

ANNUAL REPORT OF THE MEETING MANAGER

Michele Koontz

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I. 2012 ANNUAL MEETING

I am pleased to report that 698 attendees have registered for the annual meeting. Of those registered, 362 (52%) are professionals, 307 (44%) are students/unemployed/emeritus, and 29 (4%) are exempt from paying meeting registration. Previous year's attendance (at the time of my report) was 696 in 2011, 563 in 2010, 663 in 2009, 731 in 2008, and 726 in 2007.

We have 145 sessions scheduled with: 518 papers, 54 panelists, 5 workshop facilitators, 4 films, 5 critics, 2 authors, and 1 plenary speaker. Last year, we had 140 sessions scheduled with 514 papers, 46 panelists, 5 workshop facilitators, 3 films, 10 critics, 5 authors, and 1 plenary speaker.

Sessions, committee meetings, and special events will be held at the Grand Hyatt Denver Hotel and in the Atrium Tower-Hyatt Conference Center located in the adjoining tower across the breezeway from the hotel. In an effort to avoid confusion, extra signage will be available. In addition, I placed a (GH) or (AT) by the meeting room name in the program.

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 25 guests registered. Last year at this time, 19 guests had registered. The guests are not included in the total number of registered attendees.

The ASA is moving away from printing restaurant guides for the meeting. Last year in Las Vegas, they opted to produce no material on dining options. This year they launched the Annual Meeting mobile/web-based app. The meeting app will have some, but a very brief mix of dining suggestions. It will rely much more on the city of Denver's dining resources and the "opentable" website and "livingsocial" media platforms.

We posted a link to Denver's dining and nightlife options on our website. Attendees can make reservations via OpenTable.com.

II. ACCESSIBILITY ISSUES

SSSP has taken proactive steps toward meeting the special needs of our attendees with disabilities. Written guidelines were distributed to all program participants to urge and assist them to be increasingly creative and conscious in their inclusiveness. We requested that all attendees refrain from wearing scented products. We have also requested that housekeeping use unscented products in the bathrooms on the meeting space levels. 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. Four requests were made:

- Dietary (the hotel will honor this request)
- Scooter Rental for an attendee with mobility issues (the attendee cancelled his attendance for health reasons)
- Sighted Guide Services for a blind attendee (The Accessibility Committee handled this request.)
- American Sign Language (ASL) interpreter for four sessions and one committee meeting. Professional Sign Language Interpreting, Inc will provide two interpreters for \$1,416, plus parking charges.

Following the 2010 annual meeting, members and meeting registrants are able to donate to the Accessibility Services Fund. This year, contributions of \$225 have been received.

An accessible gender-neutral (unisex/family) public restroom will be located on the second floor of the Atrium Tower-Hyatt Conference Center.

After several years of not having a Comfort Zone due to lack of use and high cost, SSSP will be able to offer a Comfort Zone. Previously, we rented a hospitality suite for the Comfort Zone. This year, the Comfort Zone will be located in the Blanca Peak meeting room on the second floor of the Grand Hyatt. There will not be a charge since the Comfort Zone is located in a small meeting room.

III. ADVERTISING OPPORTUNITIES

Seventy-five publishing companies were contacted and encouraged to place an ad in the final program. An additional letter was sent to publishing companies participating in the book exhibit. President Wendy Simonds wrote a letter to all Ph.D. granting departments urging them to advertise. Finally, a congratulatory letter was sent to all publishers of the C. Wright Mills finalists encouraging them to advertise.

Ads were placed in the final program by NYU Press, Stanford University Press, University of Cincinnati, University of North Carolina-Wilmington and the University of South Florida. In addition, we offered to put an insert in each registrant's tote bag for a fee. Co-Action Publishing placed an order. As a result of our efforts, \$1,525 in advertising was sold. Last year, six ads were sold and two inserts were placed, totaling \$2,250.

IV. AUDIO-VISUAL

An LCD projector and screen will be available in each session with the exception of roundtable and critical dialogue sessions. Program participants were instructed to bring their own laptop or arrange with someone else in their session to share.

After soliciting bids from nine audio-visual companies (including the in-house company), we signed with Advanced Solutions, LLC. The total audio-visual charge will be \$7,694. In 2011 (Las Vegas), it cost \$12,631; in 2010 (Atlanta), it cost \$7,631; and in 2009 (San Francisco), it cost \$10,581.

Recommendation: The Society would benefit from signing a multi-year audio-visual contract. I would like permission to explore this option for future meetings.

