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Society of Critical Care  
Medicine

# Memo

To: 2022 SCCM Critical Care Congress Exhibitors

From: Colleen McNamara, CEM

Date: September 2021

Re: 51<sup>st</sup> Critical Care Congress  
San Juan, Puerto Rico  
February 6 - 9, 2022

Following is the Special Function Request information for SCCM's 51<sup>st</sup> Critical Care Congress in San Juan, Puerto Rico. 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 Sheraton Hotel. There will be no meetings assigned at the convention center.

If you wish to reserve a meeting room during the 51<sup>st</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 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 4, 2022:**

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

**Saturday, February 5, 2022:**

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

**Sunday, February 6, 2022:**

7:00 a.m. – 4:30 p.m. Educational Sessions

**Monday, February 7, 2022:**

7:00 a.m. – 1:45 p.m. Educational Sessions  
6:00 p.m. – 7:00 p.m. ACCM Convocation

**Tuesday, February 8, 2022:**

7:00 a.m. – 1:45 p.m. Educational Sessions

**Wednesday, February 9, 2022:**

8:00 a.m. – 12:00 p.m. 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](mailto:cmcnamara@sccm.org) for additional information and pricing. If you wish to be at the hotel, please return your form prior to **December 17, 2021**. 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 17, 2021**.

See you in San Juan!

**2022 SCCM Critical Care Congress**

	Non Exhibitor	10 x 10	10 x 20	20 x 20+
Advisory Boards	\$6,000.00	\$3,000.00	\$1,500.00	No Charge for first day, \$750.00 for additional days
Receptions	N/A	\$3,000.00	\$1,500.00	No Charge for first day, \$750.00 for additional days
Sales Meetings	\$3,000.00	\$1,500.00	\$750.00	No Charge for first day, \$500.00 for additional days
Hospitality Suites	N/A	\$1,500.00	\$750.00	No Charge for first day, \$500.00 for additional days