



**95TH ANNUAL
CONFERENCE**
JUNE 20-23, 2018 CONFERENCE
JUNE 23-25, 2018 BUSINESS MEETINGS
COLUMBUS, OH
LEARN • ENGAGE • ADVANCE



AMERICAN DENTAL HYGIENISTS' ASSOCIATION AFFILIATE GROUP 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 an ADHA 2018 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 Tuesday, June 19 – Saturday, June 23 from 6:00am – 6:00pm.

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

Below are the authorized hours for events.

Wednesday, June 20 – 6:00pm Start Time – 9:30pm End Time
Thursday, June 21 – 5:30pm Start Time – 8:00pm End Time
Friday, June 22 – 5:30pm Start Time – 7:30pm End Time
Saturday, June 23 – 8:00pm Start Time - 10:pm End Time



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Function Name: _____

Date: _____ **Start Time of Event:** _____ **End Time of Event:** _____

Estimated Number of Attendees _____ **(maximum):** _____

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
- Utilize ADHA's Facebook page to market your event. Like 'ADHA' and post details about 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:

Hyatt Regency Hilton

Contact Information

Organization Name: _____ **Booth #:** _____

Contact Full Name: _____

Phone: _____ **Email:** _____

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

Questions can be directed to Leah Johnson, Senior Manager of Meetings & Conventions
 Phone: (312) 440-8903 Email: leahj@adha.net