

**GENERAL INFORMATION FOR GROUPS HOLDING MEETINGS
AT THE 2009 FMA ANNUAL MEETING**

ROOM ASSIGNMENTS

Every effort will be made to accommodate your requests within the space available. However, the FMA reserves the right to assign and change meeting space if necessary. Every effort will be made to adhere to confirmed assignments. All requests for space will be considered on a priority basis, with FMA and FMAA programs first, followed by groups conducting scientific programs, and then business meetings. All correspondence regarding meeting space should be made in writing and sent to the attention of Matt Crowley. Space requests will not be accepted unless sent in on the participation form attached. **The deadline for space requests is March 20, 2009.**

Send your meeting space requests to Matt Crowley: mcrowley@medone.org or fax to: 850/224-7569.

FOOD AND BEVERAGE (TO BE DONE ONLY AFTER SPACE HAS BEEN ASSIGNED)

Each group is responsible for making its food and beverage arrangements directly with **Susan Schneider**, Convention Services Manager, at the Boca Raton Resort, (561) 447-3425. Food and beverage menus are enclosed and you will also be able to access these on the FMA website. Individual billing must be arranged for each group. It is the group's responsibility to arrange for billing with the hotel. Please do not send food and beverage orders or payment to the FMA office.

AUDIO-VISUAL EQUIPMENT (TO BE DONE ONLY AFTER SPACE HAS BEEN ASSIGNED)

Each group is responsible for ordering its own audio-visual equipment. Audio/visual price packages are enclosed. To order, contact Tom Kreseski at the Boca Raton Resort, (561) 447-3348. Individual billing must be arranged for each group. It is the group's responsibility to arrange for billing with the hotel. AV will be direct billed to your master account. Please do not send audio/visual orders or payment to the FMA office. In order to receive the best prices for your AV needs, be sure to mention that your meeting is a component of the FMA Annual Meeting.

HOTEL SUITES

Diagrams of hotel suites offered by the Boca Raton Resort are enclosed and will also be available on the FMA website. Suites are on a first come, first served basis. Suite rates will be posted on the website at a future date. Please make your suite reservations TODAY by calling the Boca Raton Resort at **(800) 327-0101**. Chiara Bozzelli is our contact person for all reservations.

RESPONSIBILITY FOR MEETINGS

The FMA serves as the point of contact with the hotel and assigns all meeting space. Once meeting space has been assigned, it is the responsibility of the individual group to work directly with the hotel staff on all meeting details. Each group will be responsible for their own on-site administration including follow-up with catering, banquets and AV. House phones are available in or near each meeting room for your convenience. The volume of meetings taking place each day will not permit FMA staff to check affiliate group meeting arrangements.

MEETING SIGNAGE AND EASELS

The hotel will place one easel outside of each meeting room. However, each group will be responsible for providing and placing its own identifying sign. If you will require additional easels for your meeting(s), please contact Susan Schneider, Convention Services Manager at the Boca Raton Resort (561) 447-3425.

All signage must be pre-approved by the Convention Services Department. It must meet the Hotel standards and requirements (handmade, inked signs are not permitted) and must be removed immediately upon conclusion of the meeting for which it has been used. All displays are limited to the private function areas. No signage is permitted in the main lobby. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture.

CAMPAIGN SIGNAGE AND EASELS

Remember that campaign sign display is limited to the area just outside the House of Delegates and that candidates are limited to one sign for contested seats and none for non-contested seats. Signage for the Florida AMA Delegation candidates will be provided by the FMA in a format similar to previous years. A photo will also be affixed if provided by the nominating society or candidate no later than **May 15, 2009** along with the complete spelling of the candidate's name, as it should appear on the sign (See Item 8 for more details). The photo must conform to the following specifications: size: 3"x 5"; color: black/white or color; finish: glossy or matte; view: head and shoulders.

PROGRAM COPY

Annual Meeting program copy will be taken from your group participation form due March 20, 2009. This includes notice of county medical or specialty society caucuses, receptions, breakfasts, business meetings and other meetings that you would like published in the program. Please use the enclosed group participation form to submit this information.

REGISTRATION INFORMATION & TICKET SALES

Registration and special event tickets must be ordered by Friday, July 10, 2009 using the Registration/Ticket form. Tickets not ordered by July 10 may be purchased on-site at the registration desk if space is available. Tickets purchased on-site are sold on a first come, first served basis and sales are not guaranteed. All tickets will be included in the individual FMA member's registration envelope. If you plan to order tickets for your members, please communicate this to them in advance so the FMA will not receive duplicate orders from the doctors. If you wish to purchase tickets for more than one individual, please copy the registration/ticket form as needed. Do not order tickets for multiple people on the same order form.