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Society of Critical Care
Medicine

Memo

To: 2020 SCCM Critical Care Congress Exhibitors
From: Colleen McNamara, CEM
Date: July 2019
Re: 49th Critical Care Congress
Orlando, Florida
February 16 - 19, 2020

Following is the Special Function Request information for SCCM's 49th Critical Care Congress in Orlando, Florida. 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 Hyatt Regency Orlando (Headquarter Hotel). There will be no meetings assigned at the convention center.

If you wish to reserve a meeting room during the 49th 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 only exceptions will be for exhibit hall meeting rooms) as follows:

Friday, February 14, 2020:

8:00am – 5:00pm Educational Sessions

Saturday, February 15, 2020:

8:00am – 5:00pm Educational Sessions

Sunday, February 16, 2020:

8:00am – 5:45pm Educational Sessions

Monday, February 17, 2020:

5:30am – 5:30pm Educational Sessions
6:00pm – 7:00pm ACCM Convocation

Tuesday, February 18, 2020:

8:30am – 5:30pm Educational Sessions

Wednesday, February 19, 2020:

8:00am – 12:00pm Educational Sessions

Meeting space is extremely limited. There are opportunities to secure meeting space on the Exhibit Hall floor. You may contact Colleen McNamara at cmcnamara@sccm.org for additional information and pricing. If you wish to be at the hotel, please return your form prior to **November 15, 2019**. 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 1, 2019**.

See you in Orlando!