

## ANNUAL REPORT OF THE MEETING MANAGER

### I. 2008 ANNUAL MEETING

I am pleased to report that 731 attendees have registered for the annual meeting. Of those registered, 37 (5%) are exempt from paying meeting registration. Last year at this time, 726 attendees had registered.

We have 143 sessions scheduled with 523 papers, 12 panelists, 12 workshop facilitators, 10 film representatives, 7 critics, 2 authors, and 1 plenary speaker. The International Coalition Against Sexual Harassment and *Critical Sociology* are sponsoring a conference on August 3. Last year, we had 143 sessions scheduled with 585 papers, 29 panelists, 13 mentors, 13 critics, 6 workshop leaders, 4 authors, and 1 plenary speaker.

Clare Weber, Program Committee, organized the film exhibit. The Program Committee decided to hold the film exhibit on one day instead of every day. Three films will be featured on August 1.

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. Program participants are not eligible for the guest registration fee. We have 48 guests registered. Last year at this time, we had 67 guests registered. The guests are not included in the total number of registered attendees.

### II. 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. Unless an attendee uses a service or therapy dog or other credentialed assistance animal, we asked that they not bring their companion animals to areas where SSSP members are presenting.

Attendees were able to request accessibility services that will facilitate their full participation in the annual meeting. Two requests were made. One attendee emailed me on 4/25, "For your information, months ago I made my hotel reservations knowing I needed a roll in shower. I surely hope I do not experience what I have at other conferences. I make my reservations and then when I sign in at the conference, the room with the roll in shower is not available and given to a more prominent individual." I informed the attendee that the hotel has 50+ accessible sleeping rooms and that I had reserved 5 for our meeting (2 rooms with a king size bed and a roll-in shower and 3 rooms with two double beds and a roll-in shower). I followed up with the hotel on 4/28 and was told that the attendee's reservation was all set. The second attendee registered on 6/29 and requested a "wheelchair accessible room, roll-in shower, seat in shower, hand rails, if only one bed in the room will need a cot or rollaway for overnight PCA to sleep." I followed up with the hotel on 7/3 and was told that the attendee would have an accessible room with two beds.

### III. ADVERTISING/EXHIBIT OPPORTUNITIES

I contacted 31 publishing companies and encouraged them to place an ad in the final program. Ads were placed by South End Press and Stanford University Press. Nancy Naples wrote a letter to all Ph.D. Granting Departments urging them to advertise in the final program. An ad was placed by the University of New Mexico. As a result of our efforts, \$550 in advertising was sold. Last year, five ads were sold, totaling \$1,050.

### IV. AIDS FUNDRAISER AND THE GRADUATE STUDENT AND NEW MEMBER RECEPTION

All graduate students and new members will receive a complimentary ticket. All others will pay a \$15 cover charge. A dessert reception, cash bar, comedian act, and dance music will be available. During the evening, there will be a silent and a live auction. All proceeds will go to Cambridge Cares About AIDS.

### V. AUDIO-VISUAL

An overhead projector and screen will be placed in every meeting room per the Board's 2003 recommendation. Fifty-eight presenters requested an LCD projector (before the January 31 deadline) from Program Committee Co-Chairs Héctor Delgado and Wendy Simonds. All requests were approved. In order to accommodate this request, four LCD projectors are needed.

I solicited bids from four audio-visual companies. Historically, the in-house audio-visual company offers the lowest price. This year, they were the highest (third quote \$10,076). After numerous conversations, they refused to match the lowest bid (\$6,260). Thus, we signed with Presentation Technology, LLC. Our total audio-visual charge will be approximately \$9,000 (last year \$8,264) due to a \$1,200 electrical usage charge and a \$1,200 outside vendor fee accessed by the hotel.

I would like the Board to consider providing an LCD projector in each meeting room. While the Society owns two LCD projectors, we still have to rent a support package, store, transport and set-up the equipment. I asked Presentation Technology, LLC to provide a preliminary quote for 2009. The cost to provide an LCD projector in each meeting room would be approximately \$9,300. If an overhead projector was added to this package, the cost would be approximately \$10,350.

## **VI. BOOK EXHIBIT**

The Scholar's Choice will organize and manage our book exhibit again this year without cost to the Society. Members interested in having their book displayed were instructed to contact their publisher. Please keep in mind that the publishers pay a fee to display with The Scholar's Choice and may not have the marketing budget necessary to honor all requests, particularly for older titles.

In addition to obtaining books for the exhibit, they contacted the publishers of the C. Wright Mills finalists and obtained two complimentary copies of each book (one for the book exhibit and one for the AIDS fundraiser). In addition, they donated books from their inventory to our fundraiser.

