



## The American Health Quality Association's *Meeting Space Management Guidelines*

All meeting space needed for functions during the 2003 Technical Conference must be arranged through the American Health Quality Association's (AHQA) Department of Education and Development. A completed request for space must be submitted to the Meeting Planner in order to be considered for space. The Meeting Planner is the only individual authorized to approve assignment of meeting space in the conference hotel. Assignment of space is based on the date the form is received-- ***all forms are accepted on a first come, first serve basis.*** All requests for meeting rooms must be submitted by December 6, 2002.

Meeting space is only available to individuals or organizations attending the conference. AHQA is *not* responsible for any financial obligations that result from your function(s) including audio-visual, food & beverage, special room set-up, etc. Refer to the details below on how to proceed with your request.

1. All requests for meeting space must be submitted in writing on the "Meeting Management Information Sheet." A minimal service charge of \$20 is required if you would like your meeting listed in the conference program and signage to be posted. Forward your completed form(s) and any required payments as soon as possible to **Attention: Jacqueline Osborne, Meeting Planner, AHQA fax 202-331-9334** or via email [josborne@ahqa.org](mailto:josborne@ahqa.org).
2. Once your form has been processed, you will receive notification from AHQA indicating your room assignment and your designated hotel contact. All requests for audio-visual, food and beverage, room set-up, etc. will be handled by your hotel contact, not AHQA.
3. The AHQA Meeting Planner is the only individual authorized to make changes in room assignments. The hotel will not make any changes unless they receive prior approval from AHQA.
4. The hotel will contact you with all of the necessary paperwork AND to arrange final payment for your requests (audio visual, food and beverage, etc.), ***not*** AHQA.
5. The hotel will require full payment for all services one-week prior to your event.
6. If the hotel does not receive payment in full before the event(s), the hotel will notify AHQA. The AHQA Meeting Planner will notify the designated contact for the meeting that the function(s) will be canceled unless payment is received immediately, ***no exceptions.***



# AHQA Meeting Management Information Sheet

Return Completed Form by  
 December 6, 2002 to:  
**Attn: Jacqueline Osborne**  
 Fax: 202-331-9334  
 Email: jsoborne@ahqa.org

## 1. Contact Information

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Reserved by: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Functions Begins (time): \_\_\_\_\_

Function Ends (time): \_\_\_\_\_

## Room Assigned:

\_\_\_\_\_

## 2. Room Set Up (please check one):

- Theatre
- Schoolroom
- Rounds of 8
- U Shape
- Conference
- Hollow Square
- Rounds of 10
- Reception

Speaker Table to Seat \_\_\_\_\_

## 3. Number of Microphones Required

Floor Lectern with microphone \_\_\_\_\_

Table Lectern with microphone \_\_\_\_\_

Lavaliere \_\_\_\_\_

Aisle \_\_\_\_\_

Table \_\_\_\_\_

## 4. Audio Visual Equipment Required

- Data Projector (LCD)
- 35mm Slide & Screen
- Overhead Projector & Screen
- Laser Pointer

\_\_\_\_\_ 6' Tables

\_\_\_\_\_ Easels

\_\_\_\_\_ Pads/Pencils

\_\_\_\_\_ Flip Charts w/Markers

\_\_\_\_\_ Corkboard/Chalkboard

\_\_\_\_\_ Ice water/glasses

## 5. Other Equipment Required

6. Number of people guaranteed \_\_\_\_\_

## 7. Meeting Listed in Conference Program and Signage Provided

- \$20 *payment must accompany form*

8. List all food and beverage and time to be served:

## 9. Comments