



# The American Association of Clinical Anatomists

## MEETING SPECIFICATIONS

**Customary meeting time:** Tuesday through Saturday, between the 2<sup>nd</sup> and 3<sup>rd</sup> week of July

**Attendance:**

|                              |         |
|------------------------------|---------|
| Hotel room block peak night: | 165     |
| Scientific Session:          | 225-300 |
| Annual Banquet:              | 250-350 |
| Postgraduate Course:         | 50-75   |

**Typical Meeting Schedule:**

Tuesday: Pre-Conference Activities

|                   |                              |
|-------------------|------------------------------|
| 8:00 – 9:30 am    | Journal Committee Meeting    |
| 9:30 am – 5:00 pm | Council Meeting              |
| 3:00 – 6:00 pm    | Registration                 |
| 5:00 – 6:30 pm    | Mentoring Reception          |
| 6:30 – 8:30 pm    | Welcome Reception (cash bar) |

Wednesday – Friday: Scientific Session

Wednesday:

|                   |  |
|-------------------|--|
| 7:00 – 8:00 am    | Editorial Board Breakfast Meeting                      |
| 7:00 – 8:30 am    | Continental Breakfast                                  |
| 7:30 am – 4:00 pm | Registration/Poster Session 1/Commercial Exhibits      |
| 8:00 – 8:30 am    | Opening Ceremonies                                     |
| 8:30 – 10:15 am   | Platform Session 1                                     |
| 10:15 – 11:15 am  | Refreshment Break/Commercial Exhibits/Poster Session 1 |
| 11:15 – 11:45 am  | TechFair Session 1                                     |
| 11:45 – 1:15 pm   | Lunch (on own)/Commercial Exhibits/Poster Session 1    |
| 11:45 – 1:15 pm   | Past-Presidents' Lunch                                 |
| 1:15 – 2:15 pm    | Presidential Address                                   |
| 2:15 – 2:45 pm    | Refreshment Break/Commercial Exhibits/Poster Session 1 |
| 2:45 – 4:15 pm    | Platform Session 2                                     |
| 4:30 – 7:00 pm    | Anatomical Services Symposium                          |

Thursday:

|                   |   |
|-------------------|---|
| 7:30 am – 4:00 pm | Registration/Poster Session 2/Commercial Exhibits           |
| 7:30 – 8:30 am    | Special Interest Group Committee Breakfasts (CDC, EAC, ASC) |
| 7:00 – 8:30 am    | Continental Breakfast                                       |
| 8:30 – 10:00 am   | Platform Session 3  |
| 10:00 – 10:45 am  | Refreshment Break/Commercial Exhibits/Poster Session 2      |
| 10:45 – 11:45 am  | Educational Affairs Presentation                            |
| 11:50 a – 12:30 p | TechFair Session 2  |
| 12:30 – 2:00 pm   | Lunch (on own)  |
| 2:00 – 3:30 pm    | Educational Affairs Symposium                               |
| 3:30 – 4:15 pm    | Refreshment Break/Commercial Exhibits/Poster Session 2      |
| 4:15 – 5:30 pm    | Annual AACA Business Meeting                                |

|                |                                    |
|----------------|------------------------------------|
| 6:00 – 7:00 pm | Reception (cash bar)               |
| 7:00 – 7:45 pm | Annual Awards/Honored Member Award |
| 8:00 – 9:30 pm | Annual Banquet Dinner              |

Friday:

|                  |  |
|------------------|--|
| 7:30 – 8:30 am   | Educational Affairs Committee Breakfast          |
| 7:30 – 8:30 am   | Annual Meeting Planning Committee Breakfast      |
| 7:30 am – noon   | Registration/Commercial Exhibits                 |
| 8:30 – 10:30 am  | Platform Session 4                               |
| 10:30 – 11:00 am | Presentation of Student Awards/Refreshment Break |
| 11:00 – noon     | AACA Council Presentation                        |
| 12:15 pm         | Closing Remarks and Adjournment                  |
| 12:30 – 2:00 pm  | Meeting of New Council                           |

