

Association of University Anesthesiologists 2027 and 2028 Annual Meeting Call for Host Institutions

As the AUA continues to move forward with planning a university based Annual Meeting, the AUA is seeking host institutions for the 2027 and 2028 Annual Meetings.

The host institution has the following responsibilities:

1. The host institution will showcase their groundbreaking programs and developments in the art and science of anesthesiology and medicine as a whole with the AUA membership (Host Program) comprised of two panels (75 minutes in length each). The host institution is responsible for identifying and confirming speakers. Speaker reimbursements may be provided on a case-by-case basis and upon approval of the AUA President where applicable. The program schedule will be provided by the AUA Council.
2. The host institution hosts the AUA Social Event Reception based on the budget approved by the AUA Council.
3. All meeting income and expenses are received and deposited at the AUA office with any income over expenses retained by the AUA.
4. The host institution is asked to provide a \$20,000 donation or reimbursement of expenses to provide support of the AUA Annual Meeting in the role of host institution.
5. Expenses exceeding the approved budgeted figures will be the responsibility of the host institution.
6. The host institution is to provide reports on the Host Program and Social Event Reception planning progress during two AUA Council Meetings – one in the fall and the other prior to start of the AUA Annual Meeting.

The following information should be included in your proposal to be considered:

- Host Program Year (2027, 2028 or no preference)
 - If selected, the AUA would work with the host committee on selecting the date of the meeting to be held in March or April.
- University Name
- Host Program Contact Name and Email
- Host Program Theme & Program Outline
- Proposed Speaker Names & Bios for Host Program Panels
- Proposed Annual Meeting Venue(s) and Hotel(s)– Attached are Specs
 - If selected, the AUA office would assist in soliciting formal proposals and contracts from the venue(s) and hotel(s).
- Agreement to a \$20,000 Donation or Reimbursement of Expenses to the AUA
- Agreement to Host the AUA Social Event Reception & Proposed Site Location

Please email your proposal or any questions to AUA Executive Director, Andrew Bronson, CAE at andrew@auahq.org by **January 31, 2025**.

AUA Annual Meeting Venue and Lodging Specs

Guest Room Block

- Thursday 50 rooms
- Friday..... 175 rooms
- Saturday..... 175 rooms
- **Total..... 400 rooms**

Room Rates: All room rates should be non-commissionable and each guest is responsible for charges.

Cut-Off Date: We request a three-week minimum cut-off date for reservations. After the cut-off date we request your consideration of accepting/confirmation reservations at the group rate on a space available basis.

Cancellation: Request 24-hour cancellation prior to the date of arrival for guest rooms, and no early departure penalty.

Length of Meeting: 3 Days (All day Friday and Saturday plus Sunday Morning)

Expected Number of Attendees: 225

Billing/Financial: Food & Beverage, Audio Visual and Staff Rooms to be charged to a master account.

Decision Process: AUA Council and staff will review proposals and make a decision.

Requested Concessions (listed in order of preference):

- Waiver of customary rental charge for meeting and banquet space.
- Complimentary or heavily discounted wireless Internet access in meeting rooms.
- Room attrition of no more than 80%.
- One (1) complimentary room for every 40 nights booked.
- Four (4) staff rooms at 50% discounted rate.
- F&B and AV discount of 10% or higher.
- One (1) complimentary presidential suite for the AUA President for the period Thursday through Sunday.
- Waiver of customary food and beverage labor charges for meetings less than 20 persons.
- Waiver of inbound/outbound package handling fees.

Miscellaneous

- AUA must be informed of any and all information regarding renovations that are currently being made, contracted for or planned on.
- AUA must be informed of any contract, union or any other legal disputes that the hotel currently has.
- AUA must be informed of any columns or other large structures within a meeting room that will block any attendee's view of the speakers.

