



# HOSTING FORUM

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

*Revised October 2007*

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**American Institute of Architecture Students**  
**HOSTING FORUM**

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About FORUM .....2  
Requirements to Host.....3  
Responsibilities of the FORUM Chair .....4  
Responsibilities of the Host Chapter.....5  
Developing a Theme.....6  
Sample FORUM Specifications ..... Appendix

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## CHAPTER 1 ABOUT FORUM

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FORUM is the annual convention of the AIAS and it provides students with the opportunity to learn about issues facing architectural education and the profession, to meet other students and professionals with common interests, and to interact with today's leading designers. In addition to the keynote presentations, conference events include tours of the host city, daily workshops and seminars that enable attendees to discuss relevant and current architectural issues and the College + Career Expo. FORUM also offers numerous social events, including the Beaux Arts Ball on New Year's Eve.

In addition, FORUM is the official Annual Meeting of the AIAS. Therefore, activities like the elections of the officers and directors are important parts of the convention. The Board of Directors holds its mid-year meeting during FORUM.

The AIAS Bylaws provides that chapters are the hosts of the meeting. Chapters "compete" to host to convention by preparing proposals for the Council of Presidents to consider. At FORUM, these proposals are presented and a vote is taken by the chapter delegates to determine a host city/chapter. This takes place two years in advance (e.g., the 2008 meeting was voted on during the convention in 2006).

### **Why Host?**

The reasons to host the convention are numerous. They include:

- It is an opportunity to showcase your chapter, school and city.
- It can assist with membership recruitment.
- It can help to develop (or strengthen) relationships with your school's administration, the local AIA component, the local architecture community and the local community, in general.
- The management responsibilities provide the opportunity for students to improve their leadership skills.
- It is a lot of fun.

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## CHAPTER 2 REQUIREMENTS TO HOST

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In order to bid to host the meeting, an AIAS chapter must be in good standing as specified in the AIAS Bylaws. Additionally, the Bylaws provide that the host city must be within 60 miles of the host chapter.

The Bylaws (Section 6.123: Required Review) also requires that all proposals to host the convention must be evaluated before being presented to the Council of Presidents for its consideration. The purpose of this to provide a structure to ensure the proper candidacies of the FORUM bids while ensuring the feasibility of the proposals. The FORUM Bid will be pre-qualified by the President, Vice President, Elections Chair (the immediate Past President) and the Executive Director. It shall approve all submissions by the interested chapters based on considerations which include but are not limited to the adequacy of lodging, entertainment, architectural and educational venues, travel considerations and overall financial feasibility. This ad hoc committee does not select the host chapter. It simply reviews the proposals to ensure each candidate is qualified to host the annual meeting.

The proposals shall prove and include the following:

- The city shall have a minimum of three full-service/conference hotels (with at least a AAA three star rating) that meet the following qualifications:
  - 200 or more sleeping rooms (the majority of which shall be for quad occupancy)
  - Multiple meeting rooms with sufficient square footage (see the FORUM Specifications)
  - Appropriate technology in the meetings rooms (internet, adjustable lighting, etc.)
  - Affordable room rates (see the history of room rates)
- The city should have sufficient venues for social events, tours and other activities. There shall also be numerous affordable dining options within walking distance of the hotels.
- Typically, 70% +/- of the attendees travel by ground transportation (private cars, chartered buses and vans, etc.), therefore the city should be appropriately accessible.
- A letter of support from the membership of your chapter.
- A letter of support from the administrative head at the school at which the chapter is located.
- A letter of support from the local government (or convention association) of the proposed FORUM site.
- A letter of recommendation for the proposed FORUM chair. (A contract for the chair's services will be negotiated after the successful host chapter has been selected.)

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**CHAPTER 3**  
**RESPONSIBILITIES OF THE FORUM CHAIR**

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As the lead person for the host chapter (and a paid contractor with the AIAS office), the Chairperson has the following responsibilities:

- Act as the representative of the host chapter. The chairperson shall be appointed/elected by that chapter and recommended to the Executive Director and approved by the AIAS Board of Directors. While in principle a volunteer, the Chairperson will be an “independent contractor” of the AIAS and will sign a service contract. Current compensation is \$2,500 plus expenses. The contract will commence January 1 of the year the related FORUM. The Chairperson shall serve a term for one year (or as arranged in the contract).
- Submit a written report of their affairs to the AIAS office, thirty days prior to all meetings of the BOD.
- Coordinate with the Executive Director a master schedule for FORUM.
- Coordinate with the Executive Director the selection of venues and hotels for the conference, as well as guest speakers.
- Coordinate with the AIAS office the development of promotional material.
- Develop a presentation for the COP at the Grassroots conference and supply promotional materials to the delegates attending this meeting for use in their chapters (Chairperson must attend the Grassroots meeting the year of FORUM).
- Recruit a group of individuals to serve on the FORUM Committee and direct and supervise them at all events and programs conducted at FORUM.
- Serve as the liaison to the local AIAS chapter leadership and other local architectural organizations, local AIAS membership, school administrators and faculty.
- Submit a concise written summary of their work during their term, including an evaluation of AIAS.
- Other duties as directed by the Executive Director.

