

## **Report of the 2006 Local Arrangements Committee Montreal, QC, Canada**

Chair: Yesim Bayar

**Annual Meeting Site:** This year's site was Hilton Bonaventure, Montreal. During her site trip in February 2006 I met with Michele Koontz. We had a tour of the hotel, and met with Jean-Francois to go over the details about rooms, meetings and other aspects of the convention. Later on, I provided Michele with walking and transportation instructions from Hilton Bonaventure to Palais des Congres (ASA's convention site for this year).

**Program:** I wrote a "Welcome to Montreal" message for the preliminary and final programs. It gave a general introduction to sightseeing, dining out and shopping in Montreal. After Michele had proofread it, it went to press.

**Traveling Requirements:** Since this year's convention was in Canada I provided Michele with traveling requirements for entry to Canada.

**Conference Registration Materials:** Tote bags and restaurant guides were sent to me. I stored and transported them to the site, and helped to arrange them at the convention site.

**Meeting Promotion:** I compiled a list of universities and colleges in Quebec and in Toronto area. The list included the contact e-mails of the chairs, addresses, and telephone numbers of each university and college. I then sent Michele the list who contacted the sociology departments.

I also prepared a press release detailing the mission of the SSSP as well as sessions and other activities that were going to take place. Once it was approved by Michele, Claire and Tom, I sent it out to local news media including newspapers and television stations.

**Graduate Student Reception and AIDS Fundraiser and Auction:** I compiled a list of AIDS organizations located in Montreal. I checked their web sites to find out their mission, various activities, sources of funding etc. I then selected three organizations from the list. Claire and Michele finalized this year's beneficiary - Maison Plein Coeur. It is a Montreal-based organization whose mission includes contributing to the prevention of the disease and promoting the health of the people living with HIV-AIDS.

I also contacted a number of local bands for the fundraiser. I finalized a contract with Solstice who agreed to perform at a cost of \$300.

Michele contacted the members via e-mail regarding donations for the fundraiser. I made a list of the items donated. Claire also sent me some items, which were left over from last year's auction. I added them to the list. I then prepared bidding sheets for each item. The items donated were a good variety of items. Three of them were chosen for the live auction while the rest were setup for the silent one.

Hilton Bonaventure also donated a two-night stay which can not be redeemed out at the close of the meeting. The winning ticket was drawn at the fundraiser.

**Book Exhibit:** This year, books for the exhibit were sent directly to the convention site. This was due to higher costs associated to sending them directly to me. However, some flyers and books from Rowman and Littlefield were delivered to me. I then transported them to Hilton along with registration materials.

**Board of Directors Dinner:** Finding a restaurant within walking distance to Hilton and which could accommodate us given our budget constraints proved to be a difficult one. I contacted a number of restaurants within the area. Most of them were not able to accommodate us because of the budget constraint. Michele and I sampled an Italian restaurant while Michele was in Montreal. The food was very good, and they were able to accommodate us. However, the setting of the restaurant was not the best for a group of 18. Michele then sampled a French restaurant which proved to be better than the Italian restaurant both in terms of the location and the selection of food. Michele then finalized the contract with them.

Respectfully submitted,

Yesim Bayar  
2006 LAC Chair