

SPECIAL FUNCTION REQUEST

Following is the Special Function Request information for SCCM’s 2023 Critical Care Congress in San Francisco, California. 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. All Exhibitor meetings will be held at the Hilton San Francisco Union Square (Headquarter Hotel). There will be no meetings assigned at the convention center.

If you wish to reserve a meeting room during the 2023 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 as follows:

Saturday, January 21

Opening Session	7:00 a.m. - 8:30 a.m.
Plenary Session	1:45 p.m. - 2:45 p.m.

Sunday, January 22

Plenary Session	8:00 a.m. - 8:45 a.m.
Plenary Session	1:30 p.m. - 2:15 p.m.
SCCM Convocation	6:00 p.m. - 7:00 p.m.

Monday, January 23

Plenary Session	8:00 a.m. - 8:45 a.m.
Plenary Session	1:30 p.m. - 2:15 p.m.

Tuesday, January 24

Plenary Session	8:15 a.m. - 9:00 a.m.
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Meeting space is extremely limited. If you wish secure space, please return your form prior to **November 15, 2022**. 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 **December 15, 2022**.

2023 SCCM Critical Care Congress

	Non Exhibitor	10 x 10	10 x 20	20 x 20+
Advisory Boards	\$6,600.00	\$3,300.00	\$1,650.00	No Charge for first day, \$825 for additional days
Receptions	N/A	\$3,000.00	\$1,650.00	No Charge for first day, \$825 for additional days
Sales Meetings	\$3,300.00	\$1,650.00	\$825.00	No Charge for first day, \$550 for additional days
Hospitality Suites	N/A	\$1,650.00	\$825.00	No Charge for first day, \$550 for additional days