



**AUA**

**Association of University Anesthesiologists**

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## **Annual Meeting Guidelines for Host Institution**

### **Program Information:**

- Hosting an AUA Annual Meeting is considered a privilege, allowing hosts to showcase their institutions, programs and locales.
- The Annual Meeting should be held for 2-1/2 days. Western/Mountain time zone meetings are conducted from Thursday afternoon through Saturday evening, starting with registration in the morning and a welcoming reception on Friday evening. Eastern/Central time zone meetings are conducted from Friday morning until noon on Sunday, starting with registration and a Welcoming Reception on Thursday evening.
- The Annual Meeting program is divided into four educational segments: (1) Scientific Advisory Board program, (2) Educational Advisory Board program, (3) President’s Panel, (4) Host institution program.
- The Scientific Advisory Board should solicit abstracts for oral and/or poster sessions, including poster discussions and poster presentations.

### **Social Activities:**

- Continental buffet breakfasts should be served each morning.
- Coffee breaks should be presented during the midmornings and mid-afternoons.
- Luncheons should be served each afternoon.
- Social events should be presented on the remaining nights.
- Optional social tours should be offered for guests and significant others, depending on price, availability and attendee response.

### **Hotel Guest Rooms Requirements (Must be at one hotel):**

- **Western/Mountain Time Zone Meeting**

Wednesday.....	100
Thursday .....	175
Friday .....	175
Saturday .....	150
Sunday .....	5
- **Eastern/Central Time Zone Meeting**

Wednesday.....	50
Thursday .....	175
Friday .....	175
Saturday .....	150
Sunday .....	2

**Meeting Room Requirements (Must be at one hotel):****• Western/Mountain Time Zone Meeting**

<b><u>Wednesday</u></b>	<b><u>Function</u></b>	<b><u>Participants/Set</u></b>
All day	Committee Room	12 Conference
All day	Committee Room	20 Conference
All day	Committee Room	45 Conference
All day	Office	
<b><u>Thursday</u></b>		
All day	Committee Room	12 Conference
All day	Committee Room (AUA)	20 Conference
All day	Committee Room (FAER)	45 Conference
All day	Poster/Coffee Break Room	40 Posters
All day	Office	
All day	Registration	
All day	General Session Room	300 Schoolroom
6:00 p.m. – 8:00 p.m.	Welcoming Reception	175
<b><u>Friday</u></b>		
All day	Committee Room	12 Conference
All day	Committee Room	20 Conference
All day	Poster/Coffee Break Room	40 Posters
All day	Office	
All day	Registration	
7:00 a.m. – 8:00 a.m.	Continental Breakfast	200
All day	General Session Room	450 Schoolroom
12:00 noon – 2:00 p.m.	Lunch	180 (rounds of eight)
12:00 noon – 2:00 p.m.	Lunch	10 Conference
12:00 noon – 2:00 p.m.	Lunch	10 Conference
12:00 noon – 2:00 p.m.	Lunch	5 Conference
6:00 p.m. – 9:00 p.m.	<i>Optional Offsite Event</i>	
<b><u>Saturday</u></b>		
All day	Committee Room	12 Conference
All day	Committee Room	20 Conference
AM – 24 hours hold	Poster/Coffee Break Room	40 Posters
AM – 24 hours hold	Office	
7:00 a.m. – 6:00 p.m.	Registration	
7:00 a.m. – 8:00 a.m.	Continental Breakfast	200 (rounds of eight)
All day	General Session Room	450 Schoolroom
12:00 noon – 2:00 p.m.	Lunch	200 (rounds of eight)
6:00 p.m. – 9:00 p.m.	<i>Optional Offsite Event</i>	

*Note: The General Session Room requires extensive audiovisual on all three days of the meeting.*

- **Eastern/Central Time Zone Meeting**

**Wednesday**

All day	Committee Room	12 Conference
All day	Committee Room	12 Conference
AM – 24 hours hold	Office	