Criteria for Selecting a Chairperson

- Ability to communicate.
- Ability to follow through.
- Willingness to listen.
- Ability to control and command without dominating.
- Must show initiative.
- Knowledge in the subject area in which the committee functions.
- Ability to think and act in terms of the chapter’s overall goals and objectives.
- Ability to create the proper atmosphere for the productive committee work.
- Provide leadership.
- Plan and conduct effective meetings.

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## CHAPTER 4 RESPONSIBILITIES OF THE HOST CHAPTER

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Responsibilities for the host chapter include:

- Assist with the development of theme (including the graphics) and content for the educational programming.
- Assist with the development of the list of speakers, including all seminars and keynotes.
- Coordinate with Executive Director the invitations to local VIPs and speakers from local firms, the university, etc.
- Contact the local and state AIA components to inform them that your chapter is the host and make initial request for their support.
- Recruit chapter volunteers and develop a committee structure (see below). The volunteers will receive a reduced registration fee for their participation (upon completion of their responsibilities).
- Appoint/elect a forum chairperson (the forum chair will coordinate all of these things on behalf of the chapter, eventually he/she will speak with me on a weekly basis)
- Assist with fund raising by identifying and making initial contact with local companies, firms, etc.

### **Committees**

#### *Sponsorship Committee*

- Identifies potential national corporate sponsors and coordinates solicitation with the National Office.
- Solicit and secure sponsorships and other fund raising in the local community (coordinated with the National Office).

#### *Programming Committee*

- Assist the Chairperson with the development of all educational programming, including developing a list of seminar and keynote speakers.
- Assist with the invitation of local speakers from firms, corporations and the school.

#### *Public Relations Committee*

- Assist in generating interest in FORUM from the local press and media
- Assist Chairperson with school presentations

#### *Design Committee*

- Determine all elements of the graphic design and presentation of all FORUM materials (coordinating with and approved by the National Office). This includes, but is not limited to the logo, posters, merchandise (sold at the discretion of the host chapter), and the program book.
- Develop a 3-5 minute promotional video.
- At a local level, the assist the Sponsorship Committee with the design of the sponsorship solicitation packages.
- Assist with the presentations used for Grassroots as well as in-school presentations.

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**CHAPTER 5**  
**DEVELOPING A THEME**

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A new theme must be created each year. The theme is usually created to reflect the host city's physical attributes and cultures, as well as the objective of the FORUM. In addition to the theme, the FORUM is usually given a name to assist the theme. The theme, plus name is desired and should be a title that will entice attendance. Since it is a marketing scheme, make it effective and keep it consistent throughout all advertising.

Past Themes

- 1998: Oceanside (Ft. Lauderdale, FL)
- 1999: Beyond Boundaries (Toronto, ON)
- 2000: Transformation (Los Angeles, CA)
- 2001: Going Beyond Green (Pittsburgh, PA)
- 2002: City Reborn (Chicago, IL)
- 2003: Off the Beaten Path (Austin, TX)
- 2004: Tour'n the Vernacular (New Orleans, LA)
- 2005: Building from Crisis (Cincinnati)
- 2006: Transitions (Boston, MA)
- 2007: Architecture in Motion (Milwaukee, WI)

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**APPENDIX  
FORUM 2009 SPECIFICATIONS**

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**AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS  
FORUM  
Sample Meeting Specifications  
(as of October 15, 2007—subject to change)**

FORUM is the annual meeting of the American Institute of Architecture Students (AIAS) and the global gathering of the architecture and design students. The event provides students with the opportunity to learn about important issues facing architectural education and the profession, to meet students, educators, and professionals with common interests, and to interact with some of today's leading architects through keynote addresses, tours, workshops and seminars. Up to 1,000 attendees are expected each year for this meeting. The official meeting dates are December 29, 2009-January 1, 2010 (with departure on January 2<sup>nd</sup>); leadership meetings begin on December 28<sup>th</sup> with arrival on December 27<sup>th</sup>.

The AIAS is a student-governed organization with almost 7,000 members at approximately 140 chapters around North America and in several other countries. Headquartered in Washington, DC, the AIAS has a professional staff of five. More about the organization can be found at [www.aias.org](http://www.aias.org).

**CONTACT INFORMATION**

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**MEETING HISTORY**

Cincinnati 2005 (Hilton Netherland)			Boston 2006 (Sheraton Boston)			Milwaukee 2007 (Hilton Milwaukee)			Denver 2008 (Hyatt Regency)		
	Block	PU		Block	PU		Block			Block	
12/27	20	21	12/27	20	21	12/27	20		12/27	20	
12/28	150	131	12/28	150	192	12/28	150		12/28	150	
12/29	200	186	12/29	200	278	12/29	200		12/29	200	
12/30	200	177	12/30	200	275	12/30	200		12/30	200	
12/31	200	172	12/31	200	266	12/31	200		12/31	200	
1/1	150	142	1/1	150	215	1/1	200		1/1	200	
1/2	0	5	1/2	10	19	1/2	10		1/2	10	
TTL	920	834	TTL	920	1,268	TTL	920		TTL	920	
Rate \$89/ single-quad			Rate \$119/ single-quad			Rate \$109/single-quad			Rate \$129/single-quad		

**2009 ROOM BLOCK REQUEST**

12/27	Sunday	20
12/28	Monday	150
12/29	Tuesday	200
12/30	Wednesday	200
12/31	Thursday	200
1/1	Friday	150
<b>TOTAL</b>		<b>920</b>

At least 75% of rooms will be quad occupancy. Due to the age of the attendees (primarily 18-22 years), a downtown property is preferred (but not required) and it must be in walking distance to fast-food restaurants and be near "nightlife."