V. AWARDS BANQUET

The buffet will feature Roasted Corn, Roasted Poblano, Tomato and Black Bean Salad; Mixed Greens, Caramelized Cashews, Fresh Blueberries and Mandarin Orange Segments with Raspberry Vinaigrette; Lemon-Pepper Grilled Fish with Yukon Gold, Artichoke and Pepper Sauté; Roasted Chicken with Mushroom-Tomato Ragu and Whole Grain Pilaf; Whole-Wheat Penne Pasta with Goat Cheese, Haricot Vert, Citrus Zest; Fresh Baked Rolls and Butter; Chef's Choice of Dessert; Freshly Brewed Coffee, Hot Tea and Iced Tea. To accommodate our vegan attendees, a special plated entree will be provided to the two requesting it.

Attendees could purchase banquet tickets for graduate students, foreign scholars, and scholar-activists. Fifty-four attendees requested a banquet ticket. Thanks to the following members who donated tickets: Ted Brimeyer, Glenn Goodwin, Laura Lorenz, and JoAnn Miller. Based on their generosity, five graduate students will be able to attend the Awards Banquet.

It is becoming increasingly difficult to negotiate a banquet menu for \$60 per person inclusive. This will not be possible next year. Catering costs in NYC are astronomical. The least expensive 2012 buffet dinner option is \$110 per person, plus 24% gratuity and 8.875% sales tax or \$148.50 per person. Of course, I will try to negotiate a lower price, but wanted you to be aware of the situation. I shared this with the Budget, Finance, and Audit Committee in June and we plan to discuss this further once I conduct the final site visit in the fall.

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, 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.

VII. CATERING

The Society will spend approximately \$41,000 on food and beverage (including 22% service charge and 8% sales tax). This amount includes the cost of the awards banquet (approximately \$9,660 paid by those attending the banquet). To date, 161 banquet tickets have been sold (187 tickets were sold at this time last year).

In lieu of the President's Private Party, we will hold a Welcoming Reception for all meeting attendees. Last year, we introduced the New Member Breakfast. It was well received by new members and hosts, so we plan to make this an annual tradition. In an effort to reduce costs, the board elected to host a board reception instead of having a dinner.

I encouraged all 22 Special Problems Divisions to co-sponsor a joint reception instead of hosting their own. Twenty divisions responded that they would and agreed to contribute \$3,640 toward the cost of the \$9,726 reception.

VIII. DONATIONS

A special thanks to the College of Arts & Sciences, the Department of Sociology, and the Gerontology Institute of Georgia State University for their contribution to program activities, and to the University of California Press for its financial contribution to the registration bags.

IX. GRAND HYATT DENVER HOTEL

SSSP received a favorable sleeping room rate of \$189 (single/double/triple/quadruple) plus tax per night. On July 31, our room pickup was 759 rooms. The Society will receive 15 complimentary room nights. As long as we exceed 75% of our 726 room block (545 rooms), the Society will not be charged meeting room rental.

X. INSTITUTIONAL ETHNOGRAPHY WORKSHOP

A day long institutional ethnography workshop will be held in conjunction with the SSSP meeting on Sunday, August 19 from 8:30am–5:30pm. Currently, 46 people have registered (40 people registered at this time last year).

XI. MEETING MENTOR PROGRAM

The Lee Student Support Fund Committee coordinated the Meeting Mentor Program. Thirty attendees requested a meeting mentor. Thanks to the hard work of Jennifer Wesely and her committee, all requests were honored.

XII. PRE-REGISTRATION

The problem of collecting pre-registration fees from program participants continues to be an issue despite our aggressive reminder schedule. This year, ten e-mail reminders were sent.

The 2000-2001 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 thirty-three non-paying program participants, none were removed from the final program because they were not delinquent in paying registration fees in 2011.

XIII. REGISTRATION WORKERS AND ROOMMATE MATCHING SERVICE

Eight graduate student 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 15-17.

Twenty-five 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 in order to facilitate roommate matching.

XIV. MEETING MANAGER'S COMMENTS

I worked closely with Megan Pool, Convention Services Manager and Elizabeth Taylor, Catering Assistant. I provided them with our sleeping room list, details for VIP amenities, audio-visual requirements, catering for all food functions, meeting room set up, and signage.

I was very fortunate to work with President Wendy Simonds; Program Co-Chairs Heather Dalmage and Tanya Saunders; Local Arrangements Committee Chair Lisa Martinez; Executive Officer Héctor Delgado, Administrative Assistant Sharon Shumaker; and Graduate Research Associate & Webmaster Lisa East. 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 as meeting manager. On October 19, I will celebrate my twentieth anniversary with SSSP. I have been privileged to witness the growth of the organization under the guidance of many outstanding leaders. I welcome the opportunity to continue this service next year in New York City.