreed that the issue of recruiting mentors be referred to the Lee Student Support Fund Committee for action. The Executive Office supplied Kathryn J. Fox, Chair, with all of the necessary information. Kathy will address the mentoring program in greater detail in her report.

VIII. ACCESSIBILITY ISSUES

SSSP has taken proactive steps toward meeting the special needs of our disabled members. Written guidelines were distributed to all meeting participants to assist them in being increasingly creative in their inclusiveness. We requested that all attendees refrain from wearing scented products. Smoking is not permitted in the hotel or restaurants. Smoking is permitted outside only.

SSSP has reserved a meeting room where attendees coping with meeting fatigue, illness, or stress can escape from the noise and bustle of meeting activities. This space is provided in response to concerns brought to the Executive Office by the Accessibility Committee and members. I have been monitoring the number of attendees who utilize the "comfort zone" and felt that there was not enough interest to warrant the additional charge for renting a hospitality suite. Last year, SSSP paid \$783 for the hospitality suite. This year, there will not be an additional charge for the location of the "comfort zone" since a meeting room is being used instead.

Attendees are able to request accessibility services that will facilitate their full participation in the annual meeting. One attendee requested that future conference hotels have some ADA sleeping rooms that are equipped with a roll-in shower. The Cathedral Hill Hotel is ADA compliant and has 12 accessible sleeping rooms; however, none of these rooms are equipped with a roll-in shower. One attendee requested a flat surface, opposed to a raised platform for presenting at his session. He also inquired as to whether or not transportation (provided by SSSP) to the ASA plenary is accessible. I informed him that SSSP had rented a wheelchair accessible bus from Greyhound. The final request was for a bath seat. All requests were handled by the Executive Office.

IX. AUDIO-VISUAL

Last year, the Board of Directors voted to provide an overhead projector and screen in every meeting room and to purchase one LCD projector. Presenters who requested a LCD projector (before January 31) from Stephen Pfohl, Program Committee Co-Chair and were approved will have a LCD projector in their session. Stephen received more requests than could be accommodated by one LCD projector on August 14; therefore, SSSP had to rent two LCD projectors. Presenters were told that late requests would not be considered and that roundtable presentations are not eligible for audio-visual support. The Board voted that the cost of additional equipment would be borne by the presenter. Our hotel contract allows presenters to bring their own equipment.

I negotiated a discount on audio-visual equipment with the in-house audio-visual company. California Newsreel and the Media Education Foundation were asked to share the costs associated with the film exhibit. Both agreed to pay a \$150 fee.

X. AIDS FUNDRAISER AND THE GRADUATE STUDENT AND NEW MEMBER RECEPTION

The Muddy Rivers Review will play rhythm, blues, jazz, and the latest top hits. All graduate students and new members will receive a complimentary ticket. All others will pay a \$15 cover. Heavy hors d'oeuvres will be served and a cash bar will be available. All proceeds (after expenses) will go to Women Organized to Respond to Life Threatening Disease (WORLD). For more information about WORLD, visit www.womenhiv.org.

XI. CATERING

According to our hotel contract, SSSP must guarantee \$20,000 in food and beverage revenue. This amount does not include 18% service charge and 8.5% tax (grand total: \$25,606). Based on this stipulation, there will be more selection and higher quality hors d'oeuvres served at the catered events. The Board of Directors dinner will be held at the hotel instead of a local restaurant to offset the high food and beverage minimum.

XII. RECEPTION HONORING PAST PRESIDENTS AND AWARDS BANQUET

These events will be held at the Cathedral Hill Hotel. The reception will feature heavy hors d'oeuvres and a cash bar. The banquet will be served buffet style. To accommodate our vegan attendees, a special entree will be available. The cost of a banquet ticket is \$41 per person. Currently, 163 tickets have been sold. There are 13 tickets remaining.

Attendees could purchase banquet tickets for graduate students, foreign scholars, and scholar-activists. Fifty-seven attendees requested a banquet ticket. Thanks to the following contributors: Joel Best, Kimberly J. Cook, Kathleen J. Ferraro, Thomas C. Hood, Alfred Louis Joseph, Dean D. Knudsen, Kathleen Lowney, Robert Perrucci, Claire M. Renzetti, Helen Rosenberg, and Suzanne Vaughan. As a result of their generous contributions, eleven additional graduate students will be attending the awards banquet.

XIII. CSA SOCIOLOGICAL ABSTRACTS

In an effort to reduce annual meeting costs, the 2000-2001 Board of Directors passed a motion that allowed the Executive Office to check with Sociological Abstracts to see if papers could be placed in the data file without purchasing printed copies. In 2001, online abstract submission became available to our program participants. Unfortunately, it has not been successful. In 2003, 13 program participants submitted an abstract. In an effort to increase this number, an email was sent to all program participants encouraging them to submit an abstract. This effort increased the number of online submissions to 23. Another email will be sent after the annual meeting. Perhaps the Board of Directors should consider other methods of collecting abstracts.

XIV. TRAVEL AND CAR RENTAL AGENCY

A contract was negotiated with Association Travel Concepts. They allow attendees to call the vendors directly or use their own travel agency when making airline reservations. SSSP receives credit when attendees provide the SSSP ID# before purchasing their ticket. Last year, fourteen attendees utilized this service. In order for SSSP to receive a complimentary airline ticket, forty attendees must utilize this service.

XV. MEETING MANAGER'S COMMENTS

I worked closely with Donna Labriola, Director of Convention Service & Banquet Operations, in planning the annual meeting. I provided her with details for VIP amenities and sleeping rooms, audio-visual requirements, catering for all food functions, meeting room set up, and signage. I will review the master account before leaving the hotel. Donna responded professionally and competently.

I have been very fortunate to work with Kathleen J. Ferraro, President; Stephen Pfohl, Peg Bortner, R. Danielle Egan, Program Committee Co-Chairs; Cecilia Menjivar, Program Committee; Rebecca Wepsic Ancheta and Stephen J. Morewitz, Local Arrangements Committee Co-Chairs; Thomas C. Hood, Executive Officer; and Nancy Brannon, Graduate Research Assistant. I want to thank them for their guidance, knowledge, and support that was given freely throughout the year. I also want to thank Carrie Yang Costello for designing the program covers. Finally, I would like to thank you, the Board of Directors, for giving me another opportunity to serve SSSP as meeting manager. I welcome the opportunity to continue this service next year in Philadelphia.