American Society of Human Genetics Advance Questions

**About your City:** Please provide me with a list of important Web site that can tell me more about your city to help our organization make a decision (such as tourism web sites, government web sites etc.)

**ADA:** Do you have accessibility information for the city? Is there a government Website where I can access further information to help attendees with disabilities? Can the Center provide information on accessibility?

**Airport Transportation:** Is there an official airport shuttle(s)? What is the cost of a shuttle one-way to downtown hotels? How much is a taxi from the airport to downtown hotels (approximately)?

**Attendance Building:** Can you describe your attendance building program, especially for targeting international countries? Do you have programs that assist Association with marketing? What local universities and companies are located within a 100 mile radius of your city?

**City/State Holidays:** please address any city or state holidays that we may not be aware of that could affect our meeting.

**Construction/Expansions:** What plans are there at the Center or in the city, including hotels are currently on the horizon that may affect us in the future?

**Emergency Information:** Can you provide resources (Websites/Information) on the emergency plans for the city in case of an emergency? Can you provide information on emergency plans from the Center? Does the Center serve as a “shelter “during a city or state emergency?

**Hospitals/Emergency Rooms:** Can you provide me with a list of nearby hospitals and or emergency rooms?

**Housing:** How is housing handled by? Do you use a housing company (3rd party)? If so, who are they? What is charge to hotels? How is this handled?

**License Agreement/Letter of Agreement:** Can you provide me with a copy of the current license agreement with the convention center as well as a copy of the letter of agreement we sign before the license agreement is signed? How far out do you ask for the license agreement to be signed and what is the deposit schedule.

**Local Pharmacy/Grocery Store:** Please provide information on the closest grocery stores and pharmacy, especially 24-hour pharmacies.

**Maps:** Can you provide me with a map of the downtown area showing location of hotels in conjunction with the Center?

**Public Transportation:** Please provide information on public transportation options to attendees. Is there a Website where further information can be found?

For groups such as ours, is shuttle service needed from hotels to the convention center?

**Public Parking Garages:** Can you provide me with a list of public parking garages? Is there a Website where this information can be found?

**Unions:** Please address how the unions operate and outline any issues we should be aware of.

**Welcome Program:** What do you provide (complimentary) in terms of a “welcome” program for Associations?
Questions to ask the Convention Center to complete

What other groups will be in the Center over same dates or pre/post our show? What rooms/halls are they utilizing?

Can you email a current set of catering menus? What F&B outlets/concession stands does the Center offer?

Does the center have information on “accessibility” for handicapped attendees?

Who is in the in-house audio visual company? Would they be willing to provide 1 complimentary lectern microphone at no cost to Association (in up to 10 rooms)?

What are the exclusive services with the convention center?

What is the equipment inventory? Do you have 6’ or 8’ tables? What is the inventory for each? What is standard roundtable set (8 or 10 persons per table). What are sizes of round tables and inventory?

What is total number of chairs in inventory?

Chairs at poster boards: we will require one chair at every other board in poster hall (approximately 1000 chairs) at no cost. Is the Center willing to provide?

What is standard room set at no additional cost?

What is fee for room resets?

Does each room come with a water cooler and if so is it at no cost to the Association?

How is water service at head table and in session rooms handled?

What plans does the center have in place for emergency situations? Is the Center used as a “shelter” in emergencies?

Do you offer Wireless Internet? What areas and what is the cost? What is the capacity/number of concurrent?