

ATS 2019 Meeting Space at the Kay Bailey Hutchison Convention Center

Private meeting space is in high demand at the ATS 2019 International Conference. Take advantage of this opportunity to secure meeting space at the Kay Bailey Hutchison Convention Center. To provide more flexibility, the ATS is offering three options for meeting space – Expo Suites, Meeting Suites and Meet Up rooms. Companies can select from a variety of sizes and room sets designed to meet your individual needs. Custom rooms can be created to suit your needs.

* Please note – press/media events are not eligible for meeting space for the duration of the conference dates.

Why secure meeting space at the convention center?

- Convenience for you and the attendees
- Client meetings
- Sales meetings
- Training sessions
- Recruitment
- Focus groups
- Hospitality suites
- Private demonstrations
- Relaxation room for staff

Meeting Space Options FAQs

What is the difference between the three options?

Expo Suites are private meeting spaces located in the Exhibit Hall. Expo Suites are only available to contracted and paid exhibitors. These suites are located at the back or sides of the Exhibit Hall. Expo Suites allow you to customize the interior of the space to meet your needs. Expo Suites are secured for the entire conference, see schedule below. *While there is a lock on the door these rooms are not secure. We recommend not leaving anything of value unattended in the suite.*

Meeting Suites offer private meeting room options located in Hall B or in the A100 rooms at the Kay Bailey Hutchison Convention Center. The Meeting Suite can be rented for two hours or ½ day increments as well as full day or 3 or more days. Conveniently conduct business in the convention center rather than at surrounding hotels. The Meeting Suite provides a turnkey option and requires no further investment for your organization. They include 32" LCD screen on a stand, Wi-Fi internet (for 15 people), electrical, carpeting and a conference table with chairs. Meeting Suites include a ceiling for additional privacy. *These rooms are not secure so we recommend not leaving anything of value unattended in the suite.*

Meet Up Rooms offer an affordable place for companies to meet with clients, customers or staff. They include a conference table with chairs. They can be secured for two hours or ½ day increments as well as full day or 3 or more days. *These rooms are not secure so we recommend not leaving anything of value unattended in the suite.*

Meeting Suites and Meet Up Rooms are available to exhibiting and non-exhibiting companies.

Where are the meeting rooms located?

- **Expo Suites** – Kay Bailey Hutchison Convention Center – Exhibit Hall – Halls C-E, Level 2
- **Meeting Suites and Meet Up Rooms** – Kay Bailey Hutchison Convention Center – Hall B, Level 2 or A100 meeting room, Level 1

What's included in the space?

Expo Suites

- Meeting room structure (No ceiling)
- 18" x 18" sign with company logo
- Electrical (2000 watts)
- Standard carpeting

Meeting Suites

- Private meeting room structure with ceiling
- Conference table
- Chairs
- 32" LCD screen on a stand
- Wastebasket
- Electrical (2000 watts)
- Internet connection (Wi-Fi internet for 15 people)
- Meeting Concierge – to help your guests find your room or to provide assistance if there is an issue

Meet Up Rooms

- Private meeting room structure (no ceiling)
- Conference table
- Chairs
- Carpeting
- Wastebasket
- Meeting Concierge - to help your guests find your room or to provide assistance if there is an issue

What are the available sizes?

▪ Expo Suites

- 10' x 10'
- 10' x 20'
- 20' x 20'
- 20' x 30"

▪ Meeting Suites or Meet Up Rooms

- 10' x 20'
- 20' x 20'
- Custom sizes available

When can I use the meeting room? * Asterisk Denotes Staff Only

- Expo Suites (available Friday through Tuesday)
 - Friday, May 17, 2019 – 8:00 am to 5:00 pm*
 - Saturday, May 18, 2019 – 8:00 am to 5:00 pm*
 - Sunday, May 19, 2019 – 8:00 am to 10:30 am*
 - Sunday, May 19, 2019 – 10:30 am to 3:30 pm
 - Sunday, May 19, 2019 - 3:30 pm to 5:00 pm*
 - Monday May 20, 2019 – 8:00 am to 10:30 am*
 - Monday, May 20, 2019 – 10:30 am to 3:30 pm
 - Monday, May 20, 2019 – 3:30 pm to 5:00 pm*
 - Tuesday, May 21, 2019 – 8:00 am to 10:30 am*
 - Tuesday, May 21, 2019 – 10:30 am to 3:30 pm
- Meeting Suites and Meet Up Rooms (available Saturday through Tuesday)
 - Saturday, May 18, 2019 – 8:00 am to 6:30 pm
 - Sunday, May 19, 2019 – 8:00 am to 6:30 pm
 - Monday, May 20, 2019 – 8:00 am to 6:30 pm
 - Tuesday, May 21, 2019 – 8:00 am to 6:30 pm

What are the half day times?

To book a room for a half day you can select from either 8 am to 1 pm or 1:30 pm to 6:30 pm.

How many people can fit in the meeting room?

- 10' x 10' – 4 people
- 10' x 20' – 8-10 people
- 20' x 20' – 12-20 people depending on room set up

How can I use the room?

The American Thoracic Society welcomes meeting room requests for social functions and receptions, committee meetings, advisory board meetings and staff meetings.

- Presentations must not include educational or scientific content unless the attendees have a contractual or otherwise close relationship with the outside organization (close relationship is defined as an employee, consultant, or grantee).
- Press conferences and media events are not eligible for any type of meeting space during the ATS conference dates.
- The use of any space within the convention center should support conference activities and cannot be used in combination with developing CME/CE/MOC Material or any form of Professional Credit. To learn more about supporting CME, contact Michelle Turenne, Chief, Corporate Alliances and Business Development at mturenne@thoracic.org or 212-315-6448.
- Video recording is permitted but cannot be used to develop or distribute CME/CE/MOC Material or any form of Professional Credit.
- Independent study groups are eligible for meeting space at the convention center.
- Merchandise sales of any kind are prohibited outside the Exhibit Hall.