

Hospital Medicine 2018 (HM18) Affiliated Organization Event Space Information

The Society of Hospital Medicine (SHM) values each of its partners and encourages networking with SHM's annual meeting attendees. SHM asks that affiliated organizations interested in hosting networking events, dinners, receptions, or similar, hold their events outside of the prescribed HM18 educational schedule.

SHM encourages affiliated organizations to host an engaging event while onsite at the headquarters hotel. If your company is interested in hosting an event at the Orlando World Center Marriott, please review the below information.

AFFILIATE EVENTS GUIDELINES

1. SHM requests that the event is hosted outside of the prescribed HM18 educational schedule. Suggested times in which to host your event are list below for convenience.
 - a. If your event is being held exclusively for employees of your organization, your company may host an event within the meeting schedule. (i.e. exhibitor meeting, Product Theater presentation review, etc.)
2. An affiliate event form should be submitted to the Education and Meetings Project Manager (Nyla Nicholson) for consideration and delegation of space at Orlando World Center Marriott.
3. All affiliate event forms should be completed in full for consideration.
 - a. Please designate if you are looking for a meeting room, restaurant, or hospitality suite setting.
4. If space is designated at the Orlando World Center Marriott, the space may only be utilized by the submitting affiliate organization and the space cannot be passed to, or shared with, other organizations.
5. The affiliate organization will be held fully responsible for all financial charges associated with the meeting space designated to the organization (F&B, AV, etc.).
6. SHM asks that affiliate organizations utilize the preferred vendors for HM18.
7. If your event involves CME or education, please refer to SHM's Satellite Symposia Guidelines: <http://www.hospitalmedicine2018.org/sponsorship/educational-opportunities/>
8. Focus groups and/or advisory boards can be arranged through Theresa Jones, Manager, Business Development.

SUGGESTED EVENT TIMES

Prior to Saturday, April 8, 2018 – Anytime (limited space availability)

Sunday, April 8, 2018 - 6:00 a.m. – 8:00 a.m. and 5:30 p.m. – 11:00 p.m.

Monday, April 9, 2018 – 6:00 a.m. - 8:00 a.m. and 7:30 p.m. – 11:30 p.m.

Tuesday, April 10, 2018 – 6:00 a.m. - 7:45 a.m. and 7:30 p.m. – 11:30 p.m.

Wednesday, April 11, 2018 – 6:00 a.m. - 7:40 a.m. and 1:15 p.m. – 10:00 pm.

After April 11, 2018 – Anytime (limited space availability)

EVENT STEPS

1. Review the above guidelines and suggested event times.
2. Complete the affiliate event form (next page) and submit electronically to the SHM Meetings & Education Department at nnicholson@hospitalmedicine.org or by fax to 267-535-2911 with attention to Nyla Nicholson.
3. Allow up to 5 business days for the SHM Meetings & Education department to review your request.

Once review of your request has been completed, you will receive the following:

1. Confirmation along with approval or declination of your request.
 - a. Upon approval: a hotel or restaurant contact from Orlando World Center Marriott and contact information for SHM's preferred vendors.
2. Designated meeting space/hospitality suite/restaurant space and any terms associated with the space.

HM18 Affiliated Organization Event Space Request Form

AFFILIATE ORGANIZATION INFORMATION:

Affiliate Organization, Exhibitor or Sponsor Company Name: _____

Event Contact Information:

Name*: _____

Email*: _____

Telephone Number*: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

MEETING INFORMATION:

Number of attendees anticipated: _____

Type of Event (select one):

- Reception or Company Event (Invite Only)
- Reception or Company Event (Open Event)
- Business Meeting (staff training, product theater preparation, etc.)

Event Purpose: _____

Event Date: _____

Event Time: _____

Desired Event Venue (select one):

- Meeting Room (convention center)
- Restaurant
- Hospitality Suite
- Other (please designate): _____

Desired Room Setup:

- | | | |
|---|--|--|
| <input type="checkbox"/> Conference Style | <input type="checkbox"/> Theater Style | <input type="checkbox"/> Crescent Rounds |
| <input type="checkbox"/> Hollow Square | <input type="checkbox"/> U-Shape | <input type="checkbox"/> Rounds of 8 or 10 (Banquet Style) |
| <input type="checkbox"/> School Room | <input type="checkbox"/> Chevron Theater | <input type="checkbox"/> Cocktail Rounds |

Additional Items Needed:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Stage/Riser | <input type="checkbox"/> Standing Lectern |
| <input type="checkbox"/> AV Required | <input type="checkbox"/> Head Table; # of people _____ |

FOOD AND BEVERAGE REQUIREMENTS:

- | | | | |
|--------------------------------------|--------------------------------|--|---|
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Dinner | <input type="checkbox"/> Cocktails & hors d'oeuvres |
| <input type="checkbox"/> Snack Items | <input type="checkbox"/> Other | <input type="checkbox"/> Not applicable, event doesn't require F&B | |

All request forms should be submitted to Nyla Nicholson, Meetings and Education Project Manager at nnicholson@hospitalmedicine.org or by fax to 267-535-2911. A confirmation email will be sent to the main contact upon receipt of the request.

Received requests will be notified within 5 business days of approval or declination. If your event has been approved, you will also receive the name and contact information of the designated person to work with at Orlando World Center Marriott as well as preferred vendor information.

Questions? Please contact Nyla Nicholson, Meetings and Education Project Manager at 267-702-2658 or by email at nnicholson@hospitalmedicine.org.