

2025 ANNUAL MEETINGS

November 22-25 ♦ Boston, MA



The American Academy of Religion (AAR) and the Society of Biblical Literature (SBL) welcome affiliated organizations to meet and host functions in conjunction with the **2025 AAR & SBL Annual Meeting in Boston, Massachusetts**. All meetings offered during the Annual Meeting are considered **Other Events** and must be submitted online for approval. Examples of Other Events include, but are not limited to:

- ✓ Alumni reunions
- ✓ Board/foundation meetings
- ✓ Social events (receptions, dinners, breakfasts, etc.)
- ✓ Book launches and reviews
- ✓ Films
- ✓ Interviews

Except for AAR RSOs and SBL Affiliates, AAR and SBL do not permit Other Event sessions of a programmatic nature (i.e., scholarly panel or paper presentations) to occur during regular session times (Saturday–Monday, 9:00 am–11:30 am and 1:00 pm–6:30 pm, and Tuesday 9:00 am–11:30 am) without special permission. This policy is to prevent thematic conflicts with AAR and SBL sessions.

How Do Other Events Work?

- Other Events schedulers will assign meeting space at the Hynes Convention Center or nearby contracted hotels (Sheraton, Marriott Copley, Westin, Hilton Back Bay) based on the following criteria:
 - Date (November 20 through 25)
 - Time
 - Number of anticipated attendees
 - Room set
 - Catering, if applicable
 - Audio-visual, if applicable
- Other Events fees are calculated per 30-minute time slot. Fees are listed below. This fee covers the cost of the meeting space, inclusion of event(s) in printed *Program Book* (if submitted by the July deadline), online program and mobile app. (There is the option to opt out of having your event publicized.)
- Other Events organizers (you) will receive confirmation by the date listed in the deadlines below. Confirmations will include the date, time, location, catering contact (if applicable) and AV contact (if applicable), and menus (if applicable).

- If applicable, catering and audio-visual orders and payment are made between the Other Event organizer and the respective catering and audio-visual contacts. AAR and SBL are not involved in this process, nor are we responsible for agreements made between the two.

Deadlines and Fees

1. **Online form and payment received by July 1:**
 - Fee is **\$55** per 30-minute time slot
 - Event will be listed in the printed *Program Book*, Online Program and Mobile App*
 - Confirmation of venue and room assignment will be emailed **by Aug. 1**
2. **Online form and payment received by August 1:**
 - Fee is **\$80** per 30-minute time slot
 - Event will be listed in the Online Program and Mobile App*
 - Confirmation of venue and room assignment will be emailed **by Aug. 25**
3. **Online form and payment received by September 1:**
 - Fee is **\$105** per 30-minute time slot
 - Event will be listed on the Online Program and Mobile App*
 - Confirmation of venue and room assignment will be emailed by **Sept. 20**
4. **Online form and payment received by October 1 (LAST DATE TO SUBMIT FORM):**
 - Fee is **\$130** per 30-minute time slot
 - Event will be listed on the Online Program and Mobile App*
 - Confirmation of venue and room assignment will be emailed by **Oct.15**

***You will have the option to NOT have your Other Event listed in the publications**

Cancellations

All cancellations must be made in writing to otherevents@annual-meetings.org

- If cancelled by August 15, 2025: Fully refunded
- If cancelled between August 16 and October 1, 2025: Refunded less \$40 cancellation fee
- **After October 1, 2025: No refunds or changes permitted**

You will need the following information when completing the Other Events online registration form:

- ✓ Organization name
- ✓ Event title EXACTLY how it should be listed in the publications (you can opt out from event listing)
- ✓ Description of Other Event (300 characters max)
- ✓ Date and time
- ✓ Estimated attendance

✓ Room arrangement:

Banquet: round tables with 8 to 10 chairs each

Conference: one long table with chairs surrounding the entire table;
limited to 18 attendees

Reception: assorted tall and short cocktail tables for reception events

Theater: rows of chairs facing front with center aisle for presentations

[Submit your Other Event request here.](#)

For any questions related to Other Events please contact otherevents@annual-meetings.org.

Other Events FAQs

1. **Do we have to use the venue caterer?** Yes, you must use the venue caterer. You are not allowed to bring outside food or beverage into the venue.
2. **How much should I estimate for a hosted bar at our reception?** The cost of a hosted bar (host pays for all beverage costs) depends on how long your reception is scheduled, how many people are expected, and what you are serving. For example, serving beer and wine will be less expensive than a bar with liquor, beer and wine. Be sure to include the bartender fee (1 bartender per 100 people, \$150-\$250 per hour) and service charge/gratuity, currently 28-33%, and tax (currently 6.25%) of the total spend. For an evening reception, it would be safe to budget 1.5 beverages per person per hour at \$15 + service charge + tax per drink.
3. **Can we hand out drink tickets?** Yes, you will only be charged for the number of beverages consumed. This also helps you stay within your budget. Communicate this with your caterer.
4. **How much should we budget for food?** This depends on the length of your event, time of day, how many are anticipated and what you choose to serve. Food prices will vary according to venue, with the convention center being less expensive than the hotels. Coffee, for example, is \$225++ for 3 gallons (minimum order) at the convention center, and \$125++ at the Boston Marriott Copley Place. Menus will be sent with the Other Events confirmation.
5. **Does the Other Events fee include AV?** No. The Other Events fee provides you with a room for your event. As the organizer, you are responsible for ordering needed AV from the contracted AV vendor. If you do not place an order, the room will not be supplied with AV equipment. We will provide the AV order information when we send out confirmations.
6. **Can we choose where we want our Other Event scheduled?** You can request a venue, though we make no guarantees. Several factors go into how Other Events are scheduled: when you submit your form (see above deadlines), the size of the event, room set for your event, and time of day. Sometimes we can accommodate a venue request, though sometimes we can't. We highly recommend submitting your Other Events by the first deadline of July 1.

7. **Can we list our event in the *Program Book*, online Program and Mobile app if we do not arrange event space through the Other Events program?** YES – there is the option for Program Book Listing. Click *here* to submit your information. Note that events submitted after July 1 will not be included in the printed *Program Book*.