



ASSOCIATION MANAGEMENT CENTER
 8735 W. HIGGINS ROAD, SUITE 300
 CHICAGO, IL 60631



MEETING PROFILE:

CONTACTS: Vanessa Mobley Senior Meetings Manager Brianna Harmon Meetings Coordinator

ORGANIZATION PROFILE: The International Transplant Nurses Society was founded in 1992 as a non-profit organization, to promote the education and clinical practice excellence of nurses who are interested in and participate in the care of solid organ transplant patients. Over the years, ITNS has continued to provide nurses -- skilled in transplantation -- with many opportunities to share their expertise with national and international peers, and receive recognition for their knowledge and scholarly pursuits.

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: None

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.

EXHIBIT SPACE: Move in on either Tues/Weds OR Weds/Thurs (15,000 sq ft of exhibits and posters, combined)

ANNUAL CONFERENCE SITES

1999	September 9 – 11	Toronto, Ontario Canada	300pp	The Toronto Marriott at Eaton Centre
2000	September 7 – 10	Las Vegas, Nevada	300pp	Flamingo Hilton Las Vegas
2001	August 29 – September 1	Cambridge England, United Kingdom	200pp	Churchill College
2002	September 18 – 21	Pittsburgh, Pennsylvania	400pp	Westin Convention Center Hotel
2003	October 2 – 4	Scottsdale, Arizona	300pp	Doubletree @ Paradise Valley
2004	October 14 – 16	Vancouver, British Columbia Canada	400pp	The Fairmont Hotel Vancouver
2005	September 24 – 25	Orlando, Florida	400pp	Caribe Royale Resort and Conference Center
2006	October 5 – 7	Rotterdam, The Netherlands	300pp	Rotterdam Hilton with Beurs World Trade Center
2007	October 4 – 6	Denver, Colorado	400pp	Adam’s Mark Hotel
2008	September 25 – 27	St. Louis, Missouri	400pp	Millennium Hotel

2009	September 24 – 26	Montreal, Quebec Canada	300pp	Hilton Montreal Bonaventure
2010	October 28 – 30	Minneapolis, Minnesota	300 pp	Sheraton Bloomington
2011	September 15 – 17	Goteborg, Sweden	300pp	Elite Hotel
2012	October 21-23	Seattle, WA	300pp	Westin Seattle
2013	September 20-23	Arlington, VA	300pp	Hyatt Regency Crystal City
2014	September 25-29	Houston, TX	300pp	JW Marriott Houston
2015	June 12-14	Rosemont, IL	300pp	Hyatt Regency O'Hare
2016	October 14-16	Pittsburgh, PA	300pp	Westin Pittsburgh
2017	June 24-26	Orlando, FL	300pp	Hilton Orlando Buena Vista Palace
2018	June 29-July 1	Berlin, Germany		Swissotel Berlin
2018	September 28-30	Chicago, IL		Hilton Rosemont Chicago O'Hare

REQUIRED SLEEPING ROOM BLOCK:

Monday	5
Tuesday	20
Wednesday	50
Thursday	175
Friday	200
Saturday	200
Sunday	115
Monday	5
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	770

MEETING SPACE REQUIREMENTS

WEDNESDAY

7am-Midnight	AV Office	800 SQ FT
7am-Midnight	Speaker Ready Room	800 SQ FT
7am-Midnight	Staff Office	(800 square feet)
7am	Exhibits Move-in	(15,000 sq ft exhibits, posters)
11am-Midnight	Registration & Cyber Café Setup < 2 Registration tables, 3 cyber café stations	
Noon-5pm	Board Orientation < Lunch & PM Break	20pp hollow square
Noon – midnight	General Session Set-up	325pp ½ Crescent Rounds/ Schoolroom
Noon – midnight	Pre-Con Set-up (To be held in the largest breakout room)	100pp schoolroom each

THURSDAY

24 hours	AV Office	800 SQ FT
24 hours	Speaker Ready Room	800 SQ FT
24 hours	Staff Office	800 SQ FT
24 hours	Exhibits Move-in	(15,000 sq ft exhibits, posters)
24 hours	Registration & Cyber Café Setup < 2 Registration tables, 3 cyber café stations	
7am – midnight	Committee room	1000 sq ft
8am – 5pm	Board Meeting < Breakfast, Lunch, AM & PM Breaks	20pp hollow square
8AM-5PM	PRE-CON #1 (GENERAL SESSION ROOM)	325pp ½ Crescent Rounds/ Schoolroom
8AM-5PM	PRE-CON #2 (BREAK OUT ROOM)	100pp schoolroom each
Noon – midnight	2 ADDITIONAL BREAKOUT ROOM MOVE-IN	100pp schoolroom each
4 pm -8pm	Welcome Reception	200pp rounds

FRIDAY

24 hours	AV Office	100pp schoolroom each
24 hours	Speaker Ready Room	
24 hours	Staff Office	
24 hours	Exhibit Hall	15,000 sq ft
	< Continental Breakfast, lunch, AM and PM Breaks	
24 hours	Registration	
24 hours	3 concurrent session rooms	100pp schoolroom each
24 hours	Speaker Ready Room	
24 hours	Staff Office	
24 hours	Exhibit Hall	15,000 sq ft
	< Continental Breakfast, lunch, AM and PM Breaks, PM reception	
24 hours	Committee room	1000 sq ft
24 hours	General Session	300pp Schoolroom
24 hours	3 concurrent session rooms	100pp schoolroom each

SATURDAY

24 hours	AV Office	
24 hours	Speaker Ready Room	
24 hours	Staff Office	
Midnight-11:59pm	Exhibit Hall	
	< Continental Breakfast, lunch, AM break	
24 hours	Committee room	1000 sq ft
24 hours	Registration	
24 hours	General Session	300pp Schoolroom
24 hours	3 concurrent session rooms	100pp schoolroom each

SUNDAY

24 hours-7pm	AV Office	
24 hours-7pm	Speaker Ready Room	
24 hours-7pm	Staff Office	
24 hours-7pm	Committee room	1000 sq ft
24 hours-7pm	Registration	
24 hours-7pm	General Session Set-up	300pp Schoolroom
	< Morning session 8-12noon	
	< Afternoon session 3:30 – 5pm	
24 hours-7pm	3 concurrent session rooms	100pp schoolroom each

ADDITIONAL REQUIREMENTS:

- < One complimentary Presidential Suite for President of ITNS (Monday-Sunday).
- < One complimentary junior suite for ITNS President-Elect (Monday-Sunday).
- < 5 staff rooms at 50% conference rate.
- < 10 board upgrades at conference rate.
- < 3 round trip limo runs to/from airport.
- < Daily complimentary internet in guest rooms
- < Daily complimentary internet in meeting space (for social use, not for live streaming)
- < Daily complimentary health club use for ITNS board and staff
- < Rates will be 10% commissionable to ITNS