



## **2018 Convention Requirements**

### **Rooms: 35 – 45 Guests Expected**

3 Nights accommodations – Single and Double Occupancy Rooms

25 - 30 Rooms per night – Total 90 - 100 Rooms Nights

2 Days - Pre & Post Convention rooms

Days of Week: Thursday, Friday, Saturday or Sunday, Monday, Tuesday

Internet Access in Rooms

Preferred dates April, May, June 2018

### **Meeting Space:**

Requirements: Internet Access, Projector Screens, and Banners Displayed

#### **Day 1 – 12 Noon – 6 PM**

Board Room up to 10 People

Meeting Room- Classroom Set Up – up to 25 People

#### **Day 2 - All Rooms Available – 8AM - 6 PM**

Meeting Room # 1 – General Session – up to 60 People

Meeting Room # 2 – Break Out # 1 – Up to 30 People

Meeting Room # 3 – Break Out # 2 – Up to 20 People

#### **Day 3 - All Rooms Available – 8AM - 6 PM**

Meeting Room # 1 – General Session – up to 60 People

Meeting Room # 2 – Break Out # 1 – Up to 30 People

Meeting Room # 3 – Break Out # 2 – Up to 20 People



**Food & Cocktail Parties:**

NOTE: Optional to have some meals/events off Site

**Day 1**

Cocktail / Welcome Reception

**Day 2**

Breakfast

Lunch

Awards Dinner

**Day 3**

Breakfast

Lunch

Optional (Dinner or Event)