

APPENDIX GG: HOTEL MEETING/OTHER ROOM REQUIREMENTS

Day	Time	Event	User	Room Capacity	Room Set-up Style
Thursday	5:00 pm - all evening	Hospitality room	ERAPPA Board	30	Lounge
Friday	7:30 am - 5:00 pm	Meetings w/breakfast, lunch & breaks	ERAPPA Board	15 - 30	Boardroom
	6:00 pm - 10:00 pm	Dinner	ERAPPA Board, HC, Chapter Presidents, ERAPPA Committee Members	60	Round Tables
	All Day/Evening	Delegate Bag Stuffing	Host Committee	20 - 30	Boardroom
	All Day/Evening	Hospitality room	ERAPPA Board	30	Lounge
	All Day/Evening	Office	Host Committee	15	Boardroom
Saturday	8:00 am - 9:00 am	Breakfast	ERAPPA Board, HC, Chapter Presidents, ERAPPA Committee Members	50	Round Tables
	9:00 am - noon	ERAPPA Committee Meeting	Chapter Affairs/Presidents	10	Boardroom
	9:00 am - noon	ERAPPA Committee Meeting	Education	10	Boardroom
	9:00 am - noon	ERAPPA Committee Meeting	Membership	10	Boardroom
	9:00 am - noon	ERAPPA Committee Meeting	Technology & Communications	10	Boardroom
	10:15 am - 10:45 am	Break	HC, Chapter Presidents, ERAPPA Committee Members	50	Boardroom
	noon - 1:00 pm	Lunch	ERAPPA Board, HC, Chapter Presidents, ERAPPA Committee Members	50	Round Tables
	1:00 pm - 4:45 pm	Meeting	ERAPPA Board, Chapter Presidents, ERAPPA Committees	15 - 30	Boardroom
	5:30 pm - 7:30 pm	President's Reception	ERAPPA Board, HC, Chapter Presidents, ERAPPA Committee Members, Invited Guests	100	Reception
	7:00 am - 6:00 pm	Registration	ERAPPA Board, HC, Chapter Presidents, ERAPPA Committee Members, Spouses/Guests, Invited Guests	N/A	Service Desk
	All Day/Evening	Hospitality room	ERAPPA Board	30	Lounge
All Day/Evening	Office	Host Committee	15	Boardroom	

Day	Time	Event	User	Room Capacity	Room Set-up Style
Sunday	8:00 am - noon	Exhibit Hall	Host Committee	N/A	Booths
	noon - 4:00 pm	Exhibit Hall	Host Committee & Business Partners	N/A	Booths
	5:00 pm - 6:00 pm	First Time Attendees' Reception	ERAPPA Board, First Time Attendees	75	Reception
	6:00 pm - 8:00 pm	Exhibit Hall Opening Reception	Delegates & Business Partners	450	Booths/Reception *
	9:00 am - 8:00 pm	Registration	Delegates & Business Partners	N/A	Service Desk
	noon - 6:00 pm	Speaker Ready Room	Education Program	15	Boardroom
	All Day/Evening	Hospitality room	ERAPPA Board	30	Lounge
	All Day/Evening	Office	Host Committee	15	Boardroom
Monday	9:00 am - 5:00 pm	Exhibit Hall	Delegates & Business Partners	N/A	Booths/Reception
	6:45 am - 7:45 am	Breakfast	Delegates & Business Partners	500	Booths/Reception or Round Tables depending on location
	7:45 am - 9:15 am	Opening Remarks & Keynote Speaker	Delegates & Business Partners	500	Theatre or Round Tables
	9:15 am - 10:30 am	Break	Delegates & Business Partners	465	Booths/Reception
	10:30 am - 11:30 am	Session #1 - Track 1	Education Program	100 max	Theatre or Round Tables
		Session #1 - Track 2	Education Program	100 max	Theatre or Round Tables
		Session #1 - Track 3	Education Program	100 max	Theatre or Round Tables
		Session #1 - Track 4	Education Program	100 max	Theatre or Round Tables
		Session #1 - Track 5	Education Program	100 max	Theatre or Round Tables
	11:30 am - 1:30 pm	Lunch	Delegates & Business Partners	465	Booths/Reception
	1:30 pm - 2:30 pm	Session #2 - Track 1	Education Program	100 max	Theatre or Round Tables
		Session #2 - Track 2	Education Program	100 max	Theatre or Round Tables
		Session #2 - Track 3	Education Program	100 max	Theatre or Round Tables
		Session #2 - Track 4	Education Program	100 max	Theatre or Round Tables
		Session #2 - Track 5	Education Program	100 max	Theatre or Round Tables
	2:30 pm - 3:30 pm	Break	Delegates & Business Partners	150	Booths/Reception
	3:30 pm - 4:30 pm	Session #3 - Track 1	Education Program	100 max	Theatre or Round Tables
		Session #3 - Track 2	Education Program	100 max	Theatre or Round Tables
		Session #3 - Track 3	Education Program	100 max	Theatre or Round Tables
		Session #3 - Track 4	Education Program	100 max	Theatre or Round Tables
Session #3 - Track 5		Education Program	100 max	Theatre or Round Tables	
4:30 pm - 5:30 pm	Meetings **	Chapters	20	Theatre or Round Tables	
6:30 am - 6:00 pm	Registration	Delegates & Business Partners	N/A	Service Desk	
All Day/Evening	Speaker Ready Room	Education Program	15	Boardroom	
All Day/Evening	Hospitality room	ERAPPA Board	30	Lounge	
All Day/Evening	Office	Host Committee	15	Boardroom	

