

# ANNUAL REPORT OF THE MEETING MANAGER

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## I. 2011 ANNUAL MEETING, LAS VEGAS, NV

I am pleased to report that 696 attendees have registered for the annual meeting. Of those registered, 392 (56%) are professionals, 282 (41%) are students/unemployed/emeritus, and 22 (3%) are exempt from paying meeting registration. Last year at this time, 563 attendees had registered. In 2009, 663 attendees had registered. In 2008, 731 attendees had registered. In 2007, 726 had registered.

We have 140 sessions scheduled with 514 papers, 46 panelists, 5 workshop facilitators, 3 films, 10 critics, 5 authors, and 1 plenary speaker. Last year, we had 114 sessions scheduled with 402 papers, 29 panelists, 5 workshop facilitators, 3 films, 4 critics, 2 authors, and 1 plenary speaker.

Karen McCormack, Program Committee Chair, organized the film exhibit. In an effort to save money, the film exhibit is scheduled on one day instead of every day. Three films will be featured on August 20.

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 non-member registration fee or the full membership dues and member registration fee. Program participants are not eligible for the guest registration fee. We have 19 guests registered. Last year at this time, 21 guests had registered. The guests are not included in the total number of registered attendees.

On June 24, I learned that the ASA opted to not produce a dining guide for the 2011 meetings. Instead they provided information on dining options and reservations on their web site. Likewise, we posted restaurants and dining options: Inside Harrah's and Outside Harrah's by consulting an online guide, such as [Opentable](#), [Las Vegas Restaurants](#), and the [Las Vegas Convention Center and Visitors Authority's restaurant guide](#).

## 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 urge and assist them to be 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. Per Accessibility Committee Chair Deborah Little's recommendation, I asked housekeeping to use unscented products in the bathrooms on the meeting space level.

Attendees were able to request accessibility services that will facilitate their full participation in the annual meeting. Three requests were made: two dietary and an American Sign Language (ASL) interpreter for one session and two committee meetings. I consulted with Deborah regarding the ASL request. Communication Accessing Network will provide two interpreters for \$741. Following the 2010 annual meeting, members and meeting registrants were able to donate to the Accessibility Services Fund. This year, we've received \$235.

Due to lack of use at previous meetings and high cost, SSSP will not offer a comfort zone.

Harrah's is unable to provide an accessible gender-neutral (unisex/family) public restroom, as only two public restrooms are available on the meeting space level. Additional public restrooms are available on the casino level.

## III. ADVERTISING OPPORTUNITIES

Twenty publishing companies were contacted and encouraged to place an ad in the final program. A. Javier Treviño wrote a letter to all Ph.D. granting departments urging them to advertise in the final program. Ads were placed by Emerald Books, Haymarket Books, Lynne Rienner Publishers, The New Press, Stanford University Press, and the University of North Carolina, Wilmington. In addition, we offered to put an insert in each registrant's tote bag for a fee. Emerald Group Publishing Limited and Co-Action Publishing placed an order. As a result of our efforts,

\$2,250 in advertising was sold. Last year, three ads were sold and two inserts were placed, totaling \$1,175.

#### **IV. AIDS FUNDRAISER**

A. Javier Treviño decided to follow JoAnn Miller's lead and hold a private event to raise money. In addition, we are selling raffle tickets for a two-night hotel stay at Harrah's, courtesy of the hotel. All proceeds will go to Aid for AIDS of Nevada (AFAN). AFAN is the oldest and largest AIDS service organization in the state of Nevada. Nearly two thousand men, women and children with HIV are registered as clients. AFAN provides direct client service programs, food programs, prevention and education programs, and community outreach. Their mission is to enhance the physical health and psychosocial wellness of the individuals they serve, while promoting their dignity and improving the quality of their lives.

#### **V. AUDIO-VISUAL**

An LCD projector (laptop/computer not included) and screen will be available in each session – except for roundtable and papers in the round sessions. After soliciting bids from six audio-visual companies (including the in-house company), we signed with Presentation Technology. PTAV provided our audio-visual needs in 2008 and 2009. The hotel charges an electrical fee of \$75 plus 22% service charge and 8.1% sales tax per meeting room for groups using a third-party supplier. The total audio-visual charge will be \$12,873 (\$9,795 audio-visual equipment rental and \$3,078 electrical fee). In 2010 (Atlanta), audio-visual cost \$7,631 and in 2009 (San Francisco), it cost \$10,581.

#### **VI. AWARDS BANQUET**

The buffet will feature Mixed Greens and Garden Vegetable Salad with Assorted Dressings; Tri Color Rotini Salad with Fresh Herb Vinaigrette; Marinated White and Crimini Mushroom Salad with Mediterranean Vinaigrette; Grilled Chicken Breast with Lemon Caper Sauce; Plum Glazed Salmon; Wild Mushroom Ravioli with Sage Browned Butter Sauce; Chef's Choice of Seasonal Vegetables; Vegetable Rice Pilaf; Fresh Baked Rolls and Butter; Assorted Cakes and Pies; Freshly Brewed Coffee, Hot Tea and Iced Tea. To accommodate our vegan attendees, a special plated entree will be provided to those who requested one.

