

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

Society of Critical Care
Medicine

Memo

To: 2018 SCCM Critical Care Congress Exhibitors

From: Colleen McNamara, CEM

Date: July 15, 2017

Re: 47th Critical Care Congress
San Antonio, Texas
February 25 - 28, 2018

Following is a copy of the Special Function Request Form for SCCM's 47th Critical Care Congress in San Antonio, Texas. 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 47th 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 attached grid for pricing information. Meetings cannot conflict with SCCM educational sessions or events as follows:

Friday, February 23, 2018:

8:00am – 5:00pm Educational Sessions

Saturday, February 24, 2018:

8:00am – 5:00pm Educational Sessions

Sunday, February 25, 2018:

8:00am – 3:45pm Educational Sessions

Monday, February 26, 2018:

8:00am – 2:00pm Educational Sessions
5:00pm – 6:30pm ACCM Convocation

Tuesday, February 27, 2018:

7:00am – 2:00pm Educational Sessions

Wednesday, February 28, 2018:

7:00am – 12:00am Educational Sessions

Meeting space is limited, so please return your form prior to **November 1, 2017**. 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 **November 1, 2017**.

See you in San Antonio!