

General Guidelines Meeting Room Requirements

Note: The following information is a guideline only to ensure that adequate meeting space is available at the proposed conference site. Times, set ups, and number of attendees will vary each year.

Thursday

Guest Rooms

Registration	Estimate: 70-80 (single/double) 6-9 PM	Flow (150)
Reception	6-7 PM	Flow (150)
Ice Breaker/Impromptu Design	7-10 PM	Flow (150)
Conference Office and Storage Room	4 PM (Fri) – 1 PM (Sunday)	
Resource Displays	5PM (Set Up til Noon on Sat)	2 8 ft. skirted tables in hall
Food Service		
Finger Food for Reception		
Additional Soft Drinks during IB/ID		

Friday

Guest Rooms

Conference Office and Storage Room	Estimate: 85-105 (single/double) 4 PM (Fri) – 1 PM (Sunday)	
Registration	All Day	Same as Friday
Resource Displays	All Day	Same as Friday
Oral Competitors Meeting	7A-8A	20-30 persons – Rounds
Poster Competition	All Day	10 6 ft skirted tables against walls around perimeter of room – 6 chairs only in entire room
Conference Opening	9 – 9:30 AM	Classroom – 150
Web Poster Competition	9AM – 12 Noon	Conference 5 people
Student Section Meeting	9:30 AM – 11 AM	Classroom – 150
Exhibits/Job Fair	8 AM – 3 PM	Around perimeter of room for Luncheon – Approx 10-20 set ups
Oral Competitors Judges/Workers Meeting	11 AM – 12 N	Flexible – 20-30 persons
Lunch	12 N – 1 PM	Rounds (175-200)
SSA Meeting	1 – 5 PM	Conference – 10-15 persons
Early Career Forum (ECF)	1 – 5 PM	Theater – 50-75 persons
Oral Competition “A”	1 – 5 PM	Reception (4P-5P) to be held in same room if possible
Oral Competition “B”	1 – 5 PM	Theater – 50 persons
Oral Competition “C”	1 – 5 PM	Theater – 50 persons
Oral Competition “D”	1 – 5 PM	Theater – 50 persons
Judges Scoring Meeting	Immediately following end of competition (4P – 6P)	Conference – 12-15 persons
ECF Reception	4P – 5P	See above
Food Service		
Continental Breakfast – All		
Mid Morning Break		
Lunch – All		
Mid Afternoon Break		
ECF Reception – Finger Food		

DECISION TIME

HOST – YOU MUST MAKE DECISION ON WHETHER OR NOT TO DO THE FRIDAY DINNER AT THE HOTEL OR AT A REMOTE LOCATION BEFORE HOTEL CONTRACT IS SIGNED.

Student Design Contest – Peer Review & Impound	4:00PM – 6:30 PM	Need large area
SPDC Dinner	6:30 PM – 8:00 PM	175-200 persons
Student Design Contest	8:00 PM – 10:00 PM	

Saturday

Guest Rooms

Conference Office and Storage Room	Estimate: 25-35 (single/double) 4 PM (Fri) – 1 PM (Sunday)	
Registration	7AM – 9 AM	Same as Friday
Resource Displays	Disassembly by Noon	Same as Friday
SPDC Breakfast	7AM – 8 AM	Rounds – 50-60 persons
Town Hall Forum	8AM – 10 AM	Theater – 200 - 250 persons

Technical Conference	All Day	Theater – 50 persons
Oral Competition Run Off	9 AM – 11 AM	Theater – 50 persons
Management Training “A”	10 AM – 12 Noon	Classroom – 50 persons
Management Training “B”	10 AM – 12 Noon	Classroom – 50 persons
Awards Luncheon	12 Noon – 3 PM	Rounds – 200-250 persons
SPDC Official Ends and Student No longer in attendance at meetings		
TC	Continued from morning	
Other meetings	2 PM – 6 PM	Hollow Square – 60 persons
Food Service		
Plated Breakfast for other meetings		
Mid Morning Break		
Lunch		
Afternoon Break		

NOTE: Host to recommend off-site restaurant for other attendees for dinner.

Sunday

Conference Office and Storage Room	4 PM (Fri) – 1 PM (Sunday)	
Other meeting Breakfast	8 AM – 9 AM	Rounds – 40-50 persons
Other meetings	9 AM – 1 PM	Hollow Square – 60 persons
Conference Committee Luncheon	1 PM – 3 PM	Round – 15-20 persons
Food Service		
Plated Breakfast		
Mid Morning Break		
Small Luncheon		

Guest Rooms: It is requested that the conference rate be made available to attendees for 2 days prior to and 2 days following conference for those who may wish to come early or stay over longer.