Attendees could purchase banquet tickets for graduate students, foreign scholars, and scholar-activists. Forty-eight attendees requested a banquet ticket. Thanks to the following members who donated tickets: Angela Aidala, John Alessio, Susan Carlson, Peter Conrad, Mary Ellen Dunn, Kathleen Ferraro, Glenn Goodwin, Kathleen Lowney, Karen Melon, Robert Perrucci, Claire Renzetti, Charlotte Ryan and Suzanne Vaughan. Based on their generosity, eleven graduate students and two foreign scholars are able to attend.

#### **VII. 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, the Scholar's Choice contacted the publishers of the C. Wright Mills finalists and obtained complimentary copies. These books will be displayed in the book exhibit.

The hotel charges \$25 plus 21% service charge and 8.1% sales tax per exhibit table. Per a provision in our contract, there is no charge for the first four tables. The total exhibit table rental fee will be \$400.

#### **VIII. CATERING**

All catering will be provided by Harrah's. During contract negotiations, Hector and I negotiated a 20% discount on food and beverage menu pricing. In addition, we negotiated a discount price of \$50 per gallon plus 21% service charge and 8.1% sales tax for regular or decaffeinated coffee or herbal tea served in the registration and book exhibit area.

The Society will spend approximately \$43,000 on food and beverage (including 21% service charge and 8.1% sales tax) at Harrah's. This amount includes the cost of the awards banquet (approximately \$11,220 paid by those attending the banquet). To date, 187 banquet tickets have been sold (155 tickets were sold at this time last year).

In lieu of the President's Private Party, we are holding a Welcoming Reception for all meeting attendees. This social hour will provide opportunities to renew past acquaintances, chat with old friends, and find a newcomer to befriend. In addition, we added a New Member Breakfast. Established SSSP members will host a continental breakfast, greeting, welcoming, and networking with new members.

## **IX. DONATIONS**

A special thanks to the Provost's Office at Wheaton College for its \$2,000 contribution to program activities and to the University of California Press for its \$1,500 financial contribution for the registration bags. A special thanks to Cary Gabriel Costello for designing the artwork for our poster, program cover, and registration bags.

## **X. HARRAH'S HOTEL**

SSSP received a favorable sleeping room rate of \$65 weekdays (Sunday – Thursday) and \$89 weekends (Friday and Saturday), which is significantly lower than ASA's rate. We exceed our room block and added additional rooms to our room inventory with a revised weekend rate of \$110 plus tax per night.

On July 29, our room block was 1,402 rooms. If all rooms are picked up, the Society will receive 35 complimentary room nights. As long as we exceed 80% of our room block (972 rooms), the Society will not be charged meeting room rental.

## **XI. INSTITUTIONAL ETHNOGRAPHY WORKSHOP**

A day long institutional ethnography workshop is being held in conjunction with the SSSP meeting on Thursday, August 18 from 8:30am – 5:30pm at Harrah's. According to Janet Rankin, the workshop's organizer, 40 people have registered.

## **XII. MENTORSHIP PROGRAMS**

The Lee Student Support Fund Committee coordinated the Mentorship Programs. Twenty-one attendees requested a meeting mentor and eleven members requested a mentor. Thanks to the hard work of Patrick Donnelly and his committee all requests were honored.

## **XIII. PRE-REGISTRATION**

We were very aggressive in encouraging program participants and members to pre-register. Ten e-mail reminders were sent. As a result, the problem of collecting pre-registration fees from program participants was not as difficult this year. 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 the following 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." Of the twenty-four non-paying participants, none were removed from the final program.

## **XIV. REGISTRATION WORKERS AND ROOMMATE MATCHING SERVICE**

Six graduate student members and two underemployed members will work at the registration desk. In exchange for working 12 hours, they will receive a complimentary shared hotel room for the nights of August 18-20.

Twenty-four attendees requested the roommate matching service. On June 29, an e-mail was sent to them listing the names, affiliations, and e-mail addresses of those willing to participate.

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

I worked closely with Cindy Norlander, Citywide Group Reservations Coordinator and Greg MacKenzie, Catering/Convention Services Manager. I provided Cindy with our sleeping room list and Greg with our details for VIP amenities, Meeting Diamond Program, audio-visual requirements, catering for all food functions, meeting room set up, and signage.

I was very fortunate to work with President A. Javier Treviño, Program Chair Karen McCormack, Local Arrangements Committee Chair Shannon Monnat, Executive Officer Héctor Delgado, Administrative Assistant Kelley Flatford, and Graduate Research Associate & Webmaster 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 Denver.