

IN CONJUNCTION WITH (ICW)  
MEETINGS & EVENTS PACKET



c|h|a  
Colorado Hospital  
Association

2019

# CEO FORUM

July 11 – 12, 2019

Four Seasons Resort – Vail  
Vail, CO



c|h|a *education*

## IN CONJUNCTION WITH (ICW)

Thank you for sponsoring the 2019 CHA CEO Forum! We value your support of and your participation throughout the program. To make the most of the conference experience, we have developed the following process for any meetings you may schedule with attendees in conjunction with the conference. Please review, return the form outlining any potential meeting(s) and let us know if you have any questions. Thank you.

All meetings, events, functions and/or activities held in conjunction with the 2019 CHA CEO Forum by sponsoring companies and related organizations, whether at the Four Seasons Resort Vail or at outside venues must be approved by CHA. To receive approval, please contact Valerie Siebert-Thomas, CHA education manager, at 720.330.6024 or [valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com).

“In Conjunction With (ICW)” events are functions that include the CHA attendees but are not planned by or sponsored by CHA. Notification of ICW must be provided to CHA by **July 2, 2019**.

Events include but are not limited to the following:

- Social Events
- Focus Groups
- Hospitality Events
- Staff Meetings

Functions involving attendees may not be held during any time that conflicts with official CHA programming, exhibits or events. Events where attendees are invited may be held **only** during the following times.

- Thursday, July 11: After 6 p.m.
- Friday, July 12: After 2 p.m.

Any violation of this “In Conjunction With” clause shall subject the sponsoring company or related organization to lose conference participation privileges for two consecutive years.

Utilize this form or submit an email that includes all details outlined on the next page for review/approval of the planned function. The request will be reviewed and approval/denial will be sent to the contact person submitting the request. Upon approval, for those companies wishing to utilize space at the Four Seasons Resort Vail, CHA will communicate approval to the facility and provide your company with contacts to arrange for space, set up, food/beverage, audio visual equipment, etc.

Please note: space rental fees, food/beverage and audio visual costs, etc. will be the sole responsibility of the presenting organization.

# CEO FORUM 2019



## Company Information

Company/Organization Name \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

## In Conjunction With (ICW) Event/Function

Function Name \_\_\_\_\_

Function Type  Hospitality  Company Meeting  Other (please describe) \_\_\_\_\_

Please give a brief description of the purpose of the function \_\_\_\_\_

Attendance by invitation only?  Yes  No

How will the invitations be distributed? \_\_\_\_\_

Who is the target audience?  Company Representative  CHA Conference Attendees  Other

Expected Attendance \_\_\_\_\_

Date of Function \_\_\_\_\_

Location of Function \_\_\_\_\_

Time of Function - Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

**Return this form to Valerie Siebert-Thomas, CHA education manager, at [valerie.siebertthomas@cha.com](mailto:valerie.siebertthomas@cha.com) by July 2, 2019.**