

500 Midway Drive  
Mt. Prospect, IL 60056  
Fax: (847) 493-6437

**Society of Critical Care  
Medicine**

# Memo

To: 2017 SCCM Critical Care Congress Exhibitors  
From: Colleen McNamara, CEM  
Date: July 14, 2016  
Re: 46<sup>th</sup> Critical Care Congress  
Honolulu, Hawaii  
January 21-25, 2017

Following is a copy of the Special Function Request Form for SCCM's 46<sup>th</sup> Critical Care Congress in Honolulu, Hawaii. 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 25 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. All Exhibitor meetings will be held at the the Hilton Hawaiian Village or the Ala Moana hotel depending on availability.

If you wish to reserve a meeting room during the 46<sup>th</sup> SCCM Critical Care Congress, please complete the request form and return via electronic submission or email to my attention at: [cmcnamara@sccm.org](mailto:cmcnamara@sccm.org). There is a non-refundable fee per meeting based on the activity. See attached grid for pricing information. Meetings cannot conflict with SCCM educational sessions or events as follows:

**Friday, January 20, 2017:**

6:30am – 2:00pm Educational Sessions

**Saturday, January 21, 2017:**

6:30am – 2:00pm Educational Sessions

**Sunday, January 22, 2017:**

6:30am – 1:45pm Educational Sessions

**Monday, January 23, 2017:**

6:30am – 1:30pm Educational Sessions

4:00pm – 5:30pm ACCM Convocation (at the Royal Hawaiian Hotel)

**Tuesday, January 24, 2017:**

6:30am – 1:30pm Educational Sessions

**Wednesday, January 25, 2017:**

6:30am – 11:30am Educational Sessions

Meeting space is limited, so please return your form prior to **October 1, 2016**. 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 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 **October 1, 2016**.

See you in Hawaii!