



## **Connectathon Logistics: North America 2010**

The IHE Connectathon will be held at the Hyatt Regency Chicago, 151 East Wacker Drive, Chicago, IL, January 11-15, 2010. A room block has been negotiated for our group at rates of \$146 for a single or double and \$20 for an additional person (tax not included). Reservations can be made at <https://resweb.passkey.com/go/rsnaconnectathon>, or by calling 888-421-1442 or 402-592-6464 and referencing IHE Connectathon. The deadline for making reservations is **December 11, 2009**.

### **Housing**

The sponsors strongly urge you to reserve rooms at the Hyatt Regency Chicago. The rate was negotiated on a minimum number of rooms. To make sure IHE is not charged for unused rooms, we strongly encourage you to make reservations within this block. We appreciate your cooperation in this regard.

### **Participant Registration**

Please register all individual Connectathon participants no later than December 1, 2009 in the testing management system at [http://ihe-kudu.wustl.edu/na2010/register\\_connectathon\\_attendees.php](http://ihe-kudu.wustl.edu/na2010/register_connectathon_attendees.php)

Each system registration includes two complimentary individual registrations. A fee of \$50 per attendee per day will be collected onsite (check or charge) for additional participants beyond the two per system allotment. If you need additional chairs for additional participants, you **MUST** provide us with that information by registering those participants.

### **Service Kit**

All participants must complete the electrical services order form through this kit. Participants are responsible for placing and paying for all orders, including shipping, electrical services, and telephone orders. Electrical services and telephone orders are due to the Freeman Companies by **December 28, 2009**. The document titled Method of Payment needs to be completed for electrical and phone orders. You are required to contract with the hotel for your electrical requirements. You are not required to purchase telephone service; very few participants request a phone at their table.

### **Network and Tables**

IHE Sponsors will provide for each registered system (1) gigabit Ethernet connection (RJ45) including Internet access, one table and two chairs. Additional tables will be provided only upon request and demonstrated need. If you have special space needs (such as oversize equipment), please contact Steve Moore by **December 1, 2009**.

### **Shipping**

Companies will be responsible for shipping their equipment to the Hyatt. On site drayage arrangements need to be made with AVT. This will ensure that your equipment will be

transferred from the Package Room to and from your booth area. Please see document titled Conference Shipping/Receiving/Package Handling for guidelines for shipping packages to and from the Hyatt Regency Chicago. To ensure you get your package(s) on time, you should make sure they arrive at the Hyatt 2-3 days prior to your arrival. The Business Center Credit Card Authorization form needs to be completed for the shipping/drayage fees. If your application can be tested using laptops, you are welcome to use those rather than shipping equipment.

### **Set Up**

Set up will be allowed on Sunday, January 10, 2010, 8:00am – 4:00pm. Please keep in mind that testing will begin at **10:00am** on Monday, January 11, 2010.

### **Meals**

Lunch will be provided during the Connectathon. You are on your own for breakfast and dinner. If you have special dietary requirements, please email them to [ihe@rsna.org](mailto:ihe@rsna.org) by December 11, 2009.

### **Dismantle**

All outbound freight must be made through AVT, the hotel package room. All exhibitor materials must be removed from the exhibit facility by 4:00pm, Friday, January 15, 2010.

Freeman will begin delivering empty crates back to exhibitor's booths on Friday at 12:00pm. We cannot guarantee crate delivery prior to this time.

### **Security**

The Hyatt will provide security, but be advised to secure laptops and small, personal items (wallets, purses, cell phones).