

18th Annual Conference on the Science of Dissemination and Implementation in Health

Adjunct Meeting Space Rental

Limited space is available on a first-come, first-served basis.

Opportunities to host an adjunct event in conjunction with the 18th Annual Conference on the Science of Dissemination and Implementation in Health are available on a first-come, first-served basis. Space can be used to hold a workshop, business or staff meeting, breakfast gathering, luncheon, reception, or other events. When your company utilizes AcademyHealth's contracted meeting space, you receive discounted AV rental costs from AcademyHealth's preferred AV vendor (AudioVisual One), and you avoid the requirement to meet a food and beverage minimum – benefits and potential cost savings to you.

[Submit Meeting Request]

<https://forms.office.com/Pages/ResponsePage.aspx?id=Y8aZC5HnmEel3DCB4meYJo-BBdwzUoINkKIpgbRKlUddUMjZPUEZZMjRKSzFKOEo3QzBHMUpZUk1INyQIQCN0PWcu>

Requests must be received by **Wednesday, November 5**, and are not guaranteed. They are dependent on space availability.

Event Times Available

Events may only be held during the times listed below. These times do not overlap with core D&I programming.

Day, Date	Available Times
Saturday, December 13	• 3:00 pm – 9:00 pm
Sunday, December 14	• 11:00 am – 9:00 pm
Monday, December 15	• 7:00 am – 9:00 am • 12:30 pm – 1:30 pm • 6:00 pm – 10:00 pm
Tuesday, December 16	• 7:00 am – 8:30 am • 12:45 pm – 2:15 pm • 6:00 pm – 10:00 pm
Wednesday, December 17	• 7:00 am – 8:00 am

Fees

Pricing includes the room with standard tables and chairs, podium, and listing with description in the online agenda (if applicable). The host organization will be responsible for costs associated with additional equipment, labor, food/beverage, signage, and AV.

Room Rental Fee (per room, per day)

Duration	Rental Fee
Up to 2 hours	\$400
2-4 hours	\$700
4-6 hours	\$1,000
6+ hours	\$1,400

Rules and Regulations

1. AcademyHealth must pre-approve all activities held in conjunction with the D&I Conference. We reserve the right to deny meeting space to those who violate our Rules and Regulations.
2. Organizations may not contract meeting space directly with the official AcademyHealth D&I venue. Doing so may jeopardize the ability to hold future functions with the D&I Conference.
3. Organizations may **NOT** hold an Adjunct Meeting that overlaps with the D&I core programming.
4. Each group is responsible for covering all costs for food and beverages, special room set-up (if different from the room's pre-set configuration), internet charges, electrical costs, AV equipment, signage, and labor.
5. Each group will work with the event venue and AV vendor contacts provided by AcademyHealth to place orders and make billing arrangements. Contact information will be provided with your event confirmation.
6. If you wish to host an event at a non-official D&I venue, we ask that you seek guidance from AcademyHealth on the event date and time to avoid overlapping with the core D&I programming.
7. AcademyHealth reserves the right to make schedule changes. Do not publish the location of your event(s) before **December 1**.
8. All guests attending your event do not need to be registered for the core D&I Conference; however, we request that your guests be able to present an official invitation to your event that includes the event title, date, time, and location.
9. Questions not covered by the above guidelines are subject to the discretion of AcademyHealth.

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