



**American Council of Learned Societies
Conference of Administrative Officers
Fall Meeting**

November 8-11, 2012

Hosted by the Nashville Convention & Visitors Bureau

MEETING SCHEDULE

Thursday, November 8	
Airport arrivals and hotel check-in	Participants will be met by representatives of the Nashville CVB. If you experience any challenges or flight delays, please contact Leslie Davis at (615) 259-4782 or (615) 306-6549 cell. Please proceed to the desk for transportation to your hotel.
Host Hotel:	Renaissance Hotel Nashville 611 Commerce Street Nashville, TN 37203 (615) 255-8400 <i>Please proceed to the ACLS check-in table upon arrival.</i>
2:00-4:00 PM	CAO Executive Committee <i>(members of this group only)</i> <i>Renaissance Hotel, Boardroom</i>
4:00-4:30 PM	New Member Orientation <i>Renaissance Hotel, Boardroom</i>
6:00 PM	<i>Meet in hotel lobby. Walk to Country Music Hall of Fame (1 ½ blocks from hotel) reception.</i>
6:15-8:30 PM	Welcome Reception and Dinner <i>Country Music Hall of Fame</i>
8:30 PM	<i>Walk back to the Renaissance Hotel or on your own to enjoy the downtown nightlife.</i>
9:30-11:00 PM	<i>Hospitality Area in the Bridge Lounge of the Renaissance Nashville Hotel</i>
Friday, November 9	
8:00 AM	<i>Attendees to meet CVB staff in the lobby for walk to The Hermitage Hotel for breakfast.</i>
8:15-9:00 AM	Breakfast – Veranda at The Hermitage Hotel
9:00-9:30 AM	Opening Remarks by ACLS President Pauline Yu and CAO Chair Jack Fitzmier <i>Veranda at The Hermitage Hotel</i>
9:30-10:15 AM	Maximizing Potential of the CAO Moderator: Jack Fitzmier, American Academy of Religion
10:15-10:45 AM	Coffee Break and Group Photo <i>(walk to the Nashville Convention Center)</i>
10:45-11:30 AM	Grab-bag Session – Nashville Convention Center – Room 209-210 Moderator: Michael Paschal, Association for Asian Studies
11:30-12:15 PM	CAO Business Meeting/NHA Report
12:15-1:45 PM	Luncheon (taste of Nashville food stations) Room 206 Lunch will include a Music City Center Presentation by Charles Starks, Executive Director
2:00-3:15 PM	Archives/Records Management – Nashville Convention Center – Room 209-210 Panel: Andy Vaughn, American Schools of Oriental Research; Michael Murphy, American Sociological Association

3:15-4:00 PM	Discussion of Association Management Companies Moderator: Kent Williamson, College Forum of the National Council of Teachers of English
4:00-4:15 PM	Coffee Break
4:15 PM	<i>Return to the Renaissance Hotel</i>
5:15 PM	<i>Meet in hotel lobby to walk to dinner & evening entertainment</i>
5:30-6:45 PM 7:00-9:00 PM	Dinner – Wildhorse Saloon Evening Entertainment – Ryman Auditorium – Grand Ole Opry www.opry.com
9:00 PM	<i>Walk back to the Renaissance Hotel or on your own to enjoy the downtown nightlife.</i>
9:00-10:30 PM	<i>Hospitality Area in the Bridge Lounge of the Renaissance Nashville Hotel</i>
Saturday, November 10	
8:00 AM	<i>Meet in the hotel lobby to walk to breakfast</i>
8:15 AM-9:00 AM	Breakfast – Puckett’s Restaurant
9:00-12:15 AM	Museum Tour – The Hermitage, Home of President Andrew Jackson (20-25 minute drive from hotel)
12:30-4:00 PM	CAO Program Sessions and Lunch – Sheraton Nashville Downtown
12:30-2:00 PM	Lunch – Suite 7
2:00-3:00 PM	Media Relations – Suite 6 Presenter: Rosemary Feal, Modern Language Association
3:00-4:15 PM	Annual Meetings: When Roiled by Social/Political Statement – When Disaster Strikes – Suite 6 Presenters: Jim Grossman, American Historical Association; Michael Brintnall, American Political Science Association
4:15 PM–4:30 PM	Coffee Break
4:15-4:45 PM	CAO Executive Committee Meeting Review (members of this group only) Executive Board Room, Third Floor
4:00 PM	<i>Return to host hotel (10 minute walk)</i>
6:30 PM	Reception and Dinner Renaissance Hotel, Ryman Room, Third Floor
9:30-11:00 PM	<i>Hospitality Area in the Bridge Lounge of the Renaissance Nashville Hotel</i>
Sunday, November 11	
Airport departures throughout the day	
7:00-9:30 AM	Breakfast – Renaissance Hotel will provide breakfast vouchers
10:00 am-12:30 pm	Optional Activity – Customized City Tour (meet in hotel lobby to depart)