

MEETING PROFILE:



CONTACTS: Kari Messenger
 Meetings Manager

Whitnie Andrews
 Meetings Administrator

ORGANIZATION PROFILE: An international organization of professional nurses who believe that the rehabilitation nurse is an expert in providing care to individuals and groups with actual or potential disabilities. Rehabilitation nurses provide comfort and therapy, promote health-conductive adjustments, support adaptive capabilities, and promote achievable independence. Have developed a certification program. Publishes a monthly newsletter, and a bimonthly journal. Approximately 8,000 members. Holds one annual meeting, three board meetings, and various seminars 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: NA

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 2-3 years out at annual conference.

EXHIBIT SPACE REQUIRED: 30,000 to 40,000 square feet

ANNUAL CONFERENCE SITES

2005	Oct	Palm Springs, CA	Wyndham Palm Springs & Palm Springs Convention Center
2006	Oct	Chicago, IL	Palm House Hilton
2007	Oct	Washington, DC	Hilton Washington
2008	Oct	San Francisco, CA	San Francisco Marriott
2009	Oct	Albuquerque, NM	Albuquerque Convention Center & Hyatt Albuquerque
2010	Oct	Orlando, FL	Rosen Shingle Creek
2011	Oct	Las Vegas, NV	Rio all Suite Hotel & Casino
2012	OCT	NASHVILLE, TN	NASHVILLE CONVENTION CENTER & RENAISSANCE NASHVILLE
2013	OCT	CHARLOTTE, NC	CHARLOTTE CONVENTION CENTER AND THE WESTIN CHARLOTTE
2014	OCT	ANAHEIM, CA	DISNEYLAND HOTEL

2015	OCT	NEW ORLEANS, LA	HYATT REGENCY NEW ORLEANS
2016	SEPT	PHILADELPHIA, PA	PHILADELPHIA MARRIOTT DOWNTOWN
2017	NOV	SEATTLE, WA	WASHINGTON STATE CONVENTION CENTER & SHERATON SEATTLE
2018	OCT	WEST PALM BEACH, FL	WEST PALM BEACH CONVENTION CENTER & HILTON WEST PALM BEACH
2019	NOV	MEMPHIS, TN	MEMPHIS COOK CONVENTION CENTER & SHERATON MEMPHIS DOWNTOWN
2020	OCT	SAN ANTONINO, TX	MARRIOTT SAN ANTONINO RIVER CENTER

REQUIRED SLEEPING ROOM BLOCK

Monday	40
Tuesday	225
Wednesday	480
Thursday	480
Friday	420
Saturday	200
Sunday	10
Total	1855

MEETING SPACE REQUIREMENTS

MONDAY

8am-24 hours	Staff Office (1,000 square feet)	
8am-24 hours	AV Office	
8am-24 hours	Registration	
	• 5 registration counters.	
5-7 pm	Board Orientation with Dinner	15-20pp, U Shape, 2 per 6ft

TUESDAY

24 hours	AV Office	
24 hours	Staff Office	
24 hours	Registration	
8am-24 hours	Exhibit Decorator Set-Up	
8am-5pm	ARN Board Meeting	25pp, U shape, 2 per 6ft
	• Continental breakfast & AM/PM Breaks.	
	• Need separate room for lunch.	
6pm	Board Dinner (Presidents Suite or similar at Hotel)	

WEDNESDAY

24 hours	AV Office	
24 hours	Staff Office	
24 hours	Exhibits & Posters	
24 hours	Registration	
7am-24 hours	2 Committee Meeting Rooms	20-25pp conference
24 hours	Exhibits & Posters	
7am-5pm	5 Preconference Workshops	75 to 100pp classroom each
8am-24 hours	General Session Set Up	800 theater (plus enough room for staging and rear screen projection)
4:30-7pm	Welcome Reception with Exhibits & Posters	600pp flow

THURSDAY

24 hours	AV Office	
24 hours	Staff Office	
24 hours	2 Committee Meeting Rooms	
24 hours	Exhibits & Posters	
	• Continental Breakfast, AM/PM Breaks & Cash Sales Lunch	
24 hours	General Session	
24 hours	Registration	
8am-24 hours	5 Concurrent Sessions	200 to 350pp theatre
4-8pm	Exhibitor Move out	
6-7:30 pm	Presidents Reception	75 to 100pp flow

FRIDAY

24 hours
24 hours

AV Office
Staff Office

24 hours
24 hours
24 hours

2 Committee Meeting Rooms
General Session
Registration
• Continental breakfast in foyer or similar area

24 hours
12-24hours

5 Concurrent Sessions
6 SIG Meetings
50 to 100pp theatre

SATURDAY

24 hour-7pm
24 hour-7pm
24 hour-7pm
24 hour-7pm
24 hour-7pm

AV Office
Staff Office
2 Committee Meeting Rooms
General Session
Registration
• Continental breakfast in foyer or similar area

24 hours-7pm
24 hours – 7pm

6 SIG Meetings
5 Concurrent Sessions
50 to 100pp theatre
150 to 250pp theatre

ADDITIONAL REQUIREMENTS:

- One complimentary two-bedroom suite for President of ARN (Monday-Sunday) with complimentary internet access & welcome amenity.
- One complimentary one-bedroom suite for President-Elect of ARN (Monday-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.
- 20 upgrades for board members with complimentary internet access and welcome amenity.
- 20 rooms complimentary 50% off convention rate for staff.
- Complimentary internet in guest rooms book within group block.
- 6 Complimentary limo runs between hotel and airport.
- 1/40 comps.
- 2 complimentary room nights for site visit.
- 1 complimentary room drop for entire block.
- Complimentary access to hotel fitness center.
- Complimentary wireless in registration area and general session room for conference attendees.

updated 9/26/18 - klm