

We are looking forward to seeing you in Minneapolis for FORUM 2009. The local planning committee has put together a terrific program of education, tours and fun activities that we know you will enjoy. PLEASE READ THE FOLLOWING SO YOU ARE FULLY PREPARED FOR THE CONVENTION.

#### REGISTRATION

Registration will be offered on Monday, December 28 from 2:00 – 5:00 PM and then on Tuesday, December 29 beginning at 8:00 AM (and the remaining days of the convention). The registration desk will be located on the ground level of the Hyatt Regency Minneapolis.

The convention officially begins on December 29 at 6:00 PM with the first General Session and Keynote Presentation (concluding 9:30 PM). You should plan to eat dinner on Nicollet Mall before the General Session. All programs begin promptly at their scheduled time so please arrive early to get a seat.

#### TOURS AND WORKSHOPS

There are still seats available for a few tours and workshops. Please check with the registration desk on Monday, December 28 for information.

Please note the following times and information for the events on December 29. These events required pre-registration but check with us on Monday (or early on Tuesday morning) for any open seats.

- Skyway Scavenger Hunt: meet 8:30 AM.
- Summit Brewery Tour: bus departs at 12:45 PM.
- Weisman Art Museum: bus departs at 2:00 PM.
- Workshops: the programs begin at 9:00 AM. Please visit this page for the instructions to participate: [www.aias.org/forum/workshops.shtml](http://www.aias.org/forum/workshops.shtml).
- Design Charette: the program begins at 8:30 AM. Please visit this page for the instructions to participate: [www.aias.org/forum/events.shtml](http://www.aias.org/forum/events.shtml)

#### HOTEL

Upon check in, it is standard practice for all hotels to require a credit/debit card to cover any incidentals that may be charged to your room (even if your room is being paid for by your chapter). It is best to use a credit card in case there are any “holds” placed on a debit/ATM card. Please plan accordingly.

The convention formally ends on the night of Friday, January 1. Therefore, nearly all attendees are departing on Saturday, January 2. Please check your hotel reservations to make sure you have a room for the last night.

#### BEAUX ARTS BALL NEW YEAR'S EVE PARTY

The theme is “masquerade ball.” Creative theme-related costumes and masks are highly encouraged!

#### BRING YOUR LAPTOP COMPUTER AND EXERCISE CLOTHES

The hotel is providing complimentary wireless internet access for all of our attendees and complimentary use of the Hyatt StayFit Athletic Club.

#### SUGGESTED DRESS

Business casual attire is appropriate for most events during the day, and for all keynote presentations. T-shirts, baseball caps, etc. are highly discouraged. The weather in Minneapolis during the winter is unpredictable but you can plan for it to be very chilly. Please check the weather forecasts beforehand to ensure you will have appropriate clothing.

#### TRAVEL

Flying into the Minneapolis airport? To get to the Hyatt Regency, you can use a taxi, public transportation (cheapest option) or make advanced reservations with SuperShuttle to qualify for a discounted roundtrip purchase (\$26). Please visit the FORUM travel page for detailed information: [www.ias.org/forum/travel.shtml](http://www.ias.org/forum/travel.shtml).

Remember that Minneapolis is in the Central Time Zone.

#### MEALS

To keep your registration fee low, daily meals are not provided throughout the convention. There are dining options inside and around the hotel, including numerous fast food restaurants along Nicollet Mall. Please plan accordingly.

#### THINGS TO BRING

- Camera
- Pen(s) to take notes
- Debit/credit and ATM cards and cash (for meals, beverages and shopping). Note that the bar at the Beaux Arts Ball will be cash only.
- Chapter t-shirts
- Sketch book(s)
- Official government ID (e.g., driver's license or passport), which is required for admission into every bar and social event that the AIAS will host (even if you are under 21)
- Résumé for the Architecture College + Career Expo and Firm Crawl
- Winter-weather clothing (coat, hat, gloves, etc.)

#### ELECTIONS

At FORUM, the delegates of each chapter will vote for 2010-2011 Board of Directors and the FORUM 2012 host city. Read about the candidates now so your chapter can make an informed decision. To see their bios and platforms, please visit: [www.ias.org/news\\_detail.php?nid=261](http://www.ias.org/news_detail.php?nid=261).

#### VOTING DELEGATES

Do not forget to download the agendas for the Council of Presidents meetings. You can bring your laptop computer to view the materials during the meetings and/or print out the packet. Note that printed copies will not be made available during the meeting as part of our effort to reduce the use of paper. Please make sure your laptop computer is fully-charged before the meeting as there will be limited power outlets. You can access the meeting materials here: [www.ias.org/news\\_detail.php?nid=202](http://www.ias.org/news_detail.php?nid=202).

#### QUESTIONS?

You can contact the AIAS office at [mailbox@ias.org](mailto:mailbox@ias.org).

The AIAS office will be closed for the holidays Thursday, December 24 through Friday, December 25. The staff will arrive in Minneapolis on Sunday, December 27. If you have an urgent situation, you can reach the staff by calling the Hyatt Regency Minneapolis at 612.370.1234 or email us at [mailbox@ias.org](mailto:mailbox@ias.org) as we will be checking that account regularly.

#### CANCELLATION POLICY

Cancellations made prior to 12:00 Midnight (Eastern Time) on December 7, 2009 will be refunded less a \$25 processing fee. **NO REFUNDS OF REGISTRATION FEES WILL BE GIVEN AFTER DECEMBER 7, 2009.** Cancellations must have been made in writing by letter, fax or email to [mailbox@ias.org](mailto:mailbox@ias.org). Please allow four to six weeks after the conference for the refund to be provided. Please see the complete cancellation policy on the FORUM Web site.