## **VII. CATERING**

We all know that hotel catering prices are inflated. This year, the Society will spend approximately \$40,000 on food and beverage. This amount includes the cost of the awards banquet (approximately \$15,000 paid by those attending the banquet and the University of Connecticut). The Society was granted an exemption from payment of the Massachusetts sales tax. This is a 5% savings on all catering and audio-visual equipment rental.

From 2000-2006, the price of a banquet ticket was \$40. Last year, the cost of a banquet ticket was \$100 (University of California, Irvine subsidized each ticket by \$20). This year, the cost of a banquet ticket is \$74. Thanks to the generosity of the University of Connecticut, a ticket will cost each attendee \$65. To date, 182 tickets have been sold (142 tickets were sold at this time last year).

In an effort to reduce catering costs, Nancy combined her Private Party with the Reception honoring our Past Presidents. Instead of serving hors d'oeuvres at the AIDS Fundraiser, we will have a dessert station.

## **VIII. THE BOSTON PARK PLAZA HOTEL & TOWERS**

We exceeded our room block (775 rooms). On May 28, 60 room nights were added at the \$199 conference rate. On July 15, our room pickup was 864 rooms. According to our contract, SSSP will not be charged meeting room rental. In addition, the Society will receive 20 complimentary room nights.

## **IX. MENTORING PROGRAMS**

The Lee Student Support Fund Committee coordinated the Meeting Mentoring Program. Forty-four attendees requested a mentor. Thanks to the hard work of Kamini Maraj Grahame and her committee, all requests were filled.

The Personal Mentoring Program is a new program launched by the Program Committee. Twenty members requested a personal mentor. Thanks to the hard work of Adia Harvey Wingfield, all requests were filled.

## **X. PRE-REGISTRATION**

The problem of collecting pre-registration fees from program participants continues to exist. The 2000-01 Board of Directors passed the following motion, "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." After the initial mailing requesting payment of pre-registration fees, 284 participants

failed to pay. An email was sent stating that they would be deleted from the final program if payment was not received by June 20. Ninety-three failed to respond. Another email was sent on July 14 urging the non-paying participants to pay. Forty failed to respond. One of the non-paying participants was removed from the final program because she was delinquent in paying 2007 registration fees.

#### **XI. RECEPTION HONORING PAST PRESIDENTS AND AWARDS BANQUET**

Both events will be held at The Boston Park Plaza Hotel & Towers. The reception will feature butlered hors d'oeuvres and a cash bar. The banquet will be served buffet style. To accommodate our vegan attendees, a special plated entree will be available.

Attendees could purchase banquet tickets for graduate students, foreign scholars, and scholar-activists. Thirty-nine attendees requested a banquet ticket. Thanks to the following members who donated a ticket: Walter Aikman, Kathleen Ferraro, Carol Brooks Gardner, Glenn A. Goodwin, Kathleen Lowney, Lawrence T. Nichols, Robert Perrucci, Claire M. Renzetti, James Rooney, and Suzanne Vaughan. Based on their generosity, twelve additional graduate students are able to attend.

#### **XII. REGISTRATION BAGS**

A special thanks to the University of California Press for their \$1,500 financial contribution and to Carrie Yang Costello for designing the logo. In addition, Carrie designed the program cover.

#### **XIII. REGISTRATION WORKERS AND LOW INCOME ACCOMMODATIONS**

Seven student members and one underemployed member will work at the registration desk. In exchange for working 12 hours, they will receive a complimentary shared hotel room for the nights of July 31-August 2.

Eight attendees requested and received a reduced room rate of \$99.50 plus tax per night. Eighteen attendees requested the roommate matching service. On June 13, an email was sent to them listing the names, telephone numbers, and email addresses of those willing to participate.

#### **XIV. TRAVEL AND CAR RENTAL AGENCY**

A contract was negotiated with Association Travel Concepts. Attendees could 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. This service has not been utilized for the past three years. In order for the Society to receive a complimentary airline ticket, 35 attendees must utilize this service. Since the Society does not pay a fee, I suggest we continue to offer this service.

#### **XV. MEETING MANAGER'S COMMENTS**

I worked closely with John Riley, Account Director Sales and Heather Kasday, Senior Convention Services Director. I provided Heather with our sleeping room list, details for VIP amenities, audio-visual requirements, catering for all food functions, meeting room set up, and signage. I will review the master account before leaving the hotel, if it is available.

I was **VERY FORTUNATE** to work with President Nancy Naples, Program Co-Chairs Héctor Delgado and Wendy Simonds, Local Arrangements Committee Chair Gordana Rabrenovic and committee member Sarah Bakanosky, Executive Officer Tom Hood, Administrative Assistant & Webmaster Sharon Shumaker, and Graduate Research Associate Sarah Hendricks. I can't say enough about their hard work and dedication to the Society.

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 San Francisco.

**Michele Koontz**  
**July 20, 2008**