Saturday: Postgraduate Course

|                |   |
|----------------|---|
| 7:30 – 8:00 am | Continental Breakfast                         |
| 8:00 am        | Postgraduate Course begins (usually full day) |

**Meeting Room Requirements:**

**Platform session** (Wednesday am – Friday):

- Classroom or theater seating for about 250
- Digital multimedia projector(s) with large screens/podium with microphone and projector controls/laser pointer/speaker timer
- AV operator-controllable lighting and PA system

**Poster session/Commercial exhibits** (Wednesday am – Friday):

- Room for 25-50 double-sided poster boards plus 8-10 6' X 10' commercial booths (skirted 6' tables, pipe and drape, electrical hook-ups, 2 folding chairs) and centrally-placed, double-sided 10 – 12' buffet table for refreshments (4,000 – 6,000 sq foot minimum). Must be adjacent or in very close proximity to room for Platform sessions.

**Conference room(s):**

Monday – Friday all day office/workroom space

Tuesday (7:45 am – 5:30 pm): Journal Committee Meeting/Council Meeting. 16-20 people, conference room style (U-shape, etc). [Same or similar room should be reserved throughout the conference as a break-out room, speaker ready room, conference office]

Wednesday (6:45 – 8:30 am): Editorial Board Breakfast Meeting. Sit-down, full service working breakfast (not buffet) for 20-25 people.

**Reception site** (in hotel):

Tuesday (6:30 – 8:30 pm): 150-225 attendees, cash bar (wine, beer and non-alcoholic drinks)

**Registration facilities:**

Tuesday – Friday – Preferably room with adjacent storage location

**Banquet facility** (may be off-site from hotel):

|                         |                                    |
|-------------------------|------------------------------------|
| Thursday 6:00 – 7:00 pm | Reception (cash bar)               |
| 7:00 – 7:45 pm          | Annual Awards/Honored Member Award |
| 8:00 – 9:30 pm          | Annual Banquet Dinner              |

240-260 guests seated at round tables of 8-10/table; speaker diaz (no head table) with PA/AV.

**Post graduate Course:**

Saturday (full day)

Typically, this event is held on-site at the host medical center. A lecture hall with the full complement of AV facilities and an AV operator is required, at least for the morning. Often the afternoon involves use of the Gross Anatomy laboratory and/or use of clinical facilities. Transportation from hotel and back is also usually required.

**Recent Meeting Sites:**

| <u>Year</u> | <u>Hosting Institution</u>             | <u>Headquarters</u>            |
|-------------|--|--------------------------------|
| 2009        | Cleveland Clinic, Cleveland, OH        | InterContinental Hotel         |
| 2008        | University of Toronto, Toronto, Canada | Chelsea Delta Hotel            |
| 2007        | Touro University, Henderson, NV        | Green Valley Ranch Resort      |
| 2006        | Medical College of WI, Milwaukee, WI   | Hyatt Regency Hotel            |
| 2005        | Albert Einstein/Weill Med Coll, NYC    | Mariott Financial Center Hotel |
| 2004        | St. Mary's College, Moraga, CA         | Campus of St. Mary's College   |

**Recent Postgraduate Course Titles:**

| <u>Year</u> | <u>Postgraduate Course Title</u>  |
|-------------|---|
| 2009        | <i>Simulation in Medical Education</i>  |
| 2008        | <i>Clinical Anatomy of the Hand: Selected Surgical Procedures and Orthotic Intervention</i>       |
| 2007        | <i>Clinical Anatomy of the Knee</i>   |
| 2006        | <i>Current Diagnosis and Treatment of Common Congenital Anomalies: From Embryology to Outcome</i> |
| 2005        | <i>Willed Body Program Management and Cadaver Preservation Techniques</i>                         |
| 2004        | <i>Pelvic/Perineal Anatomy and the Urogenital System</i>  |