

Facts at a Glance

Annual Meeting Site Selection and Review Procedures

- Site selection for the AERA Annual Meeting, which gathers more than 15,000 attendees each year, is undertaken with thorough consideration of multiple factors, including, but not limited to, geographic and cultural diversity, costs for attendees, available meeting space, and social justice record.
- The AERA Council has responsibility for establishing guidelines and criteria for Annual Meeting site selection that are consistent with the professional standards and ethics of its members and the education research field.
- AERA Council approved a written policy in 2009. A Council subcommittee reviewed the process in 2013 and concluded that the current policies and process were sound, and that social justice issues were well addressed.
- Site selection criteria include:
 - o *Location*
 - Selection of a site at least five years in advance.
 - Rotation between three of four regions of the United States (and, so far, occasional locations in Canada).
 - Urban center with accessibility for travel, particularly affordable air travel.
 - Positive antidiscrimination and accessibility record, including on race; ethnicity; gender; sexual orientation; gender identity; age; religion; language; national origin; physical ability; health conditions; socioeconomic status; marital, domestic, or parental status.
 - Available dates, with selection preference for over-weekend span, avoiding Easter and Passover.
 - Weather – average temperature in April.
 - o *Facilities/Space*
 - Adequate block of meeting rooms, exhibit halls, and other space to meet function needs.
 - Accessibility of facilities.
 - o *Costs*
 - Provision of or adaptability for necessary accommodations (gender-neutral bathrooms, lactation room).
 - Offers of compact meeting package.
 - Distance between hotels.
 - Transportation logistics and costs between hotels.
 - Complementary facilities/services.
 - Record of fair labor practices, employee disputes, strikes.
 - Record of employment opportunities.
 - o *Other*
 - Affordability of room rates (e.g., typical participant hotel rate, average rate increase per year, sizable block of rooms at core hotels).
 - Facilities rental rates or food and beverage commitments.
 - Labor costs, food and beverage costs, audiovisual and equipment rental costs.
 - Incentives offered by city, hospitality industry, vendors.
- When an issue arises close to the Annual Meeting that an immediate response from the Association is necessary and there is not time for the full Council to meet, AERA's Executive Director consults with the AERA President. They may decide on a course of action or may confer first with the Past President and President-elect or with the Executive Board of Council to determine a course of action. If time permits, the Executive Director and the President bring the issue before Council for discussion and action. It is optimal when time is sufficient to allow for such deliberation.