



94TH ANNUAL CONFERENCE

JUNE 14-19, 2017 | JACKSONVILLE, FL

AMERICAN DENTAL HYGIENISTS' ASSOCIATION 2017 AFFILIATE GROUP REQUEST FOR MEETING SPACE

ADHA will be hosting the 94th Annual Conference in Jacksonville, June 14-19, 2017. This is a great opportunity to have your class reunion gathering or other organization event.

There is limited space availability at the headquarters hotel or the convention center.

Please complete your request for meeting space on or before **Friday, January 27, 2017** and return to corinne@adha.net. ADHA will review the meeting space request and will notify you of available space. Note: Functions cannot compete with ADHA Plenary Sessions, Exhibits, CE Sessions or ADHA hosted events

ADHA will make every effort to accommodate your requests; however, due to space limitations, we may not be able to fulfill your request exactly as you submit it.

Attached is a preliminary schedule of events for your reference.

Full Name of Organization: _____

Name of Event: _____

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
- Utilize ADHA's Facebook page to market your event. Like 'ADHA' and post details about your event
- ADHA **does not** send out email invitations or provide attendee contact information. The promotion of your event is managed through your organization.

Contact Full Name: _____

Company/School Name: _____

Address: _____

Phone: _____

Email: _____



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

Requested Room Set-Up:

Theater

U-Shape

Hollow Square

Conference

Rounds

Reception

Classroom

Food and Beverage Requirements:

Other Requirements:



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Please select a minimum of 3 date/time choices you would like to host your reception. Your reception date/ and time slot will be determined based on when your request as been received along with space availability.

Wednesday, June 14 – 5:00pm Start Time

Wednesday, June 14 – 5:30pm Start Time

Thursday, June 15 – 5:30pm Start Time

Thursday, June 15 - 6:00pm Start Time

Friday, June 16* – 5:30pm Start Time

*Note – ADHA’s Institute for Oral Health/President’s Reception begins at 7:30pm

Saturday, June 17 – 7:30pm Start Time

Saturday, June 17 – 8:00pm Start Time

Indicate how long your event will last:

1 hour 1 ½ Hours 2 Hours 2 ½ Hours 3 hours

Indicate if you need extra setup time for your event, describe below:

Submit form to Dawn Amaskane via email: corinnez@adha.net
ADHA will be in contact with you by April 2017