



SHM Converge 2022 Affiliated Organization Event Space Information

The Society of Hospital Medicine (SHM) values each of its partners and encourages networking with SHM's Annual Conference attendees. SHM asks that affiliated organizations interested in hosting networking events, dinners, receptions, or similar hold their events outside of the prescribed SHM Converge educational schedule.

SHM encourages affiliated organizations to host an engaging event while onsite at the headquarters hotel. If your company is interested in hosting an event at the Music City Center and/or one of the SHM Converge contracted hotels, please review the below information.

AFFILIATE EVENT GUIDELINES

1. SHM requests that the event is hosted outside of the prescribed SHM Converge educational schedule. Suggested times during which to host your event are listed on this page for your convenience.
 - a. If your event is being held exclusively for employees of your organization, your company may host an event within the meeting schedule (i.e., exhibitor meeting, Expert Theater presentation review, etc.).
2. An affiliated organization Event Space Request Form should be submitted to Nyla Nicholson, Business Development Manager, for consideration and delegation of space at the Music City Center and/or one of the SHM Converge contracted hotels.
3. All affiliated organization Event Space Request Forms must be completed in full for consideration.
 - a. Please designate if you are looking for a meeting room, restaurant, or hospitality suite setting.
4. If space is designated at the Music City Center and/or one of the SHM Converge contracted hotels, the space may only be utilized by the submitting affiliate organization. The space cannot be passed to, or shared with, other organizations.
5. The affiliate organization will be held fully responsible for all financial charges associated with the meeting space designated to the organization (F&B, AV, etc.).
6. SHM asks that affiliate organizations utilize the preferred vendors for SHM Converge.
7. Focus groups and/or advisory boards must be arranged through Theresa Jones, Manager, Business Development.

SUGGESTED EVENT TIMES

Prior to Thursday, April 7, 2022

Anytime (limited space availability)

Thursday, April 7, 2022

6:00 – 8:00 a.m. and 5:30 – 11:00 p.m.

Friday, April 8, 2022

6:00 – 8:00 a.m. and 7:45 – 11:30 p.m.

Saturday, April 9, 2022

6:00 – 7:30 a.m. and 7:30 – 11:30 p.m.

Sunday, April 10, 2022

6:00 – 8:00 a.m. and 3:00 – 10:00 pm.

After Sunday, April 10, 2022

Anytime (limited space availability)

EVENT STEPS

1. Review the above guidelines and suggested event times.
2. Complete the affiliated organization Event Space Request Form (next page) and submit electronically to Nyla Nicholson, Business Development Manager, at bizdev@hospitalmedicine.org or by fax to 267-535-2911 with attention to Nyla Nicholson.
3. Allow up to 7 business days for the Business Development Team to review your request.

Once your request has been fully reviewed, you will receive the following:

1. Confirmation along with approval or declination of your request.
 - a. Upon approval: a hotel or restaurant contact from the Music City Center and/or one of the SHM Converge contracted hotels and contact information for SHM's preferred vendors.
2. Designated meeting space/hospitality suite/restaurant space and any terms associated with the space.



Event Space Request Form



Affiliate Organization Contact Information

Affiliate Organization, Exhibitor, or Sponsor Company Name	
Contact Name	Phone Number
Email	
Mailing Address	City/State/Zip

Meeting Information

Number of Attendees Anticipated	Event Date	Event Time
Event Purpose		

Type of Reception or Company Event (select one):

- Open Event Invite Only

Desired Venue (select one):

- Meeting Room Restaurant Hospitality Suite Other (specify): _____

Desired Room Setup:

- Conference Style Hollow Square School Room
 Theater Style U-Shape Chevron Theater
 Crescent Rounds Rounds of 8 or 10 (Banquet Style) Cocktail Rounds

Additional Items Needed:

- Stage/Riser Standing Lectern AV Required Head Table; # of People: _____

Food and Beverage Requirements

- Breakfast Cocktails & hors d'oeuvres Not applicable; event doesn't require F&B
 Lunch Snack Items
 Dinner Other _____

All request form submissions and questions should be submitted to:

Nyla Nicholson, *Business Development Manager*

bizdev@hospitalmedicine.org

267-535-2911

A confirmation email will be sent to the main contact upon receipt of the request.

Received requests will be notified within 7 business days of approval or declination. If your event has been approved, you will also receive the name and contact information of the designated person to work with at the Music City Center as well as preferred vendor information.