Meeting Rooms: It is requested that the hotel contract specify names of meeting rooms assigned for ASME use.

ASME
2007 SPDC
Location

Basic Guide for Planning Purposes – Example

Thursday, April 3, 2003

Time	Room	Function	Comments
15:00 – End	Palm Island	Conference Office	
18:00 – 21:00	TBD by Hotel	Registration	
19:00 – 22:00	Watson Island	Reception/Impromptu Design/Ice Breaker	

Friday, April 4, 2003

Time	Room	Function	Comments
All Day	Pre-function Area	Registration	
All Day	Pre-function Area	ASME Resource Display	3 8ft. shirted tables against wall
All Day - End	Palm Island	Conference Office	
All Day	Dodge Island	Poster Competition	Max # of Shirted Tables around perimeter of room against walls – no chairs... 2 Tables center of room w/8 chairs.
All Day	To Be Assigned	MEDH Meeting	Conference – 15-20
All Day	To Be Assigned	METDH Meeting	Conference – 6-10
07:00 – 08:30	Star Island	Oral Competitors Meeting	20-30 persons (rounds)
09:00 – 16:00	Salon A-E	Job Fair/Exhibitors	Booths (Tables) to be arranged around perimeter of room. Balance of room to be used for Lunch
09:00 – 09:30	Watson Island	Conference Opening	Theater Style
09:30 – 11:00	Watson Island	Student Section Meeting	Theater Style
09:30 – 11:00	Fisher Island	TC	Theater Style
10:00 – 11:30	TBD (Boardroom)	WebPoster Competition Judging	Room for approximately 4-6 persons
11:00 – 12:00	Star Island	Oral Competition Judges/Workers Meeting	No Change
12:00 – 12:00	Salon A-E	Lunch	Rounds (Exhibits around perimeter of room – see 09:00-16:00)
13:00 – 17:00	Watson Island	ECF and ECF Reception	Theater
13:00 – 17:00	Sunset Island	Oral Competition “A”	Theater
13:00 – 17:00	Biscayne Island	Oral Competition “B”	Theater
13:00 – 17:00	San Marco Island	Oral Competition “C”	Theater
13:00 – 17:00	Star Island	Oral Competition “D”	Theater
13:00 – 17:00	Fisher Island	SSA Meeting	Hollow Square

Note: These room assignments may change during the month prior to the conference as hotel makes adjustments for best utilization of space.

17:00 – 18:00	Will Use an Existing Room that is open at that time (Possibly Fisher)	Judges Scoring Meeting	
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16:00 – 18:00	Ballroom	SDC Device Check in and Peer Review	
18:00 – 19:30	Ballroom	Joint Dinner	
20:00 – 23:00	Ballroom	Student Design Competition (SDC)	
20:00 – 22:00	To Be Assigned	Other Meeting	

Saturday, April 5, 2003

All Day - End	Palm Island	Conference Office	
All Day (16:00)	Pre-function Area	ASME Resource Display	3 8ft. shirted tables against wall
All Day	To Be Assigned	MEDH Meeting	Conference – 15-20
All Day	To Be Assigned	METDH Meeting	Conference – 6-10
07:00 – 09:00	Pre-function Area	Registration	
07:00 – 08:00	Hibiscus Island	SSA Breakfast	Rounds (50-60)
08:00 – 12:00	Fisher Island	TC	Same as Friday
08:00 – 10:00	Watson Island	Oral Competition Run Off	Theater
08:00 – 10:00	Hibiscus Island	Round Table Discussions	No Change
08:00 – 10:00	Sunset Island	Management Class	Classroom
08:00 – 10:00	Biscayne Island	Management Class	Classroom
10:15 – 12:00	Watson Island	Town Hall Meeting	Theater
12:00 – 15:00	Salon A-E	Awards Luncheon	Rounds with Open Area for Awards
14:30 – 18:00	Watson Island	Other meetings	Hollow Square

Sunday, April 6, 2003

8:00 – 9:00	To Be Assigned	Breakfast	Rounds (40-50)
9:00 – 12:00	Watson Island	Other meetings	Hollow Square
12:00 – 2:00	To Be Assigned	Lessons Learned Luncheon	Rounds (15 – 20 persons)

2002 Attendance Information

- Thursday Tour – 56
- Thursday Reception – 168

- Friday Lunch – 181
- Friday Dinner – 226
- Friday YEF - 59

- Saturday RAC/SSA Breakfast – 59
- Saturday Awards Luncheon – 219

- Sunday Breakfast – 48

Note: These room assignments may change during the month prior to the conference as hotel makes adjustments for best utilization of space.

- Sunday Wrap Up (Lessons Learned) Luncheon – 16

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