Day	Time	Event	User	Room Capacity	Room Set-up Style
Tuesday	6:45 am - 11:00 am	Exhibit Hall	Delegates & Business Partners	N/A	Booths/Reception
	6:45 am - 8:00 am	Breakfast	Delegates & Business Partners	500	Booths/Reception
	8:00 am - 9:15 am	Opening Remarks & Plenary Speaker	Delegates & Business Partners	500	Theatre or Round Tables
	9:15 am - 10:15 am	Session #4 - Track 1	Education Program	100 max	Theatre or Round Tables
		Session #4 - Track 2	Education Program	100 max	Theatre or Round Tables
		Session #4 - Track 3	Education Program	100 max	Theatre or Round Tables
		Session #4 - Track 4	Education Program	100 max	Theatre or Round Tables
		Session #4 - Track 5	Education Program	100 max	Theatre or Round Tables
	10:15 am - 11:00 am	Break	Delegates & Business Partners	300	Booths/Reception
	11:00 am - 4:00 pm	Exhit Hall	Host Committee & Busines Tear down	N/A	Booths/Reception
	11:00 pm - 12:00 pm	Session #5 - Track 1	Education Program	100 max	Theatre or Round Tables
		Session #5 - Track 2	Education Program	100 max	Theatre or Round Tables
		Session #5 - Track 3	Education Program	100 max	Theatre or Round Tables
		Session #5 - Track 4	Education Program	100 max	Theatre or Round Tables
		Session #5 - Track 5	Education Program	100 max	Theatre or Round Tables
	noon - 1:45 pm	Lunch & Annual Business Meeting	Delegates & Business Partners	350	Round Tables
	1:45 pm - 2:45 pm	Session #6 - Track 1	Education Program	100 max	Theatre or Round Tables
		Session #6 - Track 2	Education Program	100 max	Theatre or Round Tables
		Session #6 - Track 3	Education Program	100 max	Theatre or Round Tables
		Session #6 - Track 4	Education Program	100 max	Theatre or Round Tables
		Session #6 - Track 5	Education Program	100 max	Theatre or Round Tables
	2:45 pm - 3:15 pm	Break	Delegates & Business Partners	250	Reception
	3:15 pm - 4:15 pm	Session #7 - Track 1	Education Program	100 max	Theatre or Round Tables
		Session #7 - Track 2	Education Program	100 max	Theatre or Round Tables
		Session #7 - Track 3	Education Program	100 max	Theatre or Round Tables
		Session #7 - Track 4	Education Program	100 max	Theatre or Round Tables
		Session #7 - Track 5	Education Program	100 max	Theatre or Round Tables
5:45 pm - 6:45 pm	Awards Reception	Delegates & Business Partners	340	Reception	
6:45 pm - midnight	Awards Presentations and Banquet ***	Delegates & Business Partners	340	Round Tables	
6:30 am - 4:30 pm	Registration	Delegates & Business Partners	N/A	Service Desk	
All Day/Evening	Speaker Ready Room	Education Program	15	Boardroom	
All Day/Evening	Hospitality room	ERAPPA Board	30	Lounge	
All Day/Evening	Office	Host Committee	15	Boardroom	

Day	Time	Event	User	Room Capacity	Room Set-up Style
Wednesday	7:00 am - 10:00 am	Breakfast	Delegates & Business Partners	275	Round Tables
	8:00 am - 9:00 am	Breakfast	Board	20	Reception
	9:00 am - 11:00 am	Breakfast & Lessons Learned Meeting	ERAPPA Board, HC's	30	Boardroom
	11:00 am - 2:00 pm	Lunch & Meeting	ERAPPA Board	15	Boardroom
	All morning to noon	Office	Host Committee	15	Boardroom

Notes:

- * Meals/breaks in the Exhibit Hall when possible
 - ** Chapter meetings are optional and, if required, can take place in education session rooms
 - *** Usually in hotel but can be other locations pending HC planning
1. Times & room capacities are approximate and will vary annually, depending upon HC & ERAPPA Board planning req's
 2. Number of Education Tracks and Sessions will vary annually, depending on HC planning requirements
 3. Education Session room sizes and layout will vary depending on HC planning requirements and facility availability