INCOSE Healthcare Working Group

9th Annual Systems Engineering in Healthcare Conference: HWGSEC2024

# Sponsor FAQs

**Location:** Crown Plaza Aire, 3 Appletree Square, Bloomington, MN 55425

**Dates:** April 24-25th, 2024 (Tutorials on April 23rd)

**Conference Website:** <https://www.incose.org/hwg-conference/>

**Sponsor Registration:** <https://www.eventbrite.com/e/632404437697>

**Exhibit Hall Room:** Foyer outside the Ballroom. Tables will be labeled with your company’s name.

**Set-Up:**5-7 PM April 23rd. Set up on the morning of Wednesday the 24th is preferred. Please let us know if you are planning a Wednesday morning set-up: email mptbalarson@comcast.net.

**Exhibition Schedule**

|  |  |  |
| --- | --- | --- |
| **Tuesday, April 23rd** | **Wednesday, April 24th** | **Thursday, April 26th** |
|  | 6:30 – 7 AM Set-up |  |
|  | 7-8 AM Breakfast | 7-8 AM Breakfast |
|  | 10-10:30 AM Break | 9:30-10 AM Break |
|  | 12 – 1 PM Lunch\* | 11:30 – 12:30 PM Lunch\* |
|  | 3:15 – 3:45 PM Break | 12:30-2 PM Unconference |
|  | 5:30-7 PM Happy Hour | 2PM conference adjourns |
| 5-7 PM set-up | 7-9 PM Evening Banquet | 2 - 3 PM Tear Down\*\* |

\*Breakfast, breaks, and lunch will all be served in the Exhibit area.

\*\*Tear down is fine to start at 3:30 pm, but please be mindful of minimizing disruptions.

**Shipping for Conference:** All boxes, crates or other vendor supplies need to be labeled:

Crowne Plaza Aire

3 Appletree Square

Bloomington, MN 55425

INCOSE 2023 Systems Engineering in Healthcare Conference

Name of your company

Name of person on property that will claim boxes, crates or supplies

Please email mptbalarson@comcast.net when you ship your conference materials so we can track it. See the hotel “Shipment of Freight” file posted on the conference downloads page (<https://www.incose.org/hwg-conference/downloads>) for more information.

**PACKAGES:**

Any materials shipped to the hotel may not arrive earlier than two (2) days prior to your event, and must be removed from the hotel premises within two (2) days after your event. All materials must bear the name of the group and be addressed to the “ON SITE GROUP CONTACT NAME” with the date of event. Shipping charges must be prearranged and paid for by the company. The hotel does NOT accept on a “COD” basis. The hotel does not bill shipping charges to master accounts.

**Package Handling Fees for this service will be applied to the master accounts and are as follows**. The Crowne

Plaza Aire will not be held responsible to move exhibitors/planners material in/out of the hotel:

Packages/Boxes/Envelopes $5.00 per unit Pallet $50.00 per pallet

If shipping out, company is required to pack, tape, and have pre-paid shipping labels taped on boxes.

**NOTE: FedEx and UPS does not make regular stops to hotel; onsite contact is required to call for pick up.**

**Move-out:** 3:30 – 5 pm April 27th

**Table sizes**: 6' long x 30” width. Draped with black table cloths. Please let us know if you need additional room for booth displays, email at mptbalarson@comcast.net.

**Floor Plan:** Tables are assigned and will have your companies name on them.

**Vendor Electricity:** Let Phyllis (mptbalarson@comcast.net) know if you need electrical outlet access and what you are powering, email at. Standard set-up is for a single computer.

**Dress Code:** Business casual

**Materials to Bring:** It’s up to you, but promotional materials, take-aways, SWAG, all options to make your company memorable. We are estimating ~150 attendees.

**Booth:** Please stand in front of the tables, if possible. I know it can be difficult, but it really does promote better interactions.

**On-site Contact:** Phyllis Larson, mptbalarson@comcast.net, 763-218-7931

**Back-up on-site contact:** Diane Weyrauch, 763-688-1033

Thanks for all your support! We are looking forward to a great conference.