

- *One per 40 comp*
- *To incent maximum attendance for the Sunday arrival, the group requests a hosted one-hour arrival reception featuring beer/ wine / hot and cold hors d'oeuvres*

Reservations: Individual/Rooming List for Staff and Board
Accounting: Master Account Catering, Specified Staff Charges
 ABC Medical requests a deposit invoice and W-9 to open billing

HISTORY: 2009 – Palm Beach – The Breakers
 2010 – Desert Springs – Marriott Desert Springs
 2011 – Williamsburg - Colonial Williamsburg
 2012 – Maui – Four Seasons
 2013 – Ritz Carlton – New Orleans

PROGRAM: (Please insert the date, Room Name and Square Footage for each event.)

Date	Day	Start Time	End Time	Function	Setup	Room Name / SQ Footage	Guests
	Sun- Thu	24 hour hold		Office			
	Sun	7:00 p.m.	9:00 p.m.	Dinner for Board of Governors & Member	Rounds		50
	Mon	12:30 p.m.	4:00 p.m.	Board of Governors Meeting	Hollow Square		35
	Mon	12:30 p.m.	1:30 p.m.	Lunch	Hollow Square		35
	Mon	1:00 p.m.	3:00 p.m.	Program Committee Meeting	Conference Style		30
	Mon	3:00 p.m.	5:00 p.m.	Registration/Setup	Break Table		
	Mon	11:00 a.m.	12:00 p.m.	Substantive Committee Leaders Meeting	Conference Style or Hollow Square		30
	Mon	4:00pm	5:30pm	Special Session	Theater		150
	Mon	4:00 p.m.	6:00 p.m.	Nominating Committee	Confernece Style		8
	Tue	5:00 p.m.	8:00 p.m.	Registration	Break Table		
	Tue	7:00 p.m.	9:00 p.m.	Welcome Reception	Scattered Cocktail		300
	Tue	6:00p.m.	7:00 p.m.	New Members Reception	Cocktail		75
	Tue	8:30 p.m.	10:30p.m.	Women's Reception	Rounds		25
	Wed	7:30 a.m.	8:30 a.m.	Continental Breakfast	Break Tables		200
	Wed	7:00 a.m.	8:30 a.m.	Breakout/Committee #1	#'s will vary		20
	Wed	7:00 a.m.	8:30 a.m.	Breakout/Committee #2	Small groups		15-20
	Thu	7:00 a.m.	8:30 a.m.	Breakout/Committee #4	Small groups		15-20
	Thu	7:00 a.m.	8:30 a.m.	Breakout/Committee #5	#'s will vary		15-20
	Thu	7:00 a.m.	8:30 a.m.	Breakout/Committee #6	Small groups		15-20

Please e-mail return these two pages to tpasha@contactplan.com right away -- Thanks!