

AIS Conference 2007

Hosted by Arizona State University

e-mail: AIS2007@asu.edu

Report to the AIS Board

website: <http://uc.asu.edu/ais2007>

October 4, 2006

(website available 10/1/06)

Dates: Thursday, September 27 – Sunday, September 30, 2007

Theme: **Interdisciplinarity at the Border: Creating, Thinking and Living New Knowledge**

Location: Embassy Suites Hotel, Tempe, Arizona

<http://www.embassysuitestempe.com>

Room Rate: \$119 plus tax (12.07%), single or double

Rate includes breakfast, available between 6:00 and 9:30 AM.

Reservations can be made online or by calling a toll free number.

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Room Details: All rooms are two room suites with a bedroom and separate living room with sleeper sofa, microwave and mini refrigerator.

Hotel Amenities: Business center with two free computer stations, Internet access (\$9.95/24 hours with your own laptop), exercise room, sauna, outdoor pool and hot tub, Mexican restaurant and bar.

Conference Space: no charge for meeting rooms if 50 hotel rooms booked

Meals: Grand Ballroom – seats 340 banquet style

Sessions: Grand Ballroom A – seats 170 at tables

Grand Ballroom B – seats 170 at tables

Junior Ballroom A – seats 115 theatre style, 50 classroom style

Junior Ballroom B – seats 115 theatre style, 50 classroom style

Boardroom 100 – seats 12 around a table, 12 more around perimeter

Boardroom 200 – seats 25 theatre style

Boardroom 300 – seats 25 theatre style

Additional: Foyer for registration and exhibits

Boardroom 173 for storage and planning committee meetings

1 complimentary sleeping room for out-of-town keynoter

Also, we will be the only conference/event at the hotel at this time.

Transportation:

Free airport shuttle (runs 6:30 AM – 10:00 PM)

Free parking at hotel

Keynote Speakers

📍 Dr. Sarah Amira de la Garza

Associate Professor, Hugh Downs School of Human Communication

Arizona State University

Acting Director, North American Center for Transborder Studies

Proposed Title: Border Crossings: Finding Courage and Living with Integrity on our Life Journey

Plenary Session: Saturday afternoon

Honorarium, plus lunch

Website with CV:

<http://www.asu.edu/clas/communication/people/faculty/delagarza/>

📍 Odds Bodkin

Story Teller

Friday Evening Performance

Honorarium + travel expenses, plus dinner

His website:

<http://www.oddsbodkin.com>

A review of his Off Broadway one-man show:

http://www.oddsbodkin.com/time_out_ny_review.html

Off-Site Activities

Workshop: Heard Museum

Museum of Native American arts and culture, founded 1929

Thursday, September 27, 9:00 – 12:30

Customized workshop/tour of museum with lunch in the courtyard cafe

<http://www.heard.org>

Cost: \$10 (tour) + \$13 (lunch) + transportation (TBD)

Saturday Night Options

- ☪ Desert Botanical Gardens in Phoenix – tour and dinner
- ☪ Downtown Phoenix – walking tour with urban planner/architect and dinner
- ☪ Dinner & Performing Arts (TBD: Fall 2007 schedules aren't out yet)

Costs: TBD

Tentative Schedule

Thursday, September 27

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|--------------|---|
| 8:00 – 1:00 | AIS Board Meeting |
| 9:00 – 12:30 | Workshop and lunch at Heard Museum |
| 1:00 – 5:00 | Concurrent Sessions (with break midway) |
| 5:30 | Reception |
| 6:30 | Dinner Circles (at local restaurants) |

Friday, September 28

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|--------------|---|
| 7:00 – 9:00 | Breakfast |
| 9:00 – 11:45 | Concurrent Sessions (with break midway) |
| 12:00 – 1:30 | Lunch |
| 1:45 – 5:00 | Concurrent Sessions (with break midway) |
| 5:30 | Reception |
| 6:00 | Banquet (at hotel) |

7:30 Performance: Odds Bodkins

Saturday, September 29

7:00 – 9:00 Breakfast

9:00 – 10:30 Concurrent Sessions

11:00 – 12:00 Keynote Speaker: Dr. Sarah Amira de la Garza

12:00 – 1:30 Lunch

1:45 – 5:00 Concurrent Sessions (with break midway)

5:30 Reception

6:30 Saturday evening options:

Tour and dinner at Desert Botanical Garden

Walking Tour of Downtown Phoenix and dinner

Dinner and Performing Arts

Sunday, September 30

7:00 – 9:00 Breakfast

9:00 – 10:15 Concurrent sessions

10:15 – 10:30 Break

10:30 – 11:45 Wrap-up session

AIS CONFERENCE @ September 27 – 30, 2007 @ DRAFT BUDGET

Expenses		Estimated Cost
Food		
Breaks	\$41.63/pp	\$6452
Lunches	\$57.52/pp	\$8943
Friday Banquet	\$39.64/pp	\$5985
Receptions		\$3000
FOOD TOTAL		\$24,380
Online Registration Fees	\$8/pp + 3.5% on cc	\$3,450
Speakers (2)	\$1,250, honoraria/fees; \$500, travel; \$70, meals	\$1,820
Musicians		\$500
Printing		
Program		\$3,000
Other		\$250
Student Scholarships	20 @ 100	\$2,000
Registration Items		\$1,750
(bag, name tag etc.)		
AIS Liaison Visit		\$750
A/V Equipment		\$500
Miscellaneous		\$1,500
	SUBTOTAL	\$39,900
Subvention	- \$5000	
		\$34,900

Tentative Registration Fees

EARLY (Before or on 9/1):

AIS Member \$250 Non Member \$300

REGULAR (After 9/1):

AIS Member \$275 Non Member \$325

Work to be completed this semester (Fall 2006)

- Build online registration site
- Add additional details to website
- Finalize online proposal submission form

- Submit Call for Proposals for December AIS newsletter
- Develop electronic version of Call for Proposals for circulation

- Finalize budget
- Finalize plans with keynote speaker
- Finalize plans with Friday evening performer
- Finalize details and costs for Saturday night options
- Finalize Thursday morning workshop cost and maximum number

Work to be completed next semester (Spring 2007)

- Circulate Call for Proposals

- Publicize conference in print and electronic venues
- Prepare progress report for AIS Board winter meeting
- Program Committee meets with Roz to view proposals and schedule sessions (in March or April)
- Notify participants of acceptance by May 15th
- Identify people to handle onsite tasks: registration, AV, information
- Start preparing the conference program
- Start preparing registration tote bag and goodies
- Make arrangements for book table exhibit
- Meet with hotel conference manager to make any changes in arrangements and to set timeline for months leading up to the conference

Scheduling Questions for AIS Board:

When will you be holding your board meeting?

What space needs do you have for the board meeting?

What food needs do you have for the board meeting?

Are you planning on holding SAGE sessions next year?

Breakfast is included in the room rate and is served from 6:00 to 9:30 AM. There is a breakfast room where people can sit and eat or they can sit at a table on the patio or in the banquet room. I know you like to have working breakfasts. What types of things would you like to accomplish over breakfast? Can they be accomplished if not everyone is gathered and eating in the same room?