Regional Meeting Specifications

Customary meeting time: Saturday in October

Attendance:
Registration: 30-40 Attendees

Typical Meeting Schedule (can be altered based upon host’s needs):
Saturday:

7:30 am – 8:15 am  Breakfast & Registration
8:15 am – 8:45 am  Welcome Address
8:45 am – 9:25 am  Invited Speaker Session
9:25 am – 10:05 am Invited Speaker Session
10:05 am – 10:45 am Invited Speaker Session
10:45 am – 11:00 am Break
11:00 am – 11:30 am Poster Slam
11:30 am – 12:30 pm Lunch: Social/Networking Hour
12:30 pm – 12:45 pm Break
12:45 pm – 1:45 pm Concurrent Session 1
1:45 pm – 2:05 pm Break
2:05 pm – 3:05 pm Concurrent Session 2
3:05 pm – 3:25 pm Break
3:25 pm – 4:25 pm Concurrent Session 3
4:25 pm – 4:45 pm Break
4:45 pm – 5:15 pm Interactive session
5:15 pm – 5:30 Closing Comments

Meeting Room Requirements:

General Session Room (Saturday):
- 1 general session room – That can hold up to 100 people.
- Room Set-Up: Classroom or Theater seating

Breakout/Workshop Session (Saturday):
- Classroom or theater seating for up to 100 people
- Digital multimedia projector(s) with large screen/podium with microphone and projector controls/laser pointer/speaker timer
- AV operator-controllable lighting and PA system
Posters & Commercial Exhibitors (Saturday):

- Room for up to 10 double-sided poster boards (4 x 8 feet) plus space for up to 5-10 6-foot commercial booths (skirted 6’ tables, electrical hook-ups, 2 folding chairs) and centrally-placed, double-sided 10 – 12’ buffet table for refreshments. Must be adjacent or in very close proximity to room for Poster Sessions.

Registration facilities (Saturday):

Preferably a room adjacent from the Poster Sessions and Exhibitors.

Miscellaneous:

Host institution will ideally provide reduced or waived meeting room space. Additionally, it is helpful to have complimentary Wi-Fi provided for attendees.

Recent Meeting Sites:

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<thead>
<tr>
<th>Year</th>
<th>Hosting Institution</th>
<th>Hosting Institution Location</th>
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<tr>
<td>2019</td>
<td>Samuel Merritt University</td>
<td>Oakland, CA</td>
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<td>2019</td>
<td>Bellarmine University</td>
<td>Louisville, KY</td>
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<td>2018</td>
<td>Georgetown University</td>
<td>Washington D.C.</td>
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<td>2017</td>
<td>A. T. Still University</td>
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<td>2016</td>
<td>Research Triangle</td>
<td>Chapel Hill, NC</td>
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<tr>
<td>2015</td>
<td>University of Utah School of Dentistry</td>
<td>Salt Lake City, UT</td>
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If you have any questions or concerns, please contact Kendra Tyner (ktyner@asginfo.net) and Carbon Copy Caitlin Hyatt (chyatt@asginfo.net). NO PHONE CALLS. Email only.

Investigation of Food and Beverage and AV costs will be assessed before any commitment is made.