

AGENDA

SOUTHEAST REGION WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY
 Southeast Region Wound, Ostomy and Continence Nurses Society
 Saturday, September 05, 2015 to Wednesday, September 16, 2015

Day	Date	Start	End	Function	Room Name	Room Set	People
Tue	09/08/2015	03:00PM	11:59PM	Work Room & Storage	Salon 24	Special Set up	5

Day	Date	Start	End	Function	Room Name	Room Set	People
Wed	09/09/2015	12:00AM	11:59PM	Work Room & Storage	Salon 24	Special Set up	5
Wed	09/09/2015	06:00PM	09:00PM	Ser BOD Dinner	PDRoom	Conference	14

Day	Date	Start	End	Function	Room Name	Room Set	People
Thu	09/10/2015	12:00AM	11:59PM	Work Room & Storage	Salon 24	Special Set up	5
Thu	09/10/2015	06:00AM	11:59PM	Hold/Meal Room	Jr. Ballroom F	TBD	TBD
Thu	09/10/2015	06:00AM	11:59PM	Hold/General Session	Jr. Ballroom G	Schoolroom 3 per 6'	275
Thu	09/10/2015	06:00AM	11:59PM	Hold/Registration	Registration Desk 3	Existing	FLOW
Thu	09/10/2015	07:00AM	11:59PM	Hold/Pre Conference Room	Salon 20/21	Schoolroom 3 per 6'	100
Thu	09/10/2015	07:30AM	05:00PM	Registration	Registration Desk 3	Existing	FLOW
Thu	09/10/2015	08:00AM	11:00AM	Exhibit Set up	Executive Ballroom	Exhibits 8x10	90
Thu	09/10/2015	08:00AM	11:00AM	Posters Set up	Jr. Ballroom Foyer	Special Set up	18
Thu	09/10/2015	08:00AM	11:00AM	Pre Conference Breakfast & Meeting	Salon 20/21	Schoolroom 3 per 6'	TBD
Thu	09/10/2015	11:00AM	11:59PM	Hold/Exhibits	Executive Ballroom	Exhibits 8x10	90
Thu	09/10/2015	11:00AM	11:59PM	Hold/Posters	Jr. Ballroom Foyer	Special Set up	18
Thu	09/10/2015	11:30AM	12:30PM	Lunch Symposia	Jr. Ballroom F	Rounds of 10	275
Thu	09/10/2015	12:45PM	04:15PM	General Session	Jr. Ballroom G	Schoolroom 3 per 6'	275
Thu	09/10/2015	03:00PM	03:30PM	PM Break in Foyer	Jr. Ballroom Foyer	Rolling Carts	275
Thu	09/10/2015	04:30PM	06:30PM	Opening Reception	Executive Ballroom	Existing	400
Thu	09/10/2015	06:45PM	09:00PM	Great Comebacks Reception & Dinner	Jr. Ballroom F	Crescent Rounds	150

***** Agenda continued on the following page *****

Thurs 9/10/15 7am - 11:00am pre-con. breakfast
 set up in foyer in front
 of Salon 20/21 -
 - per Danielle - write change on agenda - MD

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SOUTHEAST REGION WOUND, OSTOMY AND CONTINENCE NURSES SOCIETY
 Southeast Region Wound, Ostomy and Continence Nurses Society
 Saturday, September 05, 2015 to Wednesday, September 16, 2015

Day	Date	Start	End	Function	Room Name	Room Set	People
Fri	09/11/2015	12:00AM	11:59PM	Hold/Exhibits	Executive Ballroom	Exhibits 8x10	90
Fri	09/11/2015	12:00AM	11:59PM	Hold/Meal Room	Jr. Ballroom F	TBD	TBD
Fri	09/11/2015	12:00AM	11:59PM	Hold/General Session	Jr. Ballroom G	Schoolroom 3 per 6'	275
Fri	09/11/2015	12:00AM	11:59PM	Hold/Posters	Jr. Ballroom Foyer	Special Set up	18
Fri	09/11/2015	12:00AM	11:59PM	Hold/Registration	Registration Desk 3	Existing	FLOW
Fri	09/11/2015	12:00AM	11:59PM	Work Room & Storage	Salon 24	Special Set up	5
Fri	09/11/2015	06:30AM	05:00PM	Registration	Registration Desk 3	Existing	FLOW
Fri	09/11/2015	07:00AM	09:00AM	Breakfast with Vendors	Executive Ballroom	Rolling Carts	300
Fri	09/11/2015	09:15AM	06:00PM	General Session	Jr. Ballroom G	Schoolroom 3 per 6'	275
Fri	09/11/2015	11:15AM	11:30AM	AM Break in Foyer	Jr. Ballroom Foyer	Rolling Carts	275
Fri	09/11/2015	12:45PM	01:45PM	Lunch Symposia	Jr. Ballroom F	Rounds of 10	325

Day	Date	Start	End	Function	Room Name	Room Set	People
Sat	09/12/2015	12:00AM	11:30AM	Hold/Posters	Jr. Ballroom Foyer	Special Set up	18
Sat	09/12/2015	12:00AM	02:15PM	Hold/Meal Room	Jr. Ballroom F	TBD	TBD
Sat	09/12/2015	12:00AM	05:00PM	Hold/General Session	Jr. Ballroom G	Schoolroom 3 per 6'	275
Sat	09/12/2015	12:00AM	05:00PM	Hold/Registration	Registration Desk 3	Existing	FLOW
Sat	09/12/2015	12:00AM	05:00PM	Work Room & Storage	Salon 24	Special Set up	5
Sat	09/12/2015	06:30AM	12:00PM	Registration	Registration Desk 3	Existing	FLOW
Sat	09/12/2015	07:00AM	08:00AM	Breakfast Symposium	Jr. Ballroom F	Crescent Rounds	200
Sat	09/12/2015	08:15AM	04:45PM	General Session	Jr. Ballroom G	Schoolroom 3 per 6'	275
Sat	09/12/2015	10:15AM	10:30AM	AM Break in Foyer	Jr. Ballroom Foyer	Rolling Carts	275
Sat	09/12/2015	11:30AM	12:00PM	Teardown Posters	Jr. Ballroom Foyer	Empty / Clean	0
Sat	09/12/2015	12:15PM	02:15PM	Awards Luncheon	Jr. Ballroom F	Crescent Rounds	200

***** Above agenda is based on a food & beverage minimum of \$35,000.00 (exclusive of 24% service charge and 6.5% sales tax) *****

END OF PROGRAM

Agenda Confirmed by: Marthe Lawds Date: 4-10-15

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