



**Association Management Center**  
8735 W. Higgins Ste 300  
Chicago, IL 60631

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## Meeting Profile:



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<b>CONTACT:</b>	Kari Messenger Meetings Manager	Bri Harmon Meetings Administrator
<b>ORGANIZATION PROFILE:</b>	ASBH is a multidisciplinary organization open to healthcare professionals, teachers, consultants, and others who have an interest in the field of clinical and academic bioethics and the health-related humanities.	
<b>SITE SELECTION:</b>	It is AMC's written policy to work closely with our national 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.	
<b>ROTATION PATTERN:</b>	There is no rotation pattern at this time.	
<b>SELECTION PROCESS:</b>	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.	
<b>SITE DECISION:</b>	Made approximately 3 years out.	
<b>EXHIBIT SPACE REQUIRED:</b>	Approx. 25K gross sq ft. Area must accommodate exhibits, posters and the opening reception/breaks for the entire group.	

**REQUIRED SLEEPING ROOM BLOCK**

Tuesday	50
Wednesday	350
Thursday	550
Friday	500
Saturday	450
Sunday	25
<b>Total</b>	<b>1875</b>

\*ADA compliant rooms will be requested.

**HISTORY**

Oct 27-31, 1999, Philadelphia Wyndham  
 Oct 26-29, 2000, Salt Lake City Sheraton  
 Oct 25-28, 2001, Renaissance Nashville  
 Oct 24-27, 2002, Wyndham Baltimore  
 Oct 23-26, 2003, Wyndham Montreal  
 Oct 28-31, 2004, Philadelphia Marriott  
 Oct 20-23, 2005, Omni Shoreham  
 Oct 26-29, 2006, Denver Marriott  
 Oct 18-21, 2007, Renaissance Washington DC  
 Oct. 21-26, 2008, Renaissance Cleveland  
 Oct. 15-18, 2009, Hyatt Regency Capitol Hill, Washington, DC  
 Oct. 20-23, 2010 Hilton San Diego, CA  
 Oct. 13-16, 2011 Hyatt Regency Minneapolis  
 Oct. 18-21, 2012 Hyatt Regency Capitol Hill, Washington, DC  
 Oct. 24-27, 2013 Hilton Atlanta, Atlanta, GA  
 Oct. 16-19, 2014 Hilton San Diego, CA  
 Oct. 22-25, 2015 Hilton America's Houston, TX  
 Oct. 6-9, 2016 Hyatt Regency Capitol Hill, Washington, DC  
 Oct. 20-22, 2017 Sheraton Kansas City Hotel at Crown Center, KC, MO  
 Oct. 18-21, 2018 Disneyland Hotel, Anaheim, CA  
 Oct. 24-27, 2019 David L. Lawrence Convention Center, Pittsburgh, PA  
 Oct. 15-18, 2020 Baltimore Marriott Waterfront  
 Oct. 14-17, 2021 JW Marriott Indianapolis

**MEETING SPACE REQUIREMENTS****TUESDAY**

Noon-24 hours Staff Office  
 Noon-24 hours AV Office

**WEDNESDAY**

24 hours Staff Office  
 24 hours AV Office  
 7am-5pm Committee Room (3) 20pp Hollow Square each  
 10am-8pm Board Meeting 20pp U Shape  
 10am-24 hours Registration Setup  
 Noon-24 hours Speaker Ready Room  
 7am-24 hours General Session Room 1200pp theater  
 Noon-24 hours Exhibits/Poster Setup 25k sq ft minimum

**THURSDAY**

24 hours Registration  
 24 hours Staff Office  
 24 hours AV Office  
 24 hours Speaker Ready Room  
 24 hours General Session Room 1200pp theater  
 7am-12pm Preconference Workshops (10 rooms) 2 at 200pp theatre, 8 at 100pp theater  
 7am-5pm Committee Room (3) 20pp Hollow Square each  
 10-10:30am Coffee Break 250pp  
 24 hours Exhibits/Poster Setup 25k sq ft minimum  
 Noon -24 hours Concurrent Sessions (14): General Session Room, 3 @ 200pp theatre, 10 @ 100pp theater  
 2:30-3pm Coffee/Soda Break 750pp  
 7-8:30pm Reception in Exhibit/poster room 800pp

**FRIDAY**

24 hours Registration  
 24 hours Staff Office  
 24 hours AV Office  
 24 hours Speaker Ready Room  
 24 hours Exhibits/Poster area  
 24 hours General Session Room 1200pp theater  
 24 hours Concurrent Sessions (14): General Session Room, 3 @ 200pp theatre, 10 @ 100pp theater  
 7am-5pm Committee Rooms (3) 20pp Hollow Square each  
 7:30-9am Continental Breakfast 750pp  
 7:30-9am Meet the Professor Breakfast 150pp rounds (inside GS room ok)

10-10:30am	Coffee/Soda Break	750pp
Noon-1:45pm	Lunch on own	
3:30-4pm	Coffee/Soda Break	800pp
6-7pm	Student/New Member Reception	100pp reception

### **SATURDAY**

24 hours	Registration	
24 hours	Staff Office	
24 hours	AV Office	
24 hours	Speaker Ready Room	
24 hours	Exhibits/Poster area	
24 hours	General Session Room	1200pp theater
24 hours	Concurrent Sessions (14): General Session Room, 3 @ 200pp theatre, 10 @ 100pp theater	
7am-5pm	Committee Rooms (3)	20pp Hollow Square each
7:30-9am	Continental Breakfast	800pp
10-10:15am	Coffee/Soda Break	800pp
Noon-1pm	Lunch on own	
4-4:15pm	Coffee/Soda Break	800pp
5pm	Exhibits/Poster tear down	

### **SUNDAY\*\* THIS DAY MAY BE REMOVED**

24 hours-4pm	Registration	
24 hours	Staff Office	
24 hours	AV Office	
24 hours-4pm	General Session Room	1200pp theater
24 hours-4pm	Concurrent Sessions (14): General Session Room, 3 @ 200pp theatre, 10 @ 100pp theater	
7am-4pm	Committee Rooms (3)	20pp Hollow Square each
7:30-9am	Continental Breakfast	600pp

**\*\*All conference or schoolroom sets should be 2 people per 6ft table\*\***

### **Requested Concessions:**

- (1) complimentary 2 bedroom suite w/ complimentary internet access for President, Tuesday thru Sunday
- (3) 1 bedroom suites for conference chairs at conference rate w/ complimentary internet access Tuesday thru Sunday.
- (5) Staff/Speaker rooms at half- off conference rate w/ complimentary internet access
- (20) Board upgrades to concierge level at conference rate, complimentary welcome amenity, & complimentary internet access
- (2) complimentary sleeping rooms for future site visit
- 1/40 comps
- Complimentary access to hotel fitness center
- Complimentary wireless internet in all meeting space for conference attendees
- Complimentary wireless internet access for sleeping rooms
- 10% commission

### **Additional Requirements:**

- Meeting space with general session, exhibits, and breakout space all in close proximity with additional space just on level above or below.
- Downtown properties with nearby attractions and restaurants. Resort properties not preferred.
- Emphasis on accessibility for all attendees and ADA compliance or better. This is a top priority for ASBH.
- Importance on affordability of technology, specifically wireless internet for attendees, both in guest rooms as well as meeting space (see above requested concessions).
- Sustainability at the property is important. Future properties must have recycling programs and bins throughout the venue so attendees are able to recycle.

Updated: 3/19/2018