



ADM1.1.18 – Conference Center Use in the Health Sciences Pavilion

Dates Previously Reviewed/Revised: n/a

Newly Reviewed By:

Information Systems 12/2008

Food Services 12/2008

Health Science Institute Task Force 2008

HPRC 1/2009

Approval Date: 1/2010

Effective Date: 2/2010

Owner: Director - Medical Staff Support Services

Approver Title: Sr. Vice President for Medical Affairs

Approval Signature _____

Scope: This policy governs the scheduling of the Anne Arundel Health System ("AAHS") Health Sciences Pavilion's Health Sciences Institute ("HSI") meeting rooms, including catering, audiovisual ("AV"), and other meeting and conference technical and support services.

Policy Statement: It is the intent of this policy to promote and preserve the Anne Arundel Health System ("AAHS") Health Sciences Pavilion's Health Science Institute (HSI) conference facilities as the central designated space for clinical education, health education, programs for the advancement of medical science and practice and special events sponsored by AAHS and its subsidiaries and the Anne Arundel Medical Center ("AAMC") Medical Staff as a whole.

Community and professional organizations and support groups with a relationship with AAHS and its subsidiaries, may request to use the conference facilities if criteria are met.

Criteria for use of the HSI by AAMC by community, professional organizations or support groups:

- The community, professional organization or support group activity conforms to the AAHS vision, mission and standards
- The community, professional organization or support group shares AAHS's commitment to improving the health status of people in the region
- The purpose of the community, professional organization or support group organization is health related, educational, or relates to the business of AAHS and is not promotional
- The community, professional organization or support group subscribes to the AAHS standard of non-discrimination on the basis of race, religion, sex, age, national origin and disability.

In order to evaluate the appropriateness of use of the HSI by community, professional organizations or support groups the requesting group must identify the purpose of the event, any commercial sponsorship, and proposed participation of vendors and pharmaceutical representatives must be clearly identified. Acceptance of the purpose of event, commercial sponsorship, vendors and pharmaceutical representatives is subject to approval by AAHS as a condition of use of the HSI.

Space will be allocated in accordance with the priorities of the organization. Events sponsored by AAHS and its subsidiaries and the AAMC Medical Staff as a whole will take precedence over events sponsored by community, professional organizations or support groups. Every attempt will be made to accommodate a room request. However, AAHS reserves the right to move or cancel meetings to balance needs and maximize available space.

AAHS reserves the right to deny access to the HSI to any organization that does not support or promote the mission of the health system.

AAHS reserves the right to deny or cancel any organization or groups use of the HSI that does not adhere to established policies, rules, and regulations. The event organizer is responsible for ensuring that all AAHS policies are followed by meeting participants. These include but are not limited to policies pertaining to smoking, parking, and appropriate conduct. The event organizer is responsible for any loss of property or damages done to the premises or any other part of the HSI by the organization or group or any independent contractor hired by the organization or group.

Community and professional organizations will be charged a fee for use of the facility, catering, and AV and other services.

Community, professional organizations or support groups are required to execute a contract with AAHS for use of the conference facilities and services.

Community and Support Groups may request regularly scheduled meeting space. These requests will be approved on an ongoing basis as space is available. The request must be resubmitted annually for approval.

Events may be booked a maximum of twelve months in advance.

The Medical Staff Office has operational responsibility for the HSI.

Catering cancellations must be received no less than 72 hours prior to the event for the basic service (i.e. box lunches or regular/daily cafeteria menu) and seven (7) days in advance for special requests (i.e. selections from the catering menu).

Procedure:

The Health Science Institute Conference rooms are scheduled by the HSI Scheduling Coordinator.

Employees and Auxilians of AAHS and its subsidiaries and the AAMC Medical Staff as a whole:

Submit a request for meetings and conferences through the Health Sciences Institute Conference Request site on the AAHS Internet,
http://aamcwebt/FORMfields/forms/generated/health_sciences_institute_conference_center_reqs.php

1. Requests include:

- a. Contact name
- b. Contact information (phone, email)
- c. Name of event
- d. Purpose of event
- e. Any commercial sponsorship
- f. Proposed vendors and/or pharmaceutical representatives

- g. Proposed date and time of event
 - h. Space requirements
 - i. Room set up
 - j. Number of attendees
 - k. Catering requirements
 - l. AV requirements
 - m. Other needs
2. Requests will be acknowledged within two working days.
 3. Requests will be reviewed and submitted for approval to the Director, Medical Staff Support Services.
 4. Confirmation or inability to accommodate the request will be communicated to the requesting party by the HSI Scheduling Coordinator.

Employees and Auxiliaries of AAHS and its subsidiaries and the AAMC Medical Staff may sponsor a community, professional organizations, or support groups to use the HSI conference space.

1. Requests will be reviewed and submitted for approval to the Director, Medical Staff Support Services.
2. If approved the Medical Staff Office will provide the community organizations and external groups with a contract detailing the above noted arrangements.

References: None

Cross References:

ADM1.1.13 - "Catering"