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Letter to Chapter Presidents regarding the AALL Annual Meeting, March 10, 1992

Constance Scott

Marci Hoffman

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March 10, 1992

To All Chapter Presidents, SIS and Committee Chairs:

Once again, Marci Hoffman and I would like to remind you that the San Francisco AALL Annual Meeting (July, 1992) will be here before we know it.

We are hoping that the Activities area can be a serviceable, effective area for your Chapter, Committee or Special Interest Section. At the present time, if you have not contacted us regarding any special needs or requirements that you might have, please do so as soon as possible. We really need to obtain a fairly definitive list of who is planning on participating and what your needs are. Those who are planning on using the Activities area will be requested to help with the staffing of the Activities area. We will be contacting you in May or June regarding staffing.

At the present time, we are planning on a short general article regarding the Activities area in the American Association of Law Libraries Newsletter just prior to the Annual Meeting. We will also be including a flyer in the registration packet about the Activities area. Any information that you would like included in this flyer (hours of staffing your area, what you have that might be of interest to the attendees of the conference, etc.) will be needed prior to the meeting. We will keep you informed of the deadline for getting information into the flyer.

One of the ideas that we are planning for the Activities area is a drawing for a basket of California specialties. Hopefully this will increase the traffic through the area. Our location this year is excellent. We are located along the wall in the large exhibit area. I believe this will increase our visibility so that you can reach a maximum number of interested AALL members.

Finally, if your Chapter or committee is not planning on making use of the Activities area, please let us know and we will take you off our mailing list.

Respond - all correspondence should go to Ed
Any comments and suggestions that you have can be mailed or faxed to either Marci or I. Thank you in advance for your cooperation in making the Activities area very successful for the San Francisco AALL Annual Meeting.

Very truly yours,

CONSTANCE M. SCOTT  
Chair  
Activities Area Committee

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