**MEETING AGENDA AND SPECIFICATIONS**

(subject to change)

Typical Square Footage Requirements (estimated):

Ballroom for general sessions	9,500
College + Career Expo	6,000
Design Competition Displays	1,500

TIME	EVENT	ROOM SETUP
<u>Sunday, Dec. 27</u>		
12:00p – 12:00a	Office/storage	Secured room (6) 6' tables
	Registration Setup	Registration desk or (3) 6' tables
<u>Monday, Dec. 28</u>		
24 hours	Office/storage	
	Registration Setup	
	Design Competition Displays Setup	(20-25) classroom (18") tables (can be in the same or an adjacent room to the main ballroom)
9:00a – 5:00p	Board of Directors Meeting	Hollow square for 15 10 guest chairs
12:00p – 12:00a	General session/ballroom setup	(2) lecterns on riser/stage Theater for 800-1,000 (2) 9x12 screens with dress
6:00 – 9:00p	Board of Directors Dinner	Offsite
<u>Tuesday, Dec. 29</u>		
24 hours	Office/storage	
	Registration	
	Design Competition Displays	

	Ballroom	
9:00a – 12:00p	Board of Directors Meeting	Hollow square for 20 20 guest chairs
9:00a – 5:00p	Workshop 1	Riser with (2) 6' tables Classroom for 100 (2 chairs per table)
	Workshop 2	(4) 6' for head table Classroom for 50 (2 chairs per table)
	Workshop 3	Riser with (2) 6' tables Classroom for 100 (2 chairs per table)
9:00a – 5:00p	Tours	Offsite
6:00p – 9:30p	General Session	
9:30p – 10:30p	Reception/Party	Possibly to be held offsite
<u>Wednesday, Dec. 30</u> 24 hours	Office/storage	
	Registration	
	Design Competition Displays	
8:30a – 11:30a	Council of Presidents Meeting	Riser/lectern/head table for (9) Classroom for 150
9:00a – 12:00p	Tours	Offsite
9:30a – 11:00a	Seminar 1	Riser/lectern/6' table Theater for 200
	Seminar 2	Riser/lectern/6' table Theater for 200
	Seminar 3	Riser/lectern/6' table Theater for 200
11:30a – 12:30p	Committee Meeting 1	Round for 10
	Committee Meeting 2	Round for 10
10:00a – 11:00a	College + Career Expo Setup	(35) 6' tables
11:00a – 2:00p	College + Career Expo	Box lunch for 800
1:00p – 5:00p	Firm Crawl	Offsite
1:00p – 5:00p	Tours	Offsite
2:00p – 3:30p	Seminar 4	

	Seminar 5	
	Seminar 6	
3:45p – 5:15p	Seminar 7	
	Seminar 8	
	Seminar 9	
5:00p – 6:00p	T-Shirt Fair	(30) 18" tables in ballroom prefunction
6:00p – 9:00p	General Session	
9:00p –	No scheduled events	
<u>Thursday, Dec. 31</u>		
24 hours	Office/storage	
	Registration	
	Design Competition Displays	
	Ballroom	
9:00a – 12:00p	Tours	Offsite
9:00a – 10:30a	Seminar 10	
	Seminar 11	
	Seminar 12	
10:45a – 12:15p	Seminar 13	
	Seminar 14	
	Seminar 15	
1:00p – 3:00p	Tours	Offsite
12:30p – 3:00p	Midwest Quadrant Meeting	Lectern/head table for (3) Theater for 200
	Northeast Quadrant Meeting	Lectern/head table for (3) Theater for 200
	South Quadrant Meeting	Lectern/head table for (3) Theater for 200
	West Quadrant Meeting	Lectern/head table for (3) Theater for 200
3:30 – 6:30p	General Session	

8:00p – 9:30p	Legacy Council Reception	VIP Suite for 30
9:30p – 1:00a	New Year’s Eve Party	Offsite
<u>Friday, Jan. 1</u> 24 hours	Office/storage	
	Registration	
	Design Competition Displays	
	Ballroom	
10:00a – 1:00p	Council of Presidents Meeting	
1:00p – 2:30p	Seminar 16	
	Seminar 17	
	Seminar 18	
2:45p – 4:15p	Seminar 19	
	Seminar 20	
	Seminar 21	
6:00p – 9:30p	General Session	
9:30p – 12:00a	Party	Offsite
<u>Saturday, Jan. 2</u> – 5:00p	Office/storage	
10:00a – 12:00p	Board of Directors Meeting	Hollow square for 20 10 guest chairs