



GUIDELINES

GENERAL INFORMATION

AIHA has reserved function space for ancillary groups at the Fairmont Royal York, the Intercontinental Toronto Centre, and the Westin Harbour Castle.

Groups or organizations wishing to hold educational, social, or company related meetings should complete the Request for Function Space form and return it to AIHA. Groups that wish to use the space for political, religious, or ideological purposes are not considered "ancillary" groups eligible for function space. All requests must be received on the official form; no other requests will be honored. The deadline to return the form to AIHA is **Friday, February 13. After this date, function organizers should contact the hotel directly to obtain space.**

SCHEDULING

Education sessions are scheduled:

Saturday and Sunday, May 30–31	8:00 a.m.–5:00 p.m.
Monday and Tuesday, June 1–2	8:00 a.m.–6:00 p.m.
Wednesday, June 3	8:00 a.m.–8:00 p.m.
Thursday, June 4	8:00 a.m.–5:00 p.m.

NON-COMPETE TIMES

In an effort to allow registrants optimum time to visit the expo, the following days/times have been designated as non-compete, and events may not be scheduled:

Monday, June 1	9:30 a.m.–10:30 a.m. and 12:30 p.m.–2:00 p.m.
Tuesday, June 2	9:00 a.m.–10:30 a.m. and 12:30 p.m.–2:00 p.m.
Wednesday, June 3	9:00 a.m.–10:00 a.m. and Noon–1:00 p.m.

Companies or organizations wishing to hold staff meetings or press conferences may do so within the confines of their booth or in a hotel meeting room.

Space is not available in the Metro Toronto Convention Centre for any ancillary sponsored functions.

ASSIGNMENT OF SPACE

AIHA will acknowledge receipt of forms within 5 days. The request will then be forwarded to the first choice hotel. The hotel will assign space and notify function organizers of specific room assignments. Every effort will be made to accommodate functions as requested; however, due to the number of events scheduled during AIHce, no guarantees can be made. Contact information, contracts, menus, billing forms, and other applicable information will be sent by the hotel. It is the function organizer's responsibility to work directly with the hotel to plan the event.

CANCELLATION

If a function is changed to an alternate day, time or location, or is canceled altogether, the function contact must notify the hotel **AND AIHA** to insure information published on the AIHce website and in the AIHce Final Program is correct.

MEETING ROOM FEES

In general, meeting room fees are waived when forms are received by February 13 and processed by AIHce, provided food and beverage (coffee breaks do not qualify) is included as part of the scheduled event. After February 13, room rental may be charged. Labor charges and/or food and beverage minimums apply according to hotel policy. Function organizers should negotiate these policies and fees directly with the hotel. All charges connected with the event are the obligation of the function sponsor.

AUDIOVISUAL FEES

Ancillary groups may be eligible for discounts on audiovisual equipment. Function organizers should negotiate these costs directly with the hotel.

PROGRAM LISTING

AIHA will list ancillary functions on the AIHce website and in the final program if the request for function space is received by February 13. Updates to the web (www.aihce2009.org) are made weekly. The initial posting of events to the website is scheduled January 30. **New!** Groups that book space through AIHce may post a function description (75 words or less) on the Ancillary Events page of the AIHce website, www.aihce2009.org. Send copy to jpagel@aiha.org by February 13.

SIGNS and PROMOTION

Signs may not be placed in hotel lobbies, but may be placed outside the entrance to the event and in the sponsor's exhibit booth. Placement or distribution of promotional literature is restricted to the confines of the exhibit booth. Hotel room drops are permitted; organizers may work directly with the hotel. Fees are the responsibility of the organizer.

SHUTTLE SERVICE

Complimentary shuttle service to/from the Convention Centre will be provided Saturday, May 30–Thursday, June 4. Shuttle service will NOT be provided from the Fairmont Royal York, Hyatt Regency Toronto, Intercontinental Toronto Centre, Renaissance Skydome, and the Strathcona. For additional shuttle information visit www.aihce2009.org.

QUESTIONS?

AIHA Meetings Department
(703) 846-0751 • (703) 207-3561 fax
E-mail: jpagel@aiha.org

Due by February 13, 2009

If form is faxed, do not mail



AIHce 2009 ANCILLARY GROUP

Request for Function Space

American Industrial Hygiene Conference & Expo, May 30–June 4, 2009

Use One Form for Each Function • Duplicate as Needed • Receipt Deadline, Friday, February 13, 2009

Function Name: _____
(as it should appear on the web and in the Final Program)

Sponsoring Organization: _____
(as it should appear on the web and in the Final Program)

Function Type (Check One): Educational Social Company Business Anticipated Attendance: _____

Day: _____ Date: May/June _____, 2009 Starting Time: _____ a.m./p.m. Ending Time: _____ a.m./p.m.

Location

Select preferred hotel location:

- Fairmont Royal York
- Intercontinental Toronto Centre
- Westin Harbour Castle

Listings

Check one:

- Internet and Final Program
(Online posting 1/30/09, forms must be received by 2/13/09 to be listed in the Final Program.)
- Do not list

Audiovisual

Check all items required:

- Flipchart/Markers
- Rear Screen Projection or Front Screen Projection
- LCD Projector/Screen
- Standing Lectern or Table Lectern
- Microphone (specify type) _____
- Other _____

Room Set

- Conference Theater
- Schoolroom Rounds
- Hollow Square Crescent Rounds
- Reception "U" Shape
- Head Table, # of chairs _____
- Registration Table, # of chairs _____
- Other _____

Food/Beverage

Check all that apply:

- Continental Breakfast
- Breakfast
- Lunch
- Dinner
- AM Break
- PM Break
- Reception

Serving Time
a.m. p.m.

<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	

(Meals/Breaks will be scheduled in same meeting room, unless otherwise requested. Check below and submit separate Request for Function Space.)

- Separate room required for meal function.

Contact/Billing

Function Contact

Name: _____
 Company: _____
 Address: _____
 City/Town: _____
 State/Province: _____ Zip/Postal Code: _____
 Phone: _____ Fax: _____
 Email: _____

Billing Contact (if different)

Name: _____
 Company: _____
 Address: _____
 City/Town: _____
 State/Province: _____ Zip/Postal Code: _____
 Phone: _____ Fax: _____
 Email: _____

RETURN TO:
AIHA Meetings Department
 2700 Prosperity Ave., Suite 250, Fairfax, VA 22031 • (703) 849-8888 • Fax (703) 207-3561