**Thursday**

All day	Committee Room	12 Conference
All day	Committee Room (AUA)	12 Conference
All day	Committee Room (FAER)	20 Conference
All day	Committee Room	45 Conference/Hollow Square
AM – 24 hours hold	Poster/Coffee Break Room	40 Posters
AM – 24 hours hold	Office	
12:00 p.m. – 8:00 p.m.	Registration	
6:00 p.m. – 8:00 p.m.	Welcoming Reception	175

**Friday**

All day	Committee Room	12 Conference
All day	Committee Room	20 Conference
All day	Poster/Coffee Break Room	40 Posters
All day	Office	
All day	Registration	
7:00 a.m. – 8:00 a.m.	Continental Breakfast	200 (rounds of eight)
All day	General Session Room	450 Schoolroom
12:00 noon – 2:00 p.m.	Lunch	200 (rounds of eight)
12:00 noon – 2:00 p.m.	Lunch	10 Conference
12:00 noon – 2:00 p.m.	Lunch	10 Conference
12:00 noon – 2:00 p.m.	Lunch	5 Conference
6:00 p.m. – 9:00 p.m.	<i>Optional Offsite Event</i>	

**Saturday**

All day	Committee Room	12 Conference
All day	Committee Room	20 Conference
All day	Poster/Coffee Break Room	40 Posters
All day	Office	
All day	Registration	
7:00 a.m. – 8:00 a.m.	Continental Breakfast	200 (cocktail rounds)
All day	General Session Room	450 Schoolroom
12:00 noon – 2:00 p.m.	Lunch	200 (rounds of eight)
6:00 p.m. – 9:00 p.m.	<i>Optional Offsite Event</i>	

**Sunday**

All day	Committee Room	12 Conference
All day	Committee Room	20 Conference
All day	Poster/Coffee Break Room	40 Posters
All day	Office	
7:00 a.m. – 12:00 noon	Registration	
7:00 a.m. – 8:00 a.m.	Continental Breakfast	200 (cocktail rounds)
All day until 12:00 noon	General Session Room	450 Schoolroom

*Note: The General Session Room requires extensive audiovisual on all three days of the meeting.*

**Hotel Selection**

- The hotel should have adequate meeting rooms and guest rooms.
- The hotel should be central to activities and not far removed from the airport.
- The hotel should be close to recreational and shopping facilities for evening walks, etc.

**Host Responsibilities**

- Suggest hotels for consideration based upon the above guest room and meeting room needs in the proposal.
- Coordinate the host's segment of the program.
- Recommend possible social activities, including tours, including these suggestions in the proposal.
- Assist the AUA Council in seeking outside funding in accordance with AUA funding guidelines, assisting in the underwriting of the cost of the meeting.
- Host institution is to provide CME credits for the meeting.

**AUA Meeting Finances**

- All meeting income and expenses are received and deposited at the AUA office with any income over expenses retained by the Association and all expenses over income being the responsibility of the host institution.

**Deadline**

- The AUA Council approves future host institutions and city locations four years prior to the actual meeting. (The selection of the host for the 2009 Annual Meeting will be made at the AUA 2005 Annual Meeting. The 2010 Annual Meeting will be selected in 2006, 2011 in 2007 and so on.
- Approval of future host is made at the Council meeting held at the AUA Annual Meeting.
- Proposals to host the AUA Annual Meeting are due at the AUA office by no later than August 1.

**Proposal (The proposal should be no more than two pages in length.)**

Proposals are to include information as follows:

- Name and location of Host Information,
- Name and contact information of Department Chair,
- Name and contact information of CME coordinator,
- Name of suggested hotel(s)\*,
- Suggested social activities, including optional tours,
- Possible Host program suggestions, and
- Description of local attractions.

\* Hotel(s) information should include hotel(s) brochure(s) (available through the sales office) and location of the hotel(s) in reference to the airport and local attractions.