



## **IN CONJUNCTION WITH PROGRAM (ICW)**

**DEADLINE: Friday, January 26, 2007**

The 2007 Annual HIMSS Conference & Exhibition brings together the largest gathering of healthcare information technology professionals. In New Orleans, HIMSS has large room blocks in most of the preferred hotels and has the majority of the meeting space in those hotels. This presents a great opportunity for exhibiting companies to hold meetings on shoulder dates—In Conjunction With the 2007 Annual HIMSS Conference & Exhibition.

### **Now is the time to schedule**

- Customer Training Sessions
- Provider Focus Groups
- Sales Meetings
- Client Events and Meetings
- Board Meetings

### **New Orleans is the place**

- HIMSS has meeting space available immediately before and after the conference
- Your clients and sales staff will already be in New Orleans
- HIMSS has preferred pricing on hotel rooms

### **Book your space now**

- Don't miss this opportunity to combine two trips into one
- Lower your travel and hotel costs by holding your meeting during the same week as HIMSS07

### **Marketing your meeting or event**

Let HIMSS help you market your meeting or event. Posting your meeting or event on the HIMSS Annual Conference website under "Exhibitor-Hosted Events" will help put the word out to attendees about your function.

### **General Information**

**Only exhibiting companies may participate in the ICW Program. Complete the attached ICW/Hospitality Space Release Form to request space.** ICW meetings will not be approved during official conference dates and times. **Meeting Room, Audiovisual and food & beverage are the responsibility of the exhibiting company.** Companies contracting with third parties to plan their meeting should submit a letter of authorization, on company letterhead, to HIMSS identifying the firm selected to handle planning responsibilities. HIMSS welcomes communication from third party contractors but space will only be confirmed to the exhibiting company.

Questions?

**Please contact:**

**Patsy Fukuda**

**312-915-9260**

[pfukuda@himss.org](mailto:pfukuda@himss.org)



## HOSPITALITY SPACE RELEASE RULES & REGULATIONS

**DEADLINE: Friday, January 26, 2007**

**Only** companies exhibiting at the 2007 Annual HIMSS Conference & Exhibition may host a hospitality function. The ICW/Hospitality Space Release Form must be used to request space for **ALL** functions. Please complete a form for **each** event or meeting; incomplete requests may not be approved. For classification purposes, all conference participants are considered to be either exhibitors, attendees or press.

Companies contracting with third parties to plan functions must submit a letter of authorization to HIMSS indicating the name of the firm selected to handle planning responsibilities. The letter of authorization must be on company letterhead and may be submitted with the ICW/Hospitality Request Form. HIMSS welcomes communication from third party contractors, but space will only be confirmed to exhibiting companies.

### Conference Attendee Events

**Functions that involve conference attendees will not be approved during conference session or exhibit hours.** Events that include the participation of conference attendees must be conducted only during the hours that are listed on the ICW/Hospitality Space Release Form.

### Press Functions

Press functions may be scheduled at any time. **If you are hosting a press function, please submit the ICW/Hospitality Space Release Form. Please review the schedule of events in the conference brochure to avoid scheduling a press function during an event that will attract the press and create a conflict.**

### Command Centers and Exhibitor Suites

*Command Centers and Exhibitor Suites are meeting rooms and hotel suites that have been secured by an exhibiting company to coordinate activities for their personnel and to entertain clients. The purpose is to allow personnel to have a site to work, meet, strategize, relax, and meet with clients. To request space for a command center, select hotels in order of preference, enter the dates and write "24 hours" in the time field.*

***Exhibitors who violate the spirit of these provisions will be denied access to suites and command centers in the future.***

Questions?

**Please contact:**

**Patsy Fukuda**

**312-915-9260**

[pfukuda@himss.org](mailto:pfukuda@himss.org)

# HIMSS<sup>®</sup>07

## Annual Conference & Exhibition

FEBRUARY 25 - MARCH 1, 2007 / NEW ORLEANS

### ICW/HOSPITALITY SPACE RELEASE FORM

**DEADLINE: Friday, January 26, 2007**

Only exhibiting companies may request meeting space. Please complete this form for ALL meeting space requests, including ICW requests. Please complete a separate form for **each** event or meeting. Hotels will be notified of approved requests, and will contact the exhibitor directly. Please **PRINT** all information except signature.

**Company** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Audience:**

- Conference Attendees
- Exhibit Personnel
- Press

**Estimated Attendance:**

- 1-24
- 150-199
- 25-49
- 200-249
- 50-74
- 250-299
- 75-99
- 300-349
- 100-149
- over 350

**Function/Meeting Planned:**

- Reception
- Sales Meeting
- Client Meeting
- Users Conference/Training Session
- Provider Focus Group
- Board Meeting
- Other \_\_\_\_\_

**Requested Hotels:** (list in preferential order)

Hotel 1 \_\_\_\_\_

Hotel 2 \_\_\_\_\_

Hotel 3 \_\_\_\_\_

Hotel 4 \_\_\_\_\_

**If using a non-hotel venue, please list here:**

\_\_\_\_\_

**Type of Space:**

- Meeting Room
- Parlor Suite
- Parlor w/Bedroom
- Hotel Ballroom
- Public Hotel Space/Lobby
- Please indicate if requested space will be used as a 24-hour Command Center**

**Service Requests:**

**\*Audio Visual:**  Yes  No

**\*Food and Beverage:**  Yes  No

If yes, please indicate type:

- Breakfast  Lunch  Reception
- Break  Dinner

**Room Setup:**

- Theatre  Classroom  Conference
- Rounds  Lounge  U-Shape

\*Company is responsible for charges incurred with these services.

**Please select a date and time if your audience will consist of conference attendees.**

**Pre-Conference:**

Date(s) \_\_\_\_\_ Times(s) \_\_\_\_\_

**During the Conference:**

- Sunday, February 25 – 8:00 am – 5:30 pm
- Monday, February 26 – Ending prior to 8:00 am
- Monday, February 26 – 6:30 pm – 12:00 am
- Tuesday, February 27 – Ending prior to 8:00 am
- Tuesday, February 27 – 6:00 pm – 12:00 am
- Wednesday, February 28 – Ending prior to 8:00 am
- Wednesday, February 28 – 6:00 pm – 12:00 am
- Thursday, March 1 – Ending prior to 8:00 am
- Post-Conference:

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

**Please complete the date and time if your meeting will consist of only press and/or exhibit personnel.**

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Agreement: I/We have read the Rules and Regulations for Exhibitor Sponsored Functions, and agree to assume all liability, and to indemnify and hold harmless HIMSS from and against any and all liability, claims, and demands which may arise from or be asserted in connection with the forgoing undertakings and responsibilities. I/We also agree to abide by the parameters that have been set by HIMSS for the use of function space.

\_\_\_\_\_  
Authorized Company Representative (Print name)

\_\_\_\_\_  
Authorized Company Representative (Signature)

\_\_\_\_\_  
Date

**Fax to:**

Patsy Fukuda

Fax: 312-915-9512

