

# Symposia Frequently Asked Questions

## What is the cost for Function Space?

Business Functions are \$1,250 per event/day. ASHP does not charge a fee for Social Functions. Organizations may incur a charge from the hotel for food and beverage, audio visual, and/or the meeting room.

## What is my ASHP Customer ID number?

Your ID number is simply your member, subscriber or customer number. If you have not purchased anything from the ASHP shopping cart before, you do not have an ASHP Customer ID. You will be given one as you proceed with your purchase. Please make sure to note this number along with the password you created. You will need this information to access or make any changes to your Symposia.

## What is my confirmation number?

If you are requesting space for a Social function, you will be given a confirmation number when your request is submitted. Please make sure to note this information, as you will need it to access or make any changes to your Social Function request.

## What is the difference between Midday Symposia and a Symposium?

	Midday Symposia	Symposium
Location	Sessions will be held in meeting rooms at the Venetian Hotels	Sessions will be held in meeting rooms at official Midyear hotels.
Schedule	Sessions will be conducted Monday - Wednesday during midday hours. Time is allocated in two hour time blocks. Sessions are scheduled 11:30 a.m to 1:30 p.m. each day.	<p>Sessions will be conducted Saturday-Thursday during times that do not conflict with ASHP programming and exhibits.</p> <p><i>Permissible Times:</i> Saturday and Sunday (anytime)</p> <p><i>Morning programs</i> Monday (anytime before 8:45 a.m.) Tuesday-Thursday (anytime before 7:45 a.m.). All programs must conclude by 7:45 a.m.</p> <p><i>Evening programs</i> Monday-Tuesday (anytime after 5:30 p.m.). We recommend a 5:30 p.m. start time, as ASHP sessions do not conclude until 5:00</p>

Cost	\$12,000 (2 hr. minimum)	p.m. \$5,000 /per hour (1 hr. minimum)
Food/Beverage, Audiovisual and Meeting Room	Meeting rooms will be set classroom style or a combination of classroom and theater style for approximately 288 people. Room set up may not be changed. ASHP will provide a speaker's table and chairs and registration table with 2 chairs. ASHP will also provide a lavalier microphone at lectern, appropriate size screen, and an extension cord at the registration table. Additional equipment must be ordered and provided at sponsor's expense. Companies may purchase and provide box lunches and soft drinks to attendees at the conclusion of the session.	Supporters must make their own arrangements for food and beverage and/or audio visual equipment directly with the hotel after space has been assigned and must be provided at the sponsor's expense. Food and beverage, audiovisual and meeting room rental fees are separate charges that will be provided at the supporter's expense.

**What's the publication deadline for Symposia? Midday Symposia?**

All applications received by August XX will be published in the program information in the October 15 issue of the AJHP. All applications received by September 7 will be published in the program book. Business and Social Functions will be published in the News & Views, distributed on site Sunday-Thursday. Midday Symposia will be listed in the onsite program book.

**What is the final deadline for all applications?**

November 20 is the FINAL deadline to submit applications (Midday Symposia, Symposia and all Function Space).

**How will I know if my request has been approved?**

If you are requesting space for a Symposium or Function, you will be contacted directly by the hotel. You will receive immediate confirmation online for a Midday Symposia. You can also view the status of your event by using your Customer ID number (Symposia, Midday Symposia and Business Function) or confirmation number (Social Function).

**How many people attend the symposia?**

This varies from program to program. ASHP does not handle the registration for industry-sponsored events and can't give exact numbers. Requests for space usually indicate an anticipated attendance from 100-500 people.

**How early can we open the doors to a Midday Symposium?**

Doors need to open at 10:45 a.m.