Friday			
<u>FUNCTION</u>	<u>TIME</u>	<u>ATTENDEES</u>	<u>SET & NOTES</u>
Office	24 Hour Hold	N/A	<ul style="list-style-type: none"> • Registration Booth preferred. • <u>Lockable</u> and available during entire duration of meeting. • AUA staff to be provided a key.
Registration	9:00 am – 5:00 pm	N/A	<ul style="list-style-type: none"> • Main Session Foyer or Reg. Booth • (2) 8-Foot Tables; (2) Chairs; Waste Basket; Access to Power; Easel
Poster Session Set Up	9:00 am – 5:00 pm	N/A	<ul style="list-style-type: none"> • (50) Double Sided Poster Boards • Preferred to be in a dedicated room, but pre-function space is okay.
Two (2) Committee/Board Meeting Rooms	9:00 am – 5:00 pm	12	<ul style="list-style-type: none"> • Conference; Easel Outside Room • Scattered Meetings Throughout Day – Exact Times TBD
Council Meeting	10:00 am – 1:00 pm	20	<ul style="list-style-type: none"> • (20) Conference; Easel Outside Room • AV: Extension cords for electricity access at tables. • F&B: Lunch Buffet, Light Snacks & Beverages (Shared with Workshops)
(2x) Pre-Conference Workshop Rooms	11:00 am – 3:00 pm	40	<ul style="list-style-type: none"> • (4) Rounds of 10; (1) Head table for 4; Easel Outside Room • AV: Projector & Screen • F&B: Lunch Buffet, Light Snacks & Beverages (Shared with Council Meeting)

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Saturday

FUNCTION	TIME	ATTENDEES	SET & NOTES
Office	24 Hour Hold	N/A	<ul style="list-style-type: none"> Existing from Friday
Registration	6:30 am – 5:00 pm	N/A	<ul style="list-style-type: none"> Existing from Friday
Poster Session/Display	24 Hour Hold	N/A	<ul style="list-style-type: none"> Existing from Friday
Two (2) Committee/Board Meeting Rooms	7:00 am – 5:00 pm	12	<ul style="list-style-type: none"> Existing from Friday Scattered Meetings Throughout Day – Exact Times TBD
Breakfast	7:00 am – 8:00 am	225	<ul style="list-style-type: none"> Rounds of 10; Easel Outside Room F&B: Continental Breakfast / Breakfast Buffet May be dedicated room or share with General Session
General Session	7:00 am – 5:00 pm	225	<ul style="list-style-type: none"> (33-44) Half-Rounds of 6-8 / Classroom AV: Projector & Screen; Microphones; AV Tech Easel Outside Room
Morning Break & Poster Viewing	TBD	225	<ul style="list-style-type: none"> F&B: Coffee, Hot Tea, Soda
Luncheon & Awards Ceremony	12:00 pm – 1:15 pm	225	<ul style="list-style-type: none"> Rounds of 10; Easel Outside Room; Head table with Podium AV: Projector & Screen; Microphones F&B: Family Style Lunch or Plated Lunch
Afternoon Break & Poster Viewing	1:15 pm – 2:15 pm	225	<ul style="list-style-type: none"> F&B: Coffee, Hot Tea, Soda
President's Reception	6:00 pm – 8:00 pm	225	<ul style="list-style-type: none"> Cocktail Rounds; Rounds of 8 F&B: Hosted Bar (Wine, Beer & Soda), Heavy Hors D'oeuvres Planning Committee may decide to hold this off-site.

Sunday

FUNCTION	TIME	ATTENDEES	SET & NOTES
Office	Ends 1:00pm	N/A	<ul style="list-style-type: none"> Existing from Saturday
Registration	6:30 am – 11:00 am	N/A	<ul style="list-style-type: none"> Existing from Saturday
Poster Session/Display	Ends 1:00pm	N/A	<ul style="list-style-type: none"> Existing from Saturday
Breakfast	7:00 am – 8:00 am	175	<ul style="list-style-type: none"> Existing from Saturday
Women in Academic Anesthesiology Networking Breakfast	7:00 am – 8:00 am	60	<ul style="list-style-type: none"> (6) Rounds of 10; (1) Head table for 4; Easel Outside Room AV: Projector & Screen F&B: Shared with Breakfast
General Session Room	7:00 am – 12:00 pm	225	<ul style="list-style-type: none"> Existing from Saturday
Morning Break & Poster Viewing	TBD	225	<ul style="list-style-type: none"> F&B: Coffee, Hot Tea, Soda
Luncheon & Business Meeting	12:00 pm – 1:00 pm	175	<ul style="list-style-type: none"> Rounds of 10; Easel Outside Room; Head table with Podium AV: Projector & Screen; Microphones F&B: Family Style Lunch or Plated Lunch