



**AMERICAN DENTAL HYGIENISTS' ASSOCIATION
2015 AFFILIATE GROUP REQUEST FOR MEETING SPACE**

ADHA will be hosting the 2015 CLL at the 92nd Annual Session in Nashville, June 17-23, 2015. This is a great opportunity to have your class reunion gathering or other organization event.

There is limited space availability at the headquarters hotel or the convention center.

Please complete your request for meeting space on or before January 30, 2015 and return to dawna@adha.net. ADHA will review the meeting space request and will notify you of available space. Note: Functions cannot compete with ADHA Plenary Sessions, Exhibits, CE Sessions or ADHA hosted events

ADHA will make every effort to accommodate your requests; however, due to space limitations, we may not be able to fulfill your request exactly as you submit it.

Attached is a preliminary schedule of events for your reference.

Full Name of Organization:

Name of Event:

This meeting is open to all attendees This meeting is by invitation only

How to Market Your Event:

- Your event details will be posted on ADHA's website, along with the main contacts name and contact information
- Utilize ADHA's Facebook page to market your event. Like 'ADHA' and post details about your event
- ADHA **does not** send out email invitations or provide attendee contact information. The promotion of your event is managed through your organization.

Contact Full Name:

Company/School Name:

Address:

Phone:

Email:



Estimated Number of Attendees (minimum):

(maximum):

Requested Room Set-Up:

- | | | | |
|----------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Theater | <input type="checkbox"/> U-Shape | <input type="checkbox"/> Hollow Square | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Rounds | <input type="checkbox"/> Reception | <input type="checkbox"/> Classroom | |

Food and Beverage Requirements:

Other Requirements:

Please select a minimum of 3 date/time choices you would like to host your reception. Your reception date/ and time slot will be determined based on when your request as been received along with space availability.

- Wednesday, June 17 – 5:00pm Start Time
- Wednesday, June 17 – 5:30pm Start Time
- Wednesday, June 17 – 6:00pm Start Time

- Thursday, June 18 – 5:30pm Start Time
- Thursday, June 18 - 6:00pm Start Time
- Thursday, June 18 - 6:30pm Start Time
- Thursday, June 18 – 7:00pm Start Time

- Friday, June 19* – 5:30pm Start Time

*Note – ADHA's Institute for Oral Health/Presidential Reception begins at 7:30pm

adha **CELL 2015**
92ND ANNUAL SESSION **JUNE 17-23*2015**
NASHVILLE, TN

Saturday, June 20 – 7:30pm Start Time

Saturday, June 20 – 8:00pm Start Time

Indicate how long your event will last:

1 hour 1 ½ Hours 2 Hours 2 ½ Hours 3 hours

Indicate if you need extra setup time for your event, describe below:

Submit form to Dawn Amaskane via email: dawna@adha.net
ADHA will be in contact with you by April 2015