

26th Annual National Forum on Quality Improvement in Healthcare

December 7-10, 2014 • Orlando, FL

Thank you for requesting to hold a meeting during the 2014 National Forum! Please review the following information on booking your affiliate meeting space:

I. Event Coordinator Contact Information

Your affiliate request is classified as an external meeting – meaning that it is an event outside of the IHI general conference program. For this reason, you will be working directly with the Marriott and Gaylord Palms Event Planning Teams to coordinate your affiliate space and meeting needs (e.g. catering, room setup, AV specifications, etc.) Please find contact information for each property below:

The Orlando World Center Marriott (please cc both contacts)

Kelly Stoll
Event Specialist Supervisor

Kelly.stoll@marriott.com

Phone: (407) 238-8855

Sue Jean-Baptiste

Event Specialist

Sue.jean-baptiste@marriott.com

Phone: (407) 238-8847

Gaylord Palms Resort & Convention Center

Kristi Johnson
Executive Meeting Manager

Kjohnson@gaylordhotels.com

Phone: (407) 586-1509

II. Hotel Review of Meeting Timeslot

Upon the receipt of your meeting application, the hotel will review your request to determine if the timing you've requested falls during a bookable time slot. The following timeframes are bookable:

General Conference Date	Available Time
Sunday, December 7	5:30 pm and on
Monday, December 8	5:30 pm and on
Tuesday, December 9	5:30 pm and on
Wednesday, December 10	3:00 pm and on

- If your requested time conflicts with our scheduled sessions, we will ask that you choose another time.
- If your requested time does not conflict with our scheduled sessions, you will receive notification that your time slot is open.

III. Review of Meeting Space and Confirmation

- Meeting space availability will be determined on a first come, first serve basis.
- If meeting space for your requested time slot is confirmed, you will hear from the hotel on November 1, 2014 with your official room assignment.
- If meeting space is not available, you will be contacted BEFORE November 1, 2014 to choose another time that will accommodate your meeting.

Important Notes

- Confirmation that your time slot is open means only that you have requested a bookable slot, **it does not mean that you are guaranteed that exact time** due to space limitations.
- You may be asked to be flexible with the timing of your event.
- We advise that you wait until after November 1, 2014 to send out invitations.