



AMERICAN DENTAL HYGIENISTS' ASSOCIATION AFFILIATE MEETING SPACE REQUEST

General Guidelines:

An organization may request permission to host a meeting or special event, such as focus groups, receptions, or debriefing, etc. ADHA Meetings Department manages the approval process and assists in finding a location that meets your event needs. **All space is reserved on a first-come, first-serve basis and availability is not guaranteed.** Organizers of events held around the ADHA 2019 Meeting/Event are required to inform ADHA Meetings Department in writing of the intended time of event at least 30 days prior to the event and prior to booking. If these scheduled times do not fall into ADHA guidelines, ADHA Meetings Department will notify the organizer to change their times/dates accordingly.

- All Meetings / Special Events must be approved by ADHA prior to execution. Requests may not be made directly to the center or any hotel in the ADHA hotel block.
- Exhibitors or approved partners wishing to host a meeting or special event must complete a Meeting Request Form.
- If an exhibitor or approved partner is interested in securing space for an event/function at any other host city venue, they may contact the venue/host city directly, but must first receive approval from ADHA Meetings Department on the date and time of the proposed event.
- Return completed forms to the ADHA Meetings Department.

Schedule:

The Schedule-at-a Glance outlines all official ADHA events. These are defined as General Sessions, Exhibits, CE Sessions or ADHA hosted events.

If the intended audience is exhibitors only, and they are registered as "exhibitors", space may be requested Thursday, June 20 – Sunday, June 23 from 6:00am – 6:00pm.

If the intended audience includes registered attendees, requests will only be approved at the following times listed below. Please complete the meeting space request and return to Leah Johnson at leahj@adha.net. Once the form has been received, ADHA will review the meeting space request and will notify you of available space.

Below are the authorized hours for events.

Thursday, June 20 – 6:00pm (Start Time) – 9:30pm (End Time)

Friday, June 21 – 5:30pm (Start Time) – 8:00pm (End Time)

Saturday, June 22 – 5:30pm (Start Time) – 7:30pm (End Time)

Meeting Space Fee:

Organization must submit a completed application directly to ADHA. Should you contact the facility directly, they will refer you back to ADHA. There is a fee to utilize ADHA's Meeting Space during the annual conference.

- Half-day rental: \$500 (Morning or Afternoon)
- Full-day rental: \$1,000

**The fee is applied per room, per day*

Questions can be directed to Leah Johnson, Senior Manager of Meetings & Conventions

Phone: (312) 440-8903 Email: leahj@adha.net



ADHA 2019 AFFILIATE MEETING SPACE REQUEST

Function Name: _____

Date: _____ Number of Attendees _____

☐ 6:00 AM – 12:00 PM ☐ 12:00 PM – 6:00 PM ☐ 6:00 AM – 6:00 PM

Start Time: _____ End Time: _____

☐ This meeting is open to all attendees ☐ This meeting is by invitation only

How to Market Your Event:

- Your event details will be posted on ADHA's website, along with the main contacts name and contact information
- You may purchase an attendee list to promote your event
- ADHA **does not** send out email invitations

Room Set-Up:

☐ Conference ☐ Theater ☐ Rounds ☐ Classroom ☐ Reception ☐ Other

Food and Beverage Requirements:

☐ Breakfast ☐ Lunch ☐ Dinner ☐ Reception ☐ Meeting Only

AV Needs:

☐ Screen ☐ LCD Projector ☒ Easel (qty) _____ ☐ Internet (qty) _____
☐ Flip Chart w/ Markers (qty) _____ ☐ Phone Line (qty) _____

Preferred Venue:

☐ Omni ☐ Convention Center

Contact & Payment Information

Total Fee for Meeting Room Fee: _____

Organization Name: _____ Booth #: _____

Contact Full Name: _____

Payment type: ☐ Visa ☐ American Express ☐ Mastercard ☐ Check

Credit Card #: _____ CVV# _____ Exp. Date _____

Phone: _____ Email: _____

Submit form to Leah Johnson via email: leahj@adha.net

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