

## Guide for Hotels Wanting to Submit a Proposal to Host an ASR Conference

Because the Association for the Sociology of Religion (ASR) holds its annual meetings concurrently with the American Sociological Association (ASA), ASR does not select the cities where its conferences will be held; that is the purview of ASA. ASR's conference sessions are held over the two days immediately preceding ASA's Religion Section day.

ASR looks for hotels that are within walking distance of the ASA hotels and can accommodate approximately 200 conference attendees for a total of five nights encompassing the two days of our main conference events, as identified in "Dates of ASR" in the chart above.

The Executive Officer solicits and reviews proposals from hotels, performs site inspections, and consults with the President and President Elect of ASR before signing a contract with a hotel.

Factors which weigh heavily in the selection of hotels include:

- Proximity to the ASA hotels
- Ratings, including TripAdvisor rating
- Meeting space--flexibility, accessibility, under one roof, book exhibit space, etc.
- Number of sleeping rooms
- Hotel contract provisions, particularly room rates, charges for triple or quad occupancy in double rooms, Food & Beverage minimum needed in order to receive free meeting room space, charges for audiovisual equipment, percentage attrition, etc.
- Extent of unionization at facilities to be used for meeting space and guest rooms
- Restaurant proximity and diversity

Currently, ASR requires the following of prospective hotels:

**Guest Rooms:** *The guest rooms distributed as follows:*

Two nights preceding the conference.....10-12 guest rooms if ASA has not already begun (e.g., in 2014, 2015, 2018 and 2019)  
15-20 guest rooms if ASA has already begun (e.g., in 2013, 2016, and 2017)  
On the night preceding the conference.....60-65 guest rooms  
On the night of the first full conference day.....75-80 guest rooms  
On the night of the second conference day.....75-80 guest rooms  
On the night following the end of the conference... ..45-50 guest rooms  
Two nights following the end of the conference.....10-15 guest rooms (if ASA is still going on, as in 2014, 2015, 2016, 2018, 2019)

The distributions of guest rooms in recent years' contracts with hotels are as follows:

2014 JW Marriott San Francisco			2015 Renaissance Blackstone Chicago			
Date	Contract	Pick-up	Date	Deluxe King	Deluxe Queen	Total
8/12/2014	5	11	8/19/2015	12	0	12
8/13/2014	60	62	8/20/2015	55	10	65
8/14/2014	80	79	8/21/2015	70	10	80
8/15/2014	80	72	8/22/2015	70	10	80
8/16/2014	45	41	8/23/2015	45	5	50
8/17/2014	6	8	8/24/2015	10	5	15
8/18/2014	6	6	8/25/2015	5	0	5
8/19/2014	0	1				
<b>TOTAL</b>	277	269		267	40	307

**Food and Beverage:**

ASR needs dinner for approximately 15 Council members on the evening before the first main conference day, and a breakfast for 15 Council members on the morning after the second main conference day. Also, ASR needs food and beverage for approximately 100 attendees at a welcoming reception on the evening before the conference, and for approximately 100 attendees at receptions on the two evenings of the conference. We also schedule a “welcoming” breakfast or luncheon on the first main conference day for approximately 50-100 attendees, and would like to provide some light food and refreshments for the book exhibit room throughout conference. These events usually result in a Food & Beverage expenditure of at least \$15,000-\$20,000.

**Meeting Rooms:**

All meeting rooms can be arranged in theatre style. We need 4-5 breakout meeting rooms per time slot on the two main conference days (with each breakout room holding 40-50 people), as well as a room that can be used as our book exhibit room. We need a larger auditorium/meeting room on each evening of the two-day conference for our keynote speakers, who will speak to most conference attendees (approximately 150 people) immediately preceding the evening receptions.

**Audiovisual Needs:** In recent years, ASR has supplied its own audiovisual equipment.