

Memo

To: 2024 SCCM Critical Care Congress Industry Partners

From: SCCM Show Management

Date: October 2024

Re: 2024 Critical Care Congress
Phoenix, Arizona
January 21 - 23, 2024

Following is the Special Function Request information for SCCM's 2024 Critical Care Congress in Phoenix, Arizona. These meetings are for sales and/or staff meetings only and are not intended to be for educational purposes. The maximum space that will be assigned for this type of meeting is up to 20 people. All meetings taking place during the SCCM Critical Care Congress must be approved by the Society, therefore exhibitors requesting space should complete the Special Function Request form. Exhibitor meetings will be held at headquarters hotel and there are limited meeting rooms available at the Phoenix Convention Center.

If you wish to reserve a meeting room during the SCCM Critical Care Congress, please complete the [request form](#) and return via electronic submission or email to my attention at: cmcnamara@sccm.org. There is a non-refundable fee per meeting based on the activity (see pricing sheet). Meetings cannot conflict with SCCM educational sessions or events (the exceptions will be for exhibit hall meeting rooms) as follows:

Friday, January 19, 2024:

7:00 a.m. – 5:00 p.m. Educational Sessions

Saturday, January 20, 2024:

7:00 a.m. – 5:00 p.m. Educational Sessions

Sunday, January 21, 2024:

8:00 a.m. – 5:30 p.m. Educational Sessions

Monday, January 22, 2024:

5:45 a.m. – 4:00 p.m. Educational Sessions
3:00 p.m. – 4:00 p.m. ACCM Convocation

Tuesday, January 23, 2024:

5:45 a.m. – 4:45 p.m. Educational Sessions

Meeting space is extremely limited. There are opportunities to secure meeting space at the Phoenix Convention Center. You may contact Colleen McNamara at cmcnamara@sccm.org for additional information and pricing. If you wish to reserve meeting space, please return your form prior to **November 15, 2023**. Please use **one request form** for each function. Space will be assigned on a first-come, first-served basis and will be accommodated based on the restrictions imposed by the convention center and hotel's available function space. Once your meeting room has been assigned, you will receive written confirmation and a copy of your meeting request will be forwarded to the hotel and the audiovisual company for their follow-up with you. Please do not call for your confirmation prior to **November 15, 2023**.

See you in Phoenix!

2024 SCCM Critical Care Congress*

	Non Exhibitor	10 x 10	10 x 20	20 x 20+
Advisory Boards (HQ Hotel)	\$ 7,500	\$ 5,000	\$ 2,500	\$ 1,000
Receptions (HQ Hotel)	N/A	\$ 5,000	\$ 2,500	\$ 1,000
HQ Hotel Meeting Room	\$ 7,500	\$ 6,000	\$ 4,000	\$ 2,000
Convention Center Meeting Room	\$ 12,500	\$ 10,000	\$ 7,500	\$ 5,000

*meeting cost is per day