8156 S. Wadsworth Blvd. Unit E #177, Littleton, CO 80128 | [spp@aoeconsulting.com](mailto:spp@aoeconsulting.com) | (720) 625-8271

**Fall Meeting Host Proposal Form**

**Directions:** Please complete as much information as possible; we realize some specifics may be unknown upon submission of this proposal form.

**Logistical and Financial Information**

**Fall Meeting Host Location (Institution, City, State):** Click or tap here to enter text.

**Fall Meeting Proposed Dates\* (mm/dd/yy-mm/dd/yy):** Click or tap here to enter text.

\*Please note, Meeting Venue will need to be reserved from Tues-Sunday of meeting week.

**Primary Proposal Contact Information:**

|  |  |
| --- | --- |
| Full Name & Credentials: | Click or tap here to enter text. |
| Title(s): | Click or tap here to enter text. |
| Affiliation(s) | Click or tap here to enter text. |
| Department (if applicable): | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Address 2: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Telephone Number: | Click or tap here to enter text. |

**Meeting Venue/Hotel Name and Location\*:** Click or tap here to enter text.

* **If the venue is not a hotel, please indicate hotel options for a room block contract:** Click or tap here to enter text.
* **If the venue is not a hotel with in-house food and beverage, please provide the name of preferred catering companies:** Click or tap here to enter text.
* **Closest Airport(s):** Click or tap here to enter text.
* **Approximate distance from venue to airport(s):** Click or tap here to enter text.

\*Minimum Space requirements:

* Meeting Planning Office for approx. eight (8) individuals: Tuesday-Sunday
* Registration Desk Location (close proximity to main classroom/ballroom): Tuesday-Sunday
* Five (5) Committee Meeting Rooms (capacity 30-50 attendees): Thursday
* General Session/Symposium Classroom/Ballroom, capacity 175-200 classroom set (with space for stage, AV and screens for presentation, as well as hard-wired internet): Thursday-Sunday
* Continental Breakfast/Lunch/Refreshment location, capacity 175-200: Thursday-Sunday
* Scientific Poster Hall, capacity to allow for 40-50, 8’x4’ poster boards: Thursday-Sunday
* Speaker Ready Room (capacity 2-3 rounds of 10): Thursday-Sunday
* Room for special invitation lunch/breakfast, capacity 50-60 (rounds of 10): Friday-Sunday
* Exhibit hall space for a minimum of 10 exhibit booths (6’ tables, access to electricity, in close vicinity, or in the same room as the breakfast/lunch/refreshment location: Thursday-Saturday

**Preferred Audio and Visual Vendor\* (note: Venues typically work with an in-house AV company; however, may allow for external AV vendors, upon approval):** Click or tap here to enter text.

\*Minimum AV requirements:

* Wi-Fi throughout meeting space
* Laptop/speaker/microphone/polycom/meeting Owl (or similar) x5 for facilitation of hybrid committee meetings (virtual and in-person attendees)
* General session minimal needs: hardwired internet, laptop for speaker and moderator, slide advancer, 2 screens/projectors, stage, moderator/panel table with table microphone, podium with microphone, house sound/speakers, Q&A microphones and stands for audience x2
  + Ideal: Stage-wash, up-lighting and drape, confidence monitor, speaker timer
* Set-up, strike and management labor, as needed
* Willingness to work with 3rd-party live-stream and capture vendor and virtual platform vendor

**Social Event Proposal:** Click or tap here to enter text.

* **Proposed caterer, if applicable:** Click or tap here to enter text.
* **Is there a capacity limitation?** Yes  No
* **Proposed transportation vendor:** Click or tap here to enter text.

**Fall Meeting Banquet Venue Proposal:** Click or tap here to enter text.

* **Proposed caterer, if different than venue:** Click or tap here to enter text.
* **What is the capacity of the proposed venue?** Click or tap here to enter text.
* **Proposed transportation vendor:** Click or tap here to enter text.

**Will there be other activities included (e.g., hospital tour)?** Yes  No

**If yes, please describe:** Click or tap here to enter text.

**The SPP kindly requests that the hosting institution consider a donation as a component of hosting the Fall Meeting to offset the cost of the banquet. Will the hosting institution be able to provide a monetary donation to offset this cost? (Typical historical donations = $10,000)**

Yes No

* **If yes, how much support is being offered? $**Click or tap here to enter text.
* **Will the hosting institution be providing “Welcome Packages” for meeting attendees (e.g. pens, cups, notepads, other swag)?** Yes No
  + **If yes, please describe the items that will be provided:** Click or tap here to enter text.

***Please Note***: If your institution is approved to host a Fall Annual Meeting, the SPP’s association management company will work with you and members of the SPP to develop and implement an exhibit and sponsorship campaign. All exhibitors and sponsorship opportunities must be approved by the SPP.

**Please provide any additional information in which you believe the SPP should know or consider:** Click or tap here to enter text.

**SPP Contact information, Meeting Planning and Logistics:** Renea Marin, [rmarin@aoeconsulting.com](mailto:rmarin@aoeconsulting.com), 303-557-0859 ext. 85

**Education**

**What is the proposed topic/theme for the general symposium?** Click or tap here to enter text.

**Who will act as the general symposium director?** Click or tap here to enter text.

**Please provide a brief description of the proposed general symposium:**

|  |
| --- |
| Click or tap here to enter text. |

**What is the proposed topic/theme for the perinatal symposium?** Click or tap here to enter text.

**Please provide a brief description of the proposed perinatal symposium:**

|  |
| --- |
| Click or tap here to enter text. |

**\*Assistance from the SPP Perinatal Committee may be requested.**

**SPP Contact information, Education and Accredited CE:** Sarah Porter, [sporter@aoeconsulting.com](mailto:sporter@aoeconsulting.com), 303-557-0859 ext. 84