



Association Management Center
 8735 W. Higgins Road, Suite 300
 Chicago, IL 60631
 847/375-4838 PHONE
 877/375-6446 FAX

MEETING PROFILE:



CONTACT: Darlene W. Somers, CMP DES Taylor Thomas, CMP
 Director of Meetings Meetings Manager

ORGANIZATION PROFILE: APHON is the professional organization for pediatric hematology/oncology nurses and other pediatric hematology/oncology healthcare professionals. Its members are dedicated to promoting optimal nursing care for children, adolescents, and young adults with cancer and blood disorders, and their families. APHON provides the leadership and expertise to pediatric hematology/oncology nurses by defining and promoting the highest standards of practice and care to the pediatric, adolescent, and young adult communities. Approximately 3,600 members. Holds one annual meeting and two board meetings throughout the year.

SITE SELECTION: It is AMC's written policy to work closely with our regional sales office representative when booking any client meetings. Should you have any questions regarding our meetings, please contact your regional office. This will facilitate the optimal working relationship between our offices.

ROTATION PATTERN: West, East, Central

SELECTION PROCESS: Meetings department does research with regional sales representative. Recommendations are made to the board of directors, by the meetings department. Final decision is made by board.

SITE DECISION: Made approximately 3 years out.

EXHIBIT SPACE REQUIRED: 60, 10 x 10 exhibit booths, 60 poster boards (4'x8' each), area must accommodate exhibits, posters, and the opening reception/breaks for the entire group, including a networking area & corporate showcase area – approximately 35,000 square feet. 12' minimum ceiling height with adequate lighting.

ANNUAL CONFERENCE SITES

2012	October	Pittsburgh, PA	Westin/Convention Center	825pp
2013	September	Louisville, KY	Hyatt/Convention Center	800pp
2014	September	Portland, OR	DoubleTree/Convention Center	900pp
2015	September	Providence, RI	Omni/Convention Center	900pp
2016	October	Indianapolis, IN	Westin/Convention Center	900pp
2017	October	Palm Springs, CA	Renaissance/Convention Center	900pp
2018	September	Savannah, GA	Westin/Convention Center	1000pp
2019	September	San Jose, CA	Marriott/Convention Center	1000pp

REQUIRED (ESTIMATED) SLEEPING ROOM BLOCK

Monday	15
Tuesday	115
Wednesday	335
Thursday	410
Friday	390
Saturday	225
Sunday	30
Total	1520

MEETING SPACE REQUIREMENTS

MONDAY

24 hour hold	Staff Office	2000 sq ft, min
24 hour hold	A/V Storage	1000 sq ft, min

TUESDAY

24 hour hold	Staff Office	2000 sq ft, min
24 hour hold	AV Storage Room	1000 sq ft, min
24 hour hold	Registration Setup	Foyer space
Noon-9 pm	Board Meeting	16pp U-Shape, 2/6' w/perimeter seating

WEDNESDAY

24 hour hold	Staff Office	2000 sq ft, min
24 hour hold	AV Storage Room	1000 sq ft, min
8am-24 hour hold	Exhibit & Poster Setup	35,000 sq ft
24 hour hold	Registration Setup	Foyer space
8am-24 hour hold	Relaxation Room	2000 sq ft.
8am-24 hour hold	General Session Setup	1100pp (300 rounds, balance theatre)
8am-24 hour hold	Concurrent Sessions (6)	150-350pp ea , theatre (Precons)
12:30-1:30pm	Leadership Forum Lunch	75pp, rounds of 8
4-5pm	Industry Relations Council Reception	50pp, rounds & reception style

THURSDAY

24 hour hold	Staff Office	2000 sq ft, min
24 hour hold	AV Storage Room	1000 sq ft, min
24 hour hold	Exhibit & Poster Setup	35,000 sq ft
24 hour hold	Registration Setup	Foyer space
24 hour hold	Relaxation Room	2000 sq ft.
24 hour hold	General Session	1100pp (300 rounds, balance theatre)
24 hour hold	Committee Rooms (2)	20pp conference, 2 per 6 ft.
24 hour hold	Concurrent Sessions (6)	150-350pp ea , theatre (Precons)
Noon-1pm	Chapter Presidents' Lunch	50pp, rounds of 8
24 hour hold	Concurrent Sessions (6)	150-350pp ea , theatre
5:15-5:45pm	Newcomers' Welcome Reception	120pp, rounds of 8
5:15-7:45pm	Reception w/Exhibits & Posters	750pp flow (in exhibit hall)
7:45-9:15pm	President's Reception	75pp flow

FRIDAY

24 hour hold	Staff Office	2000 sq ft, min
24 hour hold	AV Storage Room	1000 sq ft, min
24 hour hold	Registration Setup	Foyer space
24 hour hold	Relaxation Room	2000 sq ft
24 hour hold	General Session	1100pp (300 rounds, balance theatre)
24 hour hold	Committee Rooms (4)	20pp conference, 2 per 6 ft.
24 hour hold	Exhibits/Posters	35,000 sq ft
7:30-9am	Continental Breakfast in Exh. Hall	500pp flow
7:30-9am	Editorial Board Breakfast	16pp Hollow square, 2 per 6 ft.
24 hour hold	Concurrent Sessions (6)	150-350pp ea , theatre
11:30am-12:30pm	Annual Bus.Mtg. & Awards Luncheon	General Session room
3-4pm	Refreshment break in Exhibit Hall	700pp flow
4-7pm	Exhibit Teardown	

SATURDAY

24 hour-7pm	Staff Office	2000 sq ft, min
24 hour-7pm	AV Storage Room	1000 sq ft, min
24 hour-5pm	Committee Rooms (2)	20pp conference, 2 per 6 ft.
24 hour-5pm	Registration	
14 hour-5pm	Relaxation Room	2000 sq ft
24 hour-5pm	General Session/CPON Breakfast	1100pp (300 rounds, balance theatre)
7-9am	Posters Open	60 posters (4'x8')
8am-5pm	Concurrent Sessions (6)	150-350pp ea, theatre
12:30-2pm	Luncheon Symposium (if sponsored)	

ADDITIONAL REQUIREMENTS:

- One complimentary, two-bedroom presidential suite for President of APHON (Monday-Sunday) with complimentary internet access and welcome amenity.
- One complimentary one-bedroom suite for Conference Chair (Tuesday-Sunday) with complimentary internet access and welcome amenity.
- One complimentary one-bedroom suite for Executive Director (Monday-Sunday) with complimentary internet access and welcome amenity.
- Two, complimentary sleeping rooms for past conference chair and next year's conference chair (Tuesday-Sunday) with complimentary internet access (over and above 1/40 comps).
- 50% off convention rate for 15 staff members/speakers
- 10 complimentary upgrades for board members.
- 1 per 40 comps on a cumulative basis.
- Complimentary access to fitness center.
- Complimentary wireless internet in guest rooms.
- Complimentary wireless internet for all attendees in all meeting space at no less than 2.5 mb/s (approx 900 users)
- Complimentary receiving of one pallet of conference materials
- Complimentary limo runs between hotel and airport (number of runs to be negotiated)
- Staff and AV offices (700-1000 sq. ft.) on a 24-hour basis (Monday